

# WE ARE GOING TO SECONDARY SCHOOL.

# WE ARE NEWHAM.



## **Year 7 Admissions in September 2022**

Information relating to Pan London Year 7 coordination and  
In-Year Admissions for 2021/2022

A summary of the steps you need to take to apply for a place in Year 7, starting in September 2022.

This applies to children born from 1 September 2010 to 31 August 2011.

**REMEMBER** – your chances of getting the school of your preference are better if you apply by Sunday 31, October 2021.

1

It is important that you understand this booklet, so please dedicate time to reading it. Don't worry. If you need support, your child's primary school can provide it.

2

Do not just focus on the schools you know about. Take time to find out about all the schools located in Newham. You can do this by attending as many open days/evenings as you can and by viewing their websites. **Note:** Ofsted reports and league tables can be out of date.

3

Read and understand how places are offered at the schools you are interested in. You do this by reading their admissions criteria and reviewing the placements for **September 2021** which are published in this booklet on pages 40-41.

You can use these figures and School Finder to calculate your own home-to-school distances. This will help you understand the likelihood of your child being offered a place.

4

Decide which schools you are going to name as your preferences remembering you can name six. Don't forget to check that you know their location so you know where your child will be travelling to each day and the cost of the journey.

5

Submit your online application via **eadmissions.org.uk** by **Sunday, 31 October 2021 no later than 11.59pm**. You should apply earlier to avoid the risk of technical issues close to the deadline. If you apply using the paper Common Application Form (CAF), you will need to:

- post the form to Pupil Services, PO Box 69972, London E16 9DG. It must arrive no later than **Friday 29 October 2021**. See pages 76-77 for information about applying online.

6

If you are naming a voluntary-aided faith school as any of your preferences and want to be considered under the faith-based criterion, you must complete and submit their Supplementary Information Form (SIF). For Newham Catholic schools your SIF must be received by the school no later than **Friday 29 October 2021**. If the school you prefer is outside Newham, you must check the closing dates.

7

If you are applying for a school outside of Newham you must submit your proof of address with your application via the eAdmissions portal by **Sunday, 31 October 2021** or if you are applying using a paper form, post with the form for delivery by **Friday, 29 October 2021**. See pages 74-75.

8

**Tuesday, 1 March 2022 National Offer Day**

- If you applied online via **eadmissions.org.uk** you will receive an email notification of the school place you have been offered in the evening.
- If you applied using the Common Application Form (CAF) your offer for a school will be sent to you via first class post.

# MESSAGE TO PARENTS AND CARERS FROM MAYOR ROKHSANA FIAZ



**I hope that you and your family are well, particularly as it's been an unprecedented time for us all during the Covid-19 public health emergency that we've all been going through since March last year.**

As we adjust to the reality of living with Covid-19, I am pleased to introduce the 2021 edition of our 'Starting Secondary School Guide'.

It comes out at a time when we are acknowledging everything we love about our children and young people in Newham, through our Year of the Young Person celebrations - designated this year to amplify our passion and commitment to supporting all our children and young people in the borough to reach their potential as they progress through their life journeys.

We have increased investment into services supporting children by a third (33 per cent) since 2018, as well as providing £43 million for a Brighter Future to expand our Youth Zones across the borough, invest in Youth Safety and help our young people through our Youth Empowerment Fund.

I am absolutely dedicated to ensuring that all of the children and young people in the borough have access to the most exceptional educational and youth service provision in the country to help them thrive, be safe and happy.

For those of you whose children are starting secondary school, I know it is a major milestone in life for your kids; and as parents and carers it can also feel quite daunting! But you will marvel at their flourishing confidence as they experience a whole new world of learning, a wider circle of friends and inspirational teachers as well as guidance that empowers them.

Solid foundations at secondary school are really important in helping our young people progress and succeed in the next stage of their life journey, whether that be education, training, employment

or setting up a business! It's all part of our agenda to make Newham the best place in the world for children and young people so they can all have bright futures.

This guide will help you make the process of applying for a secondary school place for your child as smooth and easy as possible. We have an array of fantastic schools in the borough and most are rated either good or outstanding by Ofsted, the Government's schools inspectors; and excellent results that our young people continue to achieve in the borough at schools which are among the best in the country.

I would encourage you to visit schools and take the opportunity to meet teaching and support staff, see the school in action, view the facilities and hear about the school's achievements, as well as asking them a lot of questions! Where a visit isn't possible there may be other ways of finding out more, for example by telephone, online or video call.

Also, make sure you maximise your opportunities by using all 6 of your school preference options, and it will really help if you apply online. Once you do, you'll automatically be entered into our prize draw to win a school uniform for your child.

Your child will relish being at secondary school with new friends and the support to be curious and ambitious. They will love the excitement of growing up, exploring the world, and seizing all the opportunities our schools will be providing for them.

On behalf of all the teachers and governors, we look forward to welcoming your child in the coming months to one of Newham's secondary schools. Stay well and safe.

Best wishes,

Rokhsana Fiaz OBE  
Mayor of Newham  
@rokhsanafiaz

**People at the Heart  
of Everything We Do**



# School Finder

## Routes to Schools

Discover how far you live from the schools in your area.


**Your Selected Address**


LONDON BOROUGH OF NEWHAM  
NEWHAM DOCKSIDE  
1000 DOCKSIDE ROAD  
WEST BECKTON  
LONDON  
NEWHAM  
E16 2QU


[Search Again](#)

**Your Selected School**




Sarah Bonnell School  
Deanery Road  
London  
E15 4LP


 3.592 miles [View Route](#)

 3.677 miles [View Route](#)

 3.006 miles [View Route](#)

**Additional Information**  
[School Website](#)

Showing  route to Sarah Bonnell School  



Ordnance Survey data © Crown Copyright

# Do you need help deciding which school to apply for?

The School Finder can help you.

You can use the Newham Secondary School Fact Finder to locate:

- the six secondary schools closest to your home located in Newham
- the home-to-school distances to any school located in Newham
- if your home address is in the Newham Catholic Deanery

[www.newham.gov.uk/schoolfactfinder](http://www.newham.gov.uk/schoolfactfinder)

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All information in this brochure is correct at time of publication - August 2021.
















Front cover and internal photos: Newham Community Schools Trust - Sarah Bonnell School and Rokeby School

Apply by 31 October 2021

We are going to secondary school

## SECONDARY SCHOOLS IN NEWHAM - OPEN DAY DATES 2021

We advise that you attend as many open days as possible before naming your preferences.

School/Venue	Headteacher	School details	Open evening	Open days
<b>Bobby Moore Academy</b>  	Daniel Botting	1 Sidings Street E20 2AE <b>Phone:</b> 020 3146 8000 <b>Email:</b> bmaenquiries@bobbymooreacademy.co.uk <b>Website:</b> www.bobbymooreacademy.co.uk	Thursday, 14th October, 5pm-7.30pm	
<b>Brampton Manor Academy</b>  	Dr D. Olukoshi OBE	Roman Road East Ham E6 3SQ <b>Phone:</b> 020 7540 0500 <b>Email:</b> info@bramptonmanor.org <b>Website:</b> www.bramptonmanor.org	Thursday, 30th September, 5pm-7pm	
<b>Cumberland Community School</b> 	Omar Deria	Oban Close Plaistow E13 8SJ <b>Phone:</b> 020 7474 0231 <b>Email:</b> contact@cumberland.org.uk <b>Website:</b> www.cumberland.org.uk	Tuesday, 21st September, 4.30pm-7pm	
<b>Eastlea Community School</b> 	Sarah Morgan	Pretoria Road Canning Town E16 4NP <b>Phone:</b> 020 7540 0400 <b>Email:</b> info@eastlea.newham.sch.uk <b>Website:</b> www.eastlea.newham.sch.uk		Saturday, 18th September, 10am-Noon
<b>East London Science School</b>  	Mark Taylor Interim	The Clock Mill Three Mill Lane London E3 3DU <b>Phone:</b> 020 8981 2680 <b>Email:</b> info@eastlondonscienceschool.co.uk <b>Website:</b> eastlondonscienceschool.co.uk	Wednesday, 6th October, 5.30pm- 7.30pm	Saturday, 2nd October, 10am-Noon
<b>Forest Gate Community School</b> 	Thahmina Begum	Forest Lane Forest Gate E7 9BB <b>Phone:</b> 020 8534 8666 <b>Email:</b> info@forestgate.newham.sch.uk <b>Website:</b> forestgate.newham.sch.uk	Tuesday, 12th October, 4.30pm-7pm	Wednesday, 6th October and Thursday, 14th October 9am-Noon
<b>Harris Academy Chobham</b>  	Michael Whitworth	40 Cheering Lane East Village E20 1BD <b>Phone:</b> 020 3747 6060 <b>Email:</b> info@chobhamacademy.org.uk <b>Website:</b> www.chobhamacademy.org.uk	Wednesday, 29th September, 4.30-7pm	
<b>Kingsford Community School</b> 	Joan Deslandes OBE B.Ed (Hons) MA	Kingsford Way Beckton E6 5JG <b>Phone:</b> 020 747 4700 <b>Email:</b> admin@kingsford.newham.sch.uk <b>Website:</b> www.kingsfordschool.org.uk	Tuesday, 5th October, 4pm-7pm	
<b>Langdon Academy</b>  	Jamie Brooks	Sussex Road East Ham E6 2PS <b>Phone:</b> 020 8471 2411 <b>Email:</b> info@langdonacademy.org <b>Website:</b> www.langdonacademy.org	Wednesday, 15th September, 4.30pm- 6.30pm	
<b>Lister Community School</b> 	Kunal Vora	St Mary's Road Plaistow E13 9AE <b>Phone:</b> 020 8471 3311 <b>Email:</b> enquiries@lister.newham.sch.uk <b>Website:</b> www.lister.newham.sch.uk	Monday, 27th September, 5pm-7pm	


### Icon Key


						
All Through Schools (see page 70)	Academy/ Free school	LB Newham Maintained Community School	Foundation School	University Technical College	LB Newham Maintained Voluntary Aided Faith Schools	Sixth Form

School/Venue	Headteacher	School details	Open evening	Open days
<b>Little Ilford School</b> 	Ian Wilson Rav Bansal	Browning Road Manor Park E12 6JB <b>Phone:</b> 020 8478 8024 <b>Email:</b> info@littleilford.org <b>Website:</b> www.littleilford.newham.sch.uk	Wednesday, 13th October, 4pm-6.30pm	
<b>London Design and Engineering - University Technical College</b> 	Geoffrey Fowler	Docklands Campus 15 University Way E16 2RD <b>Phone:</b> 020 3019 7333 <b>Email:</b> admin@ldeutc.co.uk <b>Website:</b> www.ldeutc.co.uk	Check school website for the latest information	
<b>Oasis Academy Silvertown</b> 	Johanna Thompson	Rymill Street London E16 2JF <b>Phone:</b> 020 7059 2500 <b>Email:</b> office@oasisilvertown.org <b>Website:</b> www.oasisilvertown.org	Thursday, 23rd September, 3.30pm-7pm	
<b>Plashet School (Girls)</b> 	Rachel McGowan	Plashet Grove East Ham E6 1DG <b>Phone:</b> 020 8471 2418 <b>Email:</b> info@plashetnewham.sch.uk <b>Website:</b> www.plashetschoolnewham.com	Tuesday, 12th October, 4.30pm- 7pm	
<b>Rokeby School (Boys)</b> 	Charlotte Robinson	Barking Road Canning Town E16 4DD <b>Phone:</b> 020 7540 5620 <b>Email:</b> info@rokeby.newham.sch.uk <b>Website:</b> www.rokeby.newham.sch.uk		Saturday, 25th September, 10am-12pm
<b>Royal Docks Academy</b> 	John Blaney	Prince Regent Lane Custom House E16 3HS <b>Phone:</b> 020 7540 2700 <b>Email:</b> jfaldo@royaldocks.newham.sch.uk <b>Website:</b> www.royaldocs.newham.sch.uk	Tuesday, 7th September, 5pm-7pm	
<b>Sarah Bonnell School (Girls)</b> 	Rae Potter	Deanery Road Stratford E15 4LP <b>Phone:</b> 020 8534 6791 <b>Email:</b> info@sarahbonnell.net <b>Website:</b> www.sarahbonnell.com	Wednesday, 29th September, 4.30pm-7pm	Friday, 15th October, 9.15am
<b>School 21</b>   	Dr Nicola Mason	Pitchford Street Stratford E15 4RZ <b>Phone:</b> 020 8262 2121 <b>Email:</b> info@school21.org.uk <b>Website:</b> www.school21.org		None
<b>St Angela's Ursuline School (Girls)</b>  	Mark Johnson BSc	St George's Road Forest Gate E7 8HU <b>Phone:</b> 020 8472 6022 <b>Email:</b> office@stangelas-ursuline.co.uk <b>Website:</b> www.stangelas-ursuline.co.uk	Thursday, 7th October, 5pm-8pm	
<b>St Bonaventure's RC School (Boys)</b>  	Christopher McCormack	Bolyen Road Forest Gate E7 9QD <b>Phone:</b> 020 8472 3844 <b>Email:</b> info@stbons.org <b>Website:</b> www.stbons.org	Thursday, October 7th, 6-8 pm	Monday, 12th October to Thursday 15th October 9.30am-11am
<b>Stratford School Academy</b> 	Craig Hewitt	Grosvenor Road E7 8JA Upton Lane, Forest Gate E7 9PR <b>Phone:</b> 020 8471 2415 <b>Email:</b> stratford@stratfordschoolacademy.org <b>Website:</b> www.stratfordschoolacademy.com	Monday, 4th October, 4.30pm-7pm (Upton Lane building)	Monday, 20th October to Thursday, 23rd October, 9.30am-11.30am Pre-book with reception

 Academy schools are state-funded schools and independent of local authority control. Free schools are a type of academy and are state-funded and non profit making.

 Maintained schools are state-funded schools controlled by the local authority (council).

 Foundation schools are state-funded maintained schools where the Governing Body is overseen by a charitable Trust or Foundation

 Voluntary aided schools are state-funded schools in which a foundation or trust (usually a religious organisation), contributes to building costs and has a substantial influence in the running of the school.

# Apply Online for a SAFE and SECURE application process

The easiest way to apply for your child's secondary school is to do it online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk)



- It's quick, safe and secure – your child's details are safe
- There is no risk of your application getting lost or delayed in the post
- If you want to change your application, it's easier and quicker to do this online
- You will be sent an email confirming that we have received your application (you do not get a confirmation with paper-based forms)
- You can view or change your application 24 hours a day until the closing date.

## For full details, visit [eadmissions.org.uk](http://eadmissions.org.uk)

Use the space below to record the username, email address, passwords and application reference number you have used to make your application. Without it you will not be able to go online and see which school place your child has been offered. See 'What happens next' section for the results date.

Username:

Password:

Application Reference Number:

Email address:





# Section 1

## Secondary Education in Newham





Introduction by the  
Principal  
**Mr Daniel Botting**

### VISION

Bobby Moore Academy provides education which is transformational in its impact on our students' life chances. We believe firmly that every pupil at Bobby Moore Academy is entitled to a world class education, and that the goal of this education is to provide young

people with choice over their own future paths

We set high expectations of all our students, and we give every student the opportunity to reach that goal through their dedication, their leadership, and their commitment to our school community and its values.

### VALUES

**Ambition:** Our pupils will be ambitious young people who are driven and entrepreneurial, fully focused on realising their goals. They will be determined in their pursuit of knowledge, learning and success. Our staff, likewise, are committed to help our pupils achieve that success, communicating their relentless ambition for the pupils in our care. In so doing, our ambition is to place Bobby Moore Academy among the best schools in the country.

**Aspiration:** Every one of our pupils aims high. We do not talk to them about limiting target grades, nor do we use the term 'ability' when we talk to them about their academic progress. At Bobby Moore Academy, we believe that effort and excellence are inextricably linked. At Bobby Moore Academy, our pupils understand that aspiration is integral to improvement. We help our pupils to raise their aspirations through exposure to a highly academic curriculum, to co-curricular opportunities that broaden their horizons, and to a staff body who share a common belief that our pupils have limitless potential.

**Courage:** A transformative educational experience takes one out of oneself and into new experiences, some of which can be daunting. It is our vision that each of our

pupils personifies courage, that they are not afraid to try new things, that they actively seek out new opportunities and challenges. Courage is also about not being afraid to make mistakes. With this in mind, we want our pupils to be courageous in their learning, to see mistakes and instances of failure as opportunities to learn and succeed. Finally, we want our pupils to be courageous enough to stand up for what they believe, to have the courage to be kind and the courage to do the right thing, even when nobody's watching.

**Respect:** The foundation of any successful community is the mutual respect displayed by and shared between its members. At Bobby Moore Academy, we want to inculcate in our pupils three kinds of respect: respect for others, respect for our communities, and respect for ourselves. We believe it is our duty to develop respectful young people who know how to conduct themselves in the world, and that we have a role to play alongside parents to ensure that this is a priority from the earliest stage in childhood. We will be kind, polite and thoughtful towards each other at all times and never seek to contribute to, or ignore, the unhappiness of others.

### CURRICULUM:

Bobby Moore Academy is at the leading edge of curriculum design. We want our pupils to stand on the shoulders of giants, to enter the great debates that have defined our shared heritage, and to join contemporary debates about what deserves to be included within our shared cultural 'capital'. Our school boasts superb sports facilities, dedicated Art, Design Technology and Science rooms, and a learning environment to match the very best in the world. Our computing suites and design workshops complement our core subject offer of English, mathematics, science, history, geography, Spanish, RE, PE, music, art and design and drama, with more subjects to join once our Sixth Form opens in 2022. Alongside this, we are building partnerships with the new East Bank development, including UCL, Saddlers' Wells, the V&A collection and UAL's London College of Fashion. We offer an extensive range of co-curricular activities including performing arts, sports clubs and teams, creative arts and debating. In the secondary phase, all pupils will have a House Tutor within our house system, to foster a culture of shared endeavour and teamwork. This will ensure that they develop a sense of ownership, responsibility and pride in their academy and their community. This is further supported by opportunities to engage in well-informed discussions around the challenges facing young people in the 21st century, and chances to lead and shape every aspect of the school as it grows around them.



Introduction by the  
Executive Principal  
**Dr D. Olukoshi, OBE**

### **ETHOS AND AIMS**

We are delighted that you are considering joining the Brampton family. Deciding on a school for your child is one of the most important decisions you are likely going to make. This is why we work in very close partnership with you to make the transition as smooth as

possible. Brampton is proudly a culturally and socially diverse school. Our mission is simple: to make sure that no child is left behind. Our school motto 'success through effort and determination' underpins all that we do here. We want all our students to love and enjoy school and to leave us at the end of their education here with very fond memories of their time at Brampton Manor. I look forward to receiving your application and cannot wait to welcome you warmly to the Brampton family.

### **CURRICULUM**

We offer a broad and balanced curriculum and set great store by our ability to develop the talents of our pupils in sport, music, dance, drama and a wide range of other activities, whilst promoting their intellectual growth to the full. Our wide range of co-curricular activities promotes self-reliance and self-confidence.

At key stage 3 (years 7 to 9), students study all the national curriculum subjects: Maths, English, Science, Computing, Geography, History, Art & Design, Music, Drama, Technology, Religious studies, PSHE, Physical Education, Food & Nutrition and Languages. All students study French and have to choose a second language from Spanish or German. The quality of teaching in all subjects is excellent and students make outstanding progress in their learning. We also have very impressive facilities in all learning areas to support our students. Outside of the classroom, we have an impressive sports field, all-weather pitch, tennis, basketball and netball courts; sports halls, gyms, fitness suites, drama, dance art and music studios and a school farm! Our dedicated

year 7 library stocks in excess of 2,000 books covering a wide range of genres and authors in order to encourage a love of reading. Our facilities are fully adapted to cater for students with additional needs and our SEND and Learning Support department is excellent.

At Brampton Manor, all groups of students make outstanding progress. This is because we have bespoke programmes to cater for the needs of each student. Our Gifted and Talented programme ensures that our academically able students receive the appropriate intellectual stretch and challenge to enable them to thrive. Our nurture programme caters for our less academically able students by providing extra literacy and numeracy sessions as well as catering for their social, emotional and mental health needs.

### **ACHIEVEMENTS**

Brampton has a well-deserved national reputation for academic excellence and have been consistently placed in the top 1% of all schools nationally based on student progress. In addition, we were rated outstanding in all categories by Ofsted in 2012 and 2018. Our achievements in the fields of Sport, Art, Drama and Debating are equally impressive. Our constant aim is for every child to receive a well-rounded and personalised education that will enable them to become confident life-long learners.

### **PASTORAL CARE**

At Brampton, we are very proud of the high quality of care and guidance we provide to our pupils. We have a very strong pastoral and counselling team who work actively to promote the social, emotional and mental wellbeing of your child. Our school farm and excellent indoor and outdoor facilities help to foster a happy, nurturing and inspiring learning environment for all our young people.

Every child is unique and here at Brampton, our focus is on the needs of each child. Our emphasis is on what really matters: high quality teaching, strong discipline and robust pastoral support. We value our partnerships with our parents, who work positively with us to drive forward our belief that success comes through effort and determination.





Introduction by the  
Head of School  
**Omar Deria**

Students who attend Cumberland Community School have access to life-changing opportunities unrivalled at other schools, not just in Newham but the entire country. Our college scholarship programme supports our most able students

to apply for fully funded places at the very best independent schools. This year, 1 in 20 year 11 students have won scholarships, totalling over a million pounds, to independent schools including King's College, Highgate School, London and Mount Kelly, Devon. If your child attends Cumberland Community School, they could too.

We have incredible connections with these top independent schools and more are contacting us to become partners in the programme. Alongside a vast improvement in all aspects of school life, this has created a culture of very high expectations and aspirations amongst all of our students and their families. My target is for Cumberland Community School to be one of the top-performing schools in the country, and when you visit, you will see that we are well on our way to achieving this. I look forward to welcoming you.

## **CURRICULUM**

Cumberland Community School offers a varied and exciting well-sequenced curriculum underpinned by live teacher feedback, bringing all students closer to securing their key objectives. Teachers are passionate, dynamic and engaging, which is developing student confidence, independence and resilience in their subject. We are among just a handful of schools in the country using the award-winning and highly innovative Dynamic Progress Report (DPR), which is intrinsically linked to our school curriculum. Students can upload their work for teachers to assess their learning and give feedback, all in real time, and parents are able to monitor their child's progress instantly. Students also engage in Master Mission, a

programme of activities that promotes cultural capital and encourages students to become curious learners.

## **BEHAVIOUR AND SAFEGUARDING**

Student wellbeing and pastoral care remains at the heart of all we do. We believe that happy students are successful students. In expecting excellence, students learn in a stimulating environment where they feel safe and supported. Behaviour in our school is outstanding. We have the highest standards for staff and students and we are relentless in our pursuit of excellence. All teachers teach students oracy. It is an extension of our politeness policy; it helps our students be articulate, confident and grateful members of our school community. We take a rigorous and consistent approach to behaviour management and this is supported by clear systems and routines.

## **ACHIEVEMENTS**

Cumberland Community School has an achievement-orientated culture where all students are expected to work hard to achieve aspirational outcomes. This includes:

- An unrivalled scholarship programme where students secure fully funded places at top independent schools, including four scholarships at Wellington School
- A special invitation to four students to attend a summer school at Eton College
- A fully funded transition summer school for Year 6 students
- A well established student leadership programme that supports student and school development
- A student ambassador programme
- Students playing sport at an international level
- Participation in The Brilliant Club, an award-winning University Scholars Programme
- Student work published in academic magazines and books
- Participation in the Jack Petchey Speak Out Challenge
- Extensive creative arts and drama programme
- A brand new high tech fitness suite.

## **PERSONAL DEVELOPMENT AND CAREERS**

We offer a genuinely outstanding career provision led by our full-time, Level 7 qualified, Careers and Aspirations Manager, who oversees an extensive programme. This includes university visits, work experience, and bespoke careers information, advice and guidance. We also work closely with global organisations such as the law firms KPMG, Clifford Chance and Macfarlanes, who mentor our students. We have a vibrant student council, which brings our student voice to the Leadership Team.





Introduction by the  
Headteacher  
**Sarah Morgan**

**“Nothing succeeds like success. Get a little success, and then just get a little more.”**  
**Maya Angelou**

### **ETHOS AND AIMS**

At Eastlea Community School we are highly ambitious for our students, and keen to develop their passion for

learning. We seek to do this with a calm, safe and caring environment, where all members of the community treat each other with kindness, tolerance and respect.

We believe that no child should be left behind, that every child can succeed regardless of their starting point. Our dedicated staff work together to support our students, to ensure that they are provided with opportunities to achieve both academically and to flourish as part of a wider school community. We work to ensure our students are given the chance to discover lifelong interests as well as a love of learning.

### **SPECIALISM AND CURRICULUM**

Our curriculum is broad and balanced and is tailored to meet the needs of our students. In years 7, 8 and 9 our students study: Maths, English and Science, French/Spanish, Computer Science, PE, History, Geography, Religious Education, PSHE, Design Technology, Art, Music and Drama.

In years 10 and 11 all students study: English, Maths, Science, Religious Studies and PE. Students are also able to choose three subjects from a wide range of options including Geography, History, Sociology, Art, Drama, Music, Computer Science, French, Spanish and Design Technology. We ensure that students are appropriately challenged with opportunities for additional qualifications available to high achieving students in maths, PE and languages. We also encourage students to gain a qualification in their community language, if they have one.

We have fantastic sporting facilities and an abundance of safe outdoor space for our students to enjoy. We also have a fully refurbished technology suite, enabling us to deliver a breadth of technology subjects, including:

electronics, textiles, resistant materials, product design, graphics and catering. Beyond our curriculum our students are provided with high-quality enrichment opportunities that support their aspirations towards the Russell Group Universities. Our partnership with the three schools in our Trust gives access to a range of enrichment opportunities in areas such as music and sport.

We are extremely proud of our very active student voice and school council who are elected annually to represent the views of our student body. They are regularly consulted on school matters to ensure that students' needs are at the heart of what we do.

### **PASTORAL CARE AND DISCIPLINE**

Eastlea is a caring community that values the individual learner. We operate a pastoral system led by a form tutor who knows and supports each learner. Each year group is led by an Achievement Leader who has oversight of every child's academic and personal development. They are supported by a non-teaching Pastoral Manager so that the pastoral needs of all of our students are fully met. Our pastoral system means that even when making the transition to a large secondary school, every child feels safe and supported and parents always have a point of contact with someone who knows and understands their child.

We have a culture of high aspiration and high expectation. Our school policies reinforce clear and fair discipline procedures that are designed to support the needs of our diverse student population. Like all good parents, we want our students to be happy and successful, we provide high-quality challenge and support that make this a reality.

Our school is part of a family of schools called the Newham Community Schools Trust. The Trust provides rich opportunities for collaboration and brings opportunities for staff and students to share their experience and expertise in a way that benefits all four schools.





Introduction by the  
Interim Principal  
**Mark Taylor**

**“We raise the bar higher in order that all our pupils can aspire to achieve more.”**

### ACADEMIC EDUCATION

It is our commitment to deliver a high quality academic education to all pupils, regardless of background or ability, that sets us apart. We

believe in the importance of a science education grounded in the disciplines of mathematics, physics, chemistry and biology taught by experienced subject specialists from Year 7. We offer this curriculum to all pupils. There is also a big emphasis on computer science with pupils studying coding, robotics and web design. We also offer a rigorous non-science curriculum including the arts, humanities, languages and classics. The sports department uses first-class facilities at West Ham (3G Astro) as well as off-site swimming, rowing at Royal Albert Docks, basketball and athletics. We are working hard to develop our cricket offer too!

### UNIVERSITY ASPIRATION

Our pupils work extremely hard and we expect great things from them at GCSE and A-level with the aspiration to attend top universities for as many as possible. We are also excited about inaugurating the next cohort of mathematicians, further mathematicians and scientists into our Sixth Form, which is expanding rapidly. To support this, we have recently expanded our facilities for Year 10 and 11, including new classrooms and event space and have two new laboratories in the Sixth Form.

### BIG IDEAS

We demand a lot of our pupils but education is about more than achieving good grades. We want to create intellectually robust pupils who have the ability not only to criticise the ideas of others but their own thought as well. We expect all our pupils to develop the ability to speak in public. Formal debating is taught in ethics and regular whole school debating competitions provide

opportunities for pupils to find their voice and persuade others of the strength of their arguments.

### WORLD CLASS ENRICHMENT

Our enrichment curriculum is unique. When we are able to get into London again post-Covid we will regularly offer all Year 7 and 8 pupils a school trip to a museum, gallery or university. We also organise a wide range of external speakers, lectures, visits and other activities for Years 9 - 11. Our Enrichment Fortnight is two weeks of educational trips and activities for all year 7-10 pupils. Year 9 are also offered the chance to participate in Duke of Edinburgh Awards scheme. We hope post-pandemic to restart exchange trips to China and to run ski trips and a Classics trip to Greece. We are hopeful that we can also restart our New York Great Books trip.

### ETHOS AND VALUES

Our pupils also work hard to support good causes! We were exceptionally proud of our Year 9 Young Apprentice Competition which prior to the pandemic raised £4,000 for the London Air Ambulance and Great Ormond Street Hospital charities in a single day as part of our Young Apprentice Competition.

### PASTORAL CARE

We expect all our pupils to exhibit the best scholarly behaviour. Our uniform is an outward expression of the pride we have for ourselves and our school. We celebrate the achievements of pupils and take a great pride in progress made through hard work. We pride ourselves in the care we offer our pupils. If they experience difficulties we work hard to resolve problems and ensure that every pupil can make the best progress possible.

We support our pupils through a strong pastoral teams including form tutors, heads of year and pastoral support team.





Introduction by the  
Head of School  
**Thahmina Begum**

Forest Gate Community School is a member of the Community Schools Trust, working to improve the life chances of all children in the local community. As a learning community, we have extremely high aspirations, expectations and ambition for our pupils. Families joining us next

September can expect a rigorous approach to academic standards. They can expect a school that is built upon the belief that there are no barriers to success.

As a school, we found that while our exam results were comparable – and in some instances better – than the top independent schools, our students were not benefiting from the cultural experiences that often sets privately educated pupils apart when applying for the best universities and jobs. That is why we have invested in our students' cultural capital by introducing them to great works of art and literature through our carefully designed curriculums. As well as this, our pupils enjoy residential and day trips to art galleries, museums and historical sites.

As an Outstanding school, we are always looking at ways to improve and broaden the horizons of our pupils. We have run a scholarship programme over the previous six years that has seen pupils win places at the top independent sixth forms in the country, including two at Eton College and Winchester College. A total of 20 students have left the school on scholarships.

As a NACE accredited school, we pride ourselves on offering a range of bespoke academic programmes that challenge and engage our most gifted students. We believe that many children are capable of high achievement, given the right learning environment and opportunities. High-achieving students can follow our Pathway X programme, allowing them to sit their exams early.

Our unique Dynamic Progress Reporting (DPR), an online learning reporting and monitoring system allows our pupils, parents and teachers to stay on track of pupils' learning throughout the year. The real time nature of the DPR means our parents always have access to their child's learning progress and what they can do to support this progress.

## ACHIEVEMENTS

Forest Gate Community is an Ofsted-rated Outstanding school ranked in the top 50 schools nationally four years in a row.

### Detailed below are some of our latest achievements:

- Ofsted rated 'Outstanding' in 2020 under the new Ofsted framework
- Ranked in the top 50 schools for progress three years running
- Winner of the Evening Standard Best School in Challenging Circumstances Award in 2017
- Nominated for Secondary School of the Year by the TES, 2017 and 2019
- Winner of the 2020 TES English Team of the Year award
- A scholarship programme that has seen two pupils win a place at Eton College
- The National Association for Able Children in Education (NACE) accreditation in 2021
- World Class School Quality Mark
- World Class School School 2020
- Recognised by campaigners for its work with FGM awareness

### Our grades in 2019:

- Our Progress 8 score is +1: It means on average, our students make one whole grade better progress, for all the subjects they have taken, compared with their peers nationally. This means we are one of the top performing schools in the country.
- 64% of students gained grade 9-5 in English and Maths (national average 45%).
- Every one student out of five leaves with at least five grades 7 or more for their GCSEs.
- Every four students out of ten leave with at least three grades 7 or more for their GCSEs.

## PASTORAL CARE

We realise education is not just about exam results and academic performance.

This is why we actively encourage our students to take part in extracurricular activities. This includes sports teams, music lessons, drama clubs, school concerts and plays. We also have a breakfast club, offering free meals to all, where students can complete homework with the support of teachers.

We encourage you to visit at any time and not just during our open evening. Contact us at **info@forestgatecst.org** if you would like to see us in action and we will arrange a tour of the school with one of our senior members of staff.





Introduction by the  
Principal  
**Michael Whitworth**

Harris Academy Chobham is an all-through school providing education for young people throughout the primary and secondary phases. We are a community school situated in the heart of East Village. Harris Academy Chobham is part of the highly successful Harris Federation of

schools and is deemed to be Outstanding by Ofsted.

## ETHOS AND AIMS

We have three key aspirations for all students attending Harris Academy Chobham:

- to achieve the best possible qualifications in order to help prepare for a successful life after leaving school
- to develop effective lifelong learning skills and a love of learning
- to develop excellent social and communication skills. In addition, we want all Harris Academy Chobham students to be kind and considerate young people who respect others and the world around them.

## OUR CURRICULUM

We want all students at Harris Academy Chobham to enjoy learning and to be appropriately challenged so that they fulfil their potential. To make this a reality, lessons are well planned and differentiated so that every child is able to fully engage with their learning.

We encourage teachers to make use of a wide range of learning activities so that students are well motivated and excited by their learning.

We emphasise positive behaviour for learning so that every student is encouraged to play a full part in lessons and to be aware of the effect of their behaviour upon other learners. The Academy's behaviour code, with mutual respect and strong relationships at its heart, is well understood by all students and staff.

The subject curriculum at Harris Academy Chobham is broad and balanced. We recognise the key importance of

core subjects but also value the arts, media, computing, languages and business as GCSE choices.

Our Post 16 curriculum is equally interesting and appealing with over 20 A levels and exciting vocational courses in sports, business and science. Our hope is that all children joining Harris Academy Chobham in primary or in Year 7 will stay in the Academy all the way to Year 13.

Harris Academy Chobham also offers a special enrichment curriculum on three days a week enabling students to extend their academic interests and take part in a wide range of clubs and societies.

## ACHIEVEMENTS

We expect the very best of every student in terms of academic achievement and their development as young citizens. At Harris Academy Chobham, every student is supported to do their best and nobody is allowed to fail. Our motto 'Proud of ourselves, proud of our school' encapsulates the attitude we want to encourage amongst Harris Academy Chobham students.

At Harris Academy Chobham, we hope that every child succeeds beyond expectations, surpassing their targets and contributing to school in a positive way. The pride Harris Academy Chobham students exhibit extends beyond the school to their contribution to the local community.

On leaving Harris Academy Chobham almost all of our Sixth Formers go on to university, many to Russell Group institutions.

As part of the Harris Federation we are able to access outstanding career guidance for students in Years 11 and 13. We also have excellent links with UCL, Harris Manchester College (Oxford) and Churchill College (Cambridge).

Harris Academy Chobham is still a new school, yet we have achieved a remarkable amount in a very short time. We will be delighted if you choose to send your child to Harris Academy Chobham and join us on the next stage of our exciting journey.







Introduction by the  
Headteacher  
**Joan Deslandes OBE**  
**B.Ed (Hons) MA**

### ETHOS AND AIMS

Kingsford Community School is a high-achieving International School and Confucius Classroom. The school ethos is centred around securing the highest possible outcomes for our pupils and building the character needed to develop as effective global citizens who are

passionate about learning. Kingsford recognises that education must be collaborative and learning is strengthened through partnerships with parents, leading businesses and prestigious universities.

### PROGRESS AND ACHIEVEMENT

Among the top 10% of schools nationally for Pupil Progress, we are described by Ofsted as “a harmonious community in which everyone lives and breathes aspiration, achievement and excellence”. Ofsted has repeatedly rated pupil behaviour and leadership as outstanding. These judgments are coupled with pupils’ consistent academic excellence.

### SPECIALISM AND CURRICULUM

Kingsford is a centre of excellence for the teaching of Mandarin and a member of the National Association for Able Children in Education, an accreditation received for “consistent commitment to provision for more able pupils in schools”. Kingsford’s pathway for more able pupils attracts admiration from all corners and enables pupils to attend Russell Group universities and Oxbridge. The school works hard to ensure that no child is left behind and every pupil receives the support needed to reach their full potential.

### BUSINESS LINKS

Kingsford has excellent links with businesses which allow Kingsford pupils to network with accomplished

people. Links with blue chip companies – including Barclays, HSBC, Google and law firms – allow pupils to gain practical insights into corporate environments via career insight days and tailored learning opportunities.

### EVERY CHILD, EVERY LESSON, EVERY DAY

Kingsford’s highly qualified and dedicated staff use a range of tailored approaches in their teaching to ensure excellent outcomes for our pupils. Lessons are differentiated to meet the individual needs of every child.

Challenging and engaging lessons encourage collaboration, alongside independent research projects and other activities to extend and enhance pupil knowledge, achievement and progress.

### GLOBAL OUTLOOK

Kingsford is a proud international school. Pupils receive a world class education and benefit from visits to China, Spain and France. Nearly 70 languages are spoken by the school community and our effectiveness in placing an international dimension at the heart of the curriculum has repeatedly reaped British Council International School Awards. Kingsford’s foresight, in being the first school in the country to introduce Mandarin as a compulsory curriculum subject, pioneering international work experience opportunities as well as foreign language immersion, have set the tone for Kingsford’s recognition as an internationally renowned hub of teaching excellence.

Kingsford’s teaching of Mandarin has seen the school recognised via involvement in the University College London’s Institute of Education Mandarin Excellence Programme, which is offered to targeted pupils from Year 7. Kingsford pupils consistently excel in national competitions and this year were placed first in a number of categories of the HSBC Mandarin Speaking Competition.





Introduction by the  
Principal  
**Mr Jamie Brooks**

### ETHOS AND AIMS

Langdon Academy is more than just a good school. In the view of Ofsted (May 2019), it is a place with “high quality teaching and subject leadership” where “teaching is highly effective and sharply meets pupils’ needs”. It is a place where “pupils behave well”, “work hard in lessons” and

“are keen to succeed” and a place where leaders “strive to ensure that all pupils reach the highest academic and social standards of which they are capable”. Our motto, ‘Progressio Cum Populo’ (Progress with the People), guides us to work in partnership with students, families and staff and strongly to promote our core values of respect, equality, honesty, community, fairness and inclusion. Langdon is a happy and harmonious academy with strong discipline and high expectations, where outstanding effort and determination from students and staff underpins our success. We are partners with Brampton Manor Academy.

### SPECIALISM/CURRICULUM

As an ‘all-through academy’ for students aged 4-16, our own primary pupils are automatically entitled to secondary places and have priority over others. Our strong academic tradition has delivered success in the English Baccalaureate over several years and now across all subjects. The curriculum and timetable has bespoke pathways for learners, with many progressing to Brampton Manor Sixth Form. Langdon has a ‘resourced provision’ for students with ASD and a sporting specialism, with highly-skilled teachers and coaches and impressive facilities on our vast greenfield site.

### ACHIEVEMENTS

Again, from Ofsted (May 2019): Pupils “make substantial and sustained progress in most subjects... including English and Maths...because teaching in those subjects is routinely outstanding”. Whilst this is true, we are not complacent.

Smaller than average class sizes and focused, individual support to all students, regardless of their needs, helps us to continue to break our previous records. With many of our former students now attending top universities, including Oxford and Cambridge, there really is no ceiling on student achievement at Langdon. In addition to impressive academic and sporting achievements, our students develop personal qualities of reliability, integrity, honesty and leadership with many showing these through their involvement as Prefects, Sports Leaders, ‘Franklin Scholars’, ‘Anne Frank Ambassadors’, or members of the School Council.

### PASTORAL CARE AND DISCIPLINE

Visitors to Langdon always comment on the politeness and courtesy of our students and on the calm ethos that exists in classrooms and around the school. We expect all students to embrace the values and standards of our Academy and believe that strong discipline and high expectations provide the foundation for academic success. Our form tutors, pastoral leaders and support staff build excellent relationships with families and work in partnership with them to ensure that pupils are supported in all aspects of their development.





Introduction by the  
Headteacher  
**Kunal Vora**

### **ETHOS AND AIMS**

At Lister, our motto is 'Always Aiming for Excellence'. Our aim is to provide a world class education for the young people of Newham – equipping them for life, and challenging them to work hard and to excel. We are an inclusive school which

values each member of our community. Every child gets individual support, tailored to their needs. Our results improve year on year and remain significantly higher than the national average which highlight the effectiveness of our approach. In December 2018, Ofsted inspectors found that the school had maintained the Good quality of education and 'made strong progress in many aspects of the school's provision' since the previous inspection in September 2013. Our many strengths were highlighted, including how pupils are 'courteous and articulate' and 'say they enjoy school and value the wide range of opportunities they are given'. We are extremely proud of the fact that increasing numbers of parents are making Lister their first choice!

### **SPECIALISM AND CURRICULUM**

Lister aims to provide a broad and rich curriculum for our students, ensuring rigour for all. We have excellent teaching in the traditional academic subjects, alongside opportunities to study Computer Science, Dance, Drama, Business Studies, Photography, Mandarin and more. The school also offers a number of vocational courses and in the recent years we have introduced courses such as Constructing the Built Environment, Creative iMedia and Sports Studies. We have achieved outstanding results in Biology, Chemistry and Physics, helping us support those students with aspirations to study medicine. Our more able students have special enrichment opportunities to extend and challenge them, including visits to hear leading authors, and trips to Russell Group Universities. Students can also access programmes such as the Access Project, which provides one to-one tuition for those

planning to apply to top universities. This targeted work has helped us to greatly increase the proportion of our students achieving the top grades at GCSE. We entered in a partnership with the Top Top Set Maths programme designed by the popular Science author Simon Singh five years ago. Students identified to follow this pathway have started to graduate with top grades in Maths and in Physics. Music is a great success story at Lister. As the first school to be chosen as a partner in the Music in Secondary Schools Trust, we have one of the best-resourced music departments in London. All students in Years 7 and 8 have their own instruments, we have a school orchestra and our students take part in a host of exciting performances each term; the Community Opera, a couple of years ago, won the 'Outstanding Music Initiative' award at the National Music Teacher Awards and was performed at the Royal Albert Hall.

### **PASTORAL CARE AND DISCIPLINE**

New students are warmly welcomed into the school and participate in an Induction Week which allows students to familiarise themselves with the school, meet their teachers and get to know other members of the school community. Lister operates a House system, where students are placed in mixed age groups for tutor time and House activities. Older students welcome the chance to support and advise younger students, and younger students gain advice and guidance from the older students. Our House system means that even in this large school, every student feels at home in their House, and parents can always contact someone in the House team who really knows their child. Please feel free to contact the school to arrange a visit and meet the Headteacher.

Our school is part of a family of schools called the Newham Community Schools Trust. The Trust provides rich opportunities for collaboration and brings opportunities for staff and students to share their experience and expertise in a way that benefits all four schools.







Introduction by the  
Co-headteachers,  
**Ian Wilson & Rav Bansal**

## ETHOS AND AIMS

Little Ilford is an inclusive school which seeks to ensure that its students have the knowledge and skills to prosper in the 21st Century. We expect high standards of achievement and conduct. Our students are encouraged to be polite and articulate, able to hold their own in any company.

We seek to foster students' aspirations through our links to the City, trips to Russell Group Universities, educational visits and our comprehensive extra-curricular programme. We aim to recruit knowledgeable teachers with a passion for their subjects and a commitment to the Newham community.

We place considerable emphasis on outstanding attendance and punctuality so that our students can maximise the learning opportunities that are available to them.

## SPECIALISM AND CURRICULUM

Little Ilford School provides a broad and balanced curriculum for all of our students. Those who enter the school with below average attainment are given carefully tailored support to help them to close the gap on their peers. Gifted students are stretched through a range of programmes to ensure that they are well placed to gain entry to the best sixth form provisions.

### Years 7 and 8

- English, Mathematics and Science
- History, Geography and RE
- Art, DT, Drama, Music and PE
- Information Communication Technology (ICT)
- French or Spanish
- Citizenship/PSHE
- Careers school – where the students can follow a passion (e.g. robotics, songwriting, printmaking etc.)

### Years 9, 10 and 11

Our Key Stage 4 curriculum takes into account the strengths and interests of our pupils. Your child will be

able to study a range of GCSE subjects including the subjects studied at Key Stage 3 (listed above) as well as GCSE courses in Media Studies, Sociology and GCSE PE, depending on their individual needs and abilities. Most students will be encouraged to complete the English Baccalaureate, which includes English, Maths, Science, a Modern Foreign Language and History or Geography.

## ACHIEVEMENTS

We celebrate our pupils' achievements as part of our daily practice and in a variety of ways, always recognising personal as well as academic success. We send texts to your phone whenever a teacher praises your child. Parents' evenings are just one opportunity for you to discuss and recognise your child's work and accomplishments. There are regular concerts, plays and celebration evenings throughout the year.

## PASTORAL CARE AND DISCIPLINE

Your child will be assigned a Form Tutor and Pastoral Year Team who will nurture and guide your child's progress throughout their five years at Little Ilford School. You will be regularly updated about your child's progress with termly reports. We endeavour to give our parents and carers an insight into how we support your child with targeted parents' evenings and workshops for you to attend. We offer you the opportunity to be more informed about school life and its curriculum by joining our well-established Friends of Little Ilford School (FLIS), an active parent and carer group.







Introduction by the  
Principal  
**Johanna Thompson**

### **ETHOS AND AIMS**

Oasis Academy Silvertown is a secondary academy located south of the Royal Docks. The academy has been growing every year since it began in 2015 and our first cohort of Year 11 students graduated in August 2019, achieving

excellent results.

Our mission is to ensure every student at the academy, regardless of background or ability, is “Ready for university, ready to lead.” This is underpinned by our core values: Be proud, be professional, be nice, be independent and be resilient.

Oasis Silvertown is part of the Oasis family of schools and our students, staff and community benefit hugely from being part of this family. We are a small school, with four forms of entry in Year 7 from September 2022. Our small size supports with our “family” feel, and makes Oasis Academy Silvertown a safe, nurturing, academic environment where our high expectations and community focus allow every student to experience success.

We support all students, including those with special educational needs and disabilities, through our high expectations, supportive approach and research-based teaching practice.

### **SPECIALISM AND CURRICULUM**

Our ethos and curriculum prepare students to achieve at the highest level and reflect the diversity and vibrancy of the surrounding area.

#### **Oasis Academy Silvertown offers your child:**

- a balanced curriculum with a rigorous focus on literacy and numeracy. e.g. all students complete weekly class guided reading sessions with their learning coach
- the following National Curriculum subjects: English, Maths, Science, PE, History, ICT, Computing,

Geography, Drama, Art, Music, Religious Education, Personal Social and Health Education and a modern foreign language

- an opportunity to develop skills in creative and performing arts
- an extended academy day with additional lessons, homework club and extra-curricular activities until 4.15pm daily.

In addition to our broad and balanced curriculum, the enrichment opportunities we offer our students are second to none. Our commitment is as follows:

#### **Our students will:**

1. Receive careers advice, education and guidance tailored to their needs such as an annual whole school “Futures Week”, and weekly compulsory careers enrichment for all students. We also partner with employers, planning regular events such as our annual Year 9 careers networking evening.”
2. Access a broad and stimulating range of enrichment activities linking with exciting opportunities in the local area such as watersports on the dock, enterprise projects, and termly whole school enrichment days.
3. Regularly visit a range of organisations, companies or charities in the Docklands area.
4. Have an annual residential trip in Year 7.
5. Visit theatres, museums, art galleries and concerts.
6. Be given the opportunity to develop and discover talents in a range of areas including leadership.
7. Opportunities to give back to their local community. We aim to raise students’ aspirations, broaden their horizons and offer clear pathways into higher education and fulfilling employment.

### **ACHIEVEMENTS**

We are proud of the progress and high standards found within OAS. Our Ofsted visit in May 2017 was very successful, “good with outstanding features”, and our first cohort of Year 11 students achieved excellent GCSE results, with many going on to study at some of the top sixth forms in Newham.

### **PASTORAL CARE AND DISCIPLINE**

We offer a holistic approach to pastoral care, and have the highest expectations of our students. We work closely with families, so our team can help to provide the nurturing care and support that each student needs to achieve their potential.



Introduction by the  
Headteacher  
**Rachel McGowan**

### ETHOS

We are a highly successful, oversubscribed comprehensive girls' school situated in the heart of East Ham. Our 1,500 young women are highly motivated and keen to achieve their potential but their success does not happen accidentally. We employ a strategic set of interventions

to target learning at the individual level. Your daughter's learning at Plashet will be designed, analysed and guided by us throughout her five years. Our aim is that she is happy and successful whilst at our school and in her life beyond Plashet.

### CURRICULUM

Our young women receive specialist teaching in all subjects and are offered a curriculum that enables them to compete with the highest performing students around the country. In Year 7, girls at Plashet study the following subjects:

- English Language & English Literature
- Mathematics
- The Sciences: Biology, Chemistry & Physics
- The Arts: Art, Music & Drama
- Physical Education
- A Language – either French, Urdu or Spanish
- The Humanities: History, Geography, Philosophy, Religion & Ethics
- Design Technology: Graphics, Resistant Materials, Food & Textiles
- ICT & Computing
- Learning for Life: including citizenship, personal, health & social education

We have over a hundred teachers, all of whom are subject specialists and over 70% of our teachers have taught at Plashet for more than five years with many being here much longer. This means we have a stable and expert staff across all subject areas who are able to offer quality of provision for meeting each girl's specific learning needs.

### ACHIEVEMENTS

Plashet has been an outstanding school since 2008. Outstanding achievement at Plashet is in our DNA. Year on year, the school attracts a very high number of first choice applications. The school has a curriculum that meets the needs of all students and provides them with a pathway towards their chosen profession or career. The school is a happy, flourishing and mutually respectful place of learning.

**We are proud to be an inclusive school that promotes:**

- **Academic achievement**
- **Enriching experiences**
- **Equality**
- **Aspiration**

Dynamic and engaging teaching sits at the heart of academic opportunity and success at Plashet. We strive to challenge and nurture every individual, developing independence, curiosity, and self-belief. Our girls achieve excellent results in public examinations because of this.

### PASTORAL CARE

Young women at our school can expect the most challenging learning experiences and will receive a high level of care and support from both our pastoral and welfare teams as well as subject teachers.

Our school is well ordered and purposeful. We expect our students to become independent, mature and empowered, able to make informed decisions about the lives they lead whilst at our school, as well as learning how to be happy and successful in the lives they will lead on leaving us.

These expectations, when added to the strong partnership into which we enter with Plashet families, ensure our students consistently outperform their peers, making us one of the most effective schools in the country.

As a Plashet parent you can expect to be fully involved in what your daughter is studying, how she is performing and the targets for her future attainment. We will give you regular information to help you appreciate more about your daughter's progress and her courses of study. A partnership between school and home is the foundation of your daughter's five-year journey with us as well as her future success.

I would urge you to find out more about our outstanding girls' school from our dedicated online open evening website that can be found at <https://www.onlineopenevening.co.uk/plashetschool/>



Introduction by the  
Headteacher  
**Charlotte Robinson**

## ETHOS AND AIMS

Our vision is that when our students leave Rokeby, they will be fully equipped to take the next step, either into further education or the world of work.

We strive to have an outstanding reputation for educating boys to become

accomplished, ambitious young men of integrity and resilience who will be ready to make a significant contribution to society.

They will be multi-skilled, numerate, literate and most will be multilingual. They will be financially astute, enterprising, creative, adventurous and keen to play a major part in the communities where they live and work. They will embody our values: Respect, Success, Passion for Learning, Personal Challenge and Harmony.

## CURRICULUM

Our curriculum is based around the needs of our students and includes extension for the most able as well as intervention and support when it is required.

Years 7, 8 and 9: all students study English, Maths (including personal finance), Science, French/Spanish, Technology, Computer Science, PE, History, Geography, RE, Art, Music, Drama and Dance. Our teachers deliver engaging, interactive and innovative lessons to enable all to progress.

Years 10 and 11: all students study English, Maths and Statistics, Science, French/Spanish/Russian, RE, PE and choose from a wide range of options including Geography, History, Sociology, Art, Drama, Music, Technologies and Computer Science.

High achieving students are given the opportunity to study for higher level qualifications in languages and maths.

## ACHIEVEMENTS

“You and your team have created a school community that is welcoming, caring and outreaching. Pupils value their education, themselves and others because you

and your team have high aspirations for them. This is underpinned by the school's values of ‘respect, success, passion for learning, personal challenge and harmony.’” Ofsted 2018.

At GCSE for the past three years, our students have made more progress than boys nationally in both English and maths. Exam success is only one measure of our achievement; our students have made many significant achievements in other areas. These include sport, public speaking and enterprise initiatives.

Our highest achieving students go on to study A levels at prestigious schools and colleges, and all participate in a careers programme leading to successful post-16 educational pathways.

All students have the opportunity to take part in an Outward Bound expedition to Wales or the Lake District and may choose to take the Duke of Edinburgh Award scheme at Key Stage 4

## PASTORAL CARE AND DISCIPLINE

“Pupils enjoy coming to school, and they are rarely absent and rarely late. Pupils are respectful and courteous and seek to support each other. One pupil said that the school ‘feels much more like a family than a school.’” Ofsted 2018.

We set and maintain high standards of discipline. We make our expectations clear to students and have a behaviour policy which is implemented consistently. Many boys take up leadership roles from Year 7 right up until they leave. These include: senior and junior prefects, sports mentors, peer mediators and elected student leaders. Our uniform is smart and helps to create a professional atmosphere in which all students “Dare to be the Best”.

Our school is part of a family of schools called the Newham Community Schools Trust. The Trust provides rich opportunities for collaboration and brings opportunities for staff and students to share their experience and expertise in a way that benefits all four schools.







Introduction by  
Executive Headteacher  
**Mr John Blaney** and  
Head of School **Ms Taze**

Royal Docks Academy, formerly the Royal Docks Community School, officially joined BMAT on 1 January 2018. The Trust is proud to be made up of primary and secondary schools in Harlow, Epping and Stansted, in Essex, and has a reputation for transforming education and results for young people and is committed to work with Royal Docks to provide an exceptional education for young people in this area.

### **ETHOS AND AIMS**

As well as maintaining our

safe, positive and family-friendly environment, we are determined that our pupils leave us equipped to take their place in the competitive world in which they live. Our aim is to ensure that the number of pupils achieving GCSE grade 5 in English and Maths should be well above the national average. We want all pupils to leave having made excellent progress throughout their time with us. Teaching at the academy will be outstanding across all of the subjects and we make sure that behaviour is excellent at all times. We have a 'BELIEF' that every pupil can achieve great things if they Behave, have high Expectations of themselves, work hard and Learn every lesson, every day. We will provide extra support through our Interventions programme for those who need it and ensure that every pupil is treated Equally and Fairly.

### **CURRICULUM**

We provide a curriculum that suits the needs of each individual in the school with high levels of challenge

to encourage and support pupils to aspire to higher education and the world of work. We have reviewed our curriculum and now offer a curriculum that is academic and incorporates a wide-range of subjects that will engage pupils and give them the qualifications they need to be successful and financially secure.

We want every child to read. We know that reading is one of the most important and enjoyable lifelong skills that we can develop in our young people. We ensure that the books our pupils read are tailored to their appropriate reading ages. Our pupils read every day and we guarantee that reading will be a key experience of every pupil who joins the academy.

Royal Docks has secured a wide range of partnerships that support us in fostering aspiration and ambition. Mr Andrew Overton, Chair of Governors, and London Livery Company member, has brought, and continues to bring opportunities for our pupils to visit the Livery Companies within the City of London.

### **ACHIEVEMENTS**

We are determined to secure the future for Royal Docks Academy as a truly inspiration place to learn and excel. We have very high expectations and standards of behaviour with a zero-tolerance approach to any disruption to learning. We have a dynamic and proactive pupil leadership team, mirroring the school's senior leadership team, which actively contributes to our respectful and aspirational school.

### **PASTORAL CARE/DISCIPLINE**

Our ethos is supportive and caring and demands the very highest levels of respect for self, others and our community. We welcome visits from parents and families to tour our exciting and vibrant school in action. Come and see why our parents would recommend us.







Introduction by the  
Headteacher  
**Rae Potter**

There is so much for your daughter to benefit from at Sarah Bonnell School. We have a great track record for teaching in an inclusive way that promotes excellent achievement and wellbeing. Your daughter will benefit from an environment where she feels safe and valued

and is encouraged to grow in confidence and character. Our values were developed by students and provide clear expectations for everyone at the school.

'The school motto is 'Be Proud, Aim High, Work Hard, Be Kind, No Excuses'; staff and pupils live this motto to the full. Pupils are quite rightly very proud of their school and their own excellent achievements' (Ofsted 2018).

### **SPECIALISM AND CURRICULUM**

Our curriculum reflects, represents and recognises the culture, experience and history of our students. The topics, resources and texts used in lessons reflect the rich diversity of our community and actively promote social justice. This curriculum supports and challenges every student to: Be Proud - Develop as courageous and confident young people. Aim High - Develop a love of learning across a wide range of subjects. Work Hard - Build on achievements at Key Stage 2 to achieve the best possible GCSEs. Be Kind - Develop communication skills and build friendships. No Excuses - Participate fully in the opportunities to learn in and out of the classroom.

A wide range of after-school clubs and educational visits are planned to provide additional opportunities for learning beyond the classroom.

Sarah Bonnell School uses an online platform for teaching called 'Google Education Suite' and all students are given their own Chromebook computer for use in school and at home. This sits alongside other resources used to ensure all students have access to the resources they need to learn and succeed.

### **ACHIEVEMENTS**

GCSE results are consistently very good at Sarah Bonnell and there has been an upward trend over the last five years. Sarah Bonnell has 'very high expectations and pupils respond by excelling in every area' (Ofsted 2018). Sarah Bonnell received a national award from the SSAT in 2019 for the school Progress 8 score of +0.63. In 2019 our results were significantly above national averages in all the key headline measures. In 2020 and 2021 GCSE results nationally have not been published due to the adjustments made as a result of the Covid-19 pandemic.

### **BEHAVIOUR**

Emotional and physical health and wellbeing are actively promoted at Sarah Bonnell School. There are clear expectations for high standards of behaviour and 'highly effective team of staff who support pupils in their academic and personal development' (Ofsted Section 8 Inspection February 2018). In addition students are given many opportunities to develop leadership skills and to understand the importance of their role as young people in the world today.

A team of specialist staff support the new cohort of Year 7 students each year including:

- A non-teaching Year Leader who supports the development of wellbeing, engagement and attendance
- A Progress Leader who supports students' academic progress
- A Big Sisters Programme where Year 11 Prefects mentor Year 7 students.

"Here at Sarah Bonnell we strive to ensure each and every student is provided with the skills that we need in order to encourage ourselves and others around us."  
Headgirl 2020-2021

Our school is part of a family of schools called the Newham Community Schools Trust. The Trust provides rich opportunities for collaboration and brings opportunities for staff and students to share their experience and expertise in a way that benefits all four schools.



Introduction by  
the Headteacher  
**Dr Nicola Mason**

### ETHOS AND AIMS

Everything we do is aimed at making sure our students grow into extraordinary young people ready to make a difference to the world. We believe in developing the head (academic success), heart (your character and confidence) and hand (your

creativity and ability to solve problems) of every child.

What is different about School 21? We are a small school – with 75 rather than the usual 200 in a year group – so every child gets special attention. Every child is in a coaching group of 12 or 13 – their school family – so that they have a sense of belonging, friendship and support. We believe in every child learning to read, write and speak to an incredibly high level and we have lessons designed to do exactly that.

We have hand-picked teachers who are outstanding at what they do. We believe that teaching should be memorable which is why we have developed projects where students produce incredible outcomes that are of real value to the community. We say that the aim of the school is to create “beautiful work”, work that has a purpose and a value beyond the classroom. We have our core five values which mean a lot to every student. Community, Humanity, Openness, Responsibility and Excellence.

### SPECIALISM AND CURRICULUM

Key features of our curriculum include:

- High quality reading and writing
- A unique speaking – oracy -curriculum
- Wellbeing lessons to develop grit and resilience
- Science lessons in state-of-the-art science labs

- Art lessons in our new ‘maker space’ that stretch the imagination
- Drama lessons that develop the voice of every child
- Music lessons and the chance to play a musical instruments
- Spanish lessons and visits to learn Spanish in Spain
- A variety of sports to develop leadership, fitness and team work
- Projects that allow these subjects to come alive. We want every child to find their voice and find their passion
- School 21 has also opened a ground-breaking sixth form, Six 21, which will prepare students for top universities and great careers.

### PASTORAL CARE AND DISCIPLINE

We have very high standards of conduct and behaviour at School 21. Our students are polite, respectful and care for each other. We have developed a wellbeing curriculum which is particularly important after 18 months of Covid. It is these high standards and our nurturing ethos that allow all of our students to achieve so much and make such a positive difference to their community.





Introduction by the  
Headteacher  
**Mark Johnson BSc**

### ETHOS AND AIMS

In 2022, St Angela's will celebrate a fabulous 160 years of Ursuline educational tradition. All through those years, the ethos of the school has been embodied in the motto of 'Serviam'.

The aims of the school are:

- to provide a first class education and instil a lifelong love of learning
- to be warm, welcoming and respectful of all
- to recognise the talents and needs of every student in order to help them grow and develop
- to nurture relationships in our school community so that we live together in a spirit of reconciliation and forgiveness.

### SPECIALISM AND CURRICULUM

The school has a broad and balanced curriculum which helps students to be highly successful up to GCSE and beyond, in our Sixth Form. The core subjects of English and Maths remain paramount in the school but our curriculum also meets the artistic, musical, linguistic, technological and philosophical needs of the students.

As a Catholic school, Religious Education is compulsory up to GCSE and the majority of our students study Modern Foreign Languages.

Our Sixth Form is an A-level provider offering 25 individual A-level subjects, with Maths and the Sciences amongst the most popular. Our curriculum offering will allow your child to pursue the academic standards demanded by prestigious universities, including Oxford and Cambridge.

### ACHIEVEMENTS

St Angela's is one of Newham's most successful schools. It regularly achieves the highest GCSE pass rates. English and Maths pass rates have been consistently

strong over a long time period, with 81% in 2020. This high standard is achieved in nearly all subjects at KS4, and achievement in KS3 is equally impressive.

Our primary focus is the provision of exceptional teaching and learning to ensure the highest achievement for all. We place a strong emphasis on homework and on the development of our students as independent learners.

St Angela's Sixth Form is also amongst the most successful post-16 providers in Newham. Non-selective students achieve superb A-levels with 66% at A and B grade in 2020. It is no surprise then, with 98% of students going on to university each year that the centre is in the top 10 providers in the country for progression to prestigious Russell Group universities. Our Sixth Form is co-educational, accepting boys and girls and people of other faiths and of none.

### PASTORAL CARE

St Angela's is renowned for its pastoral care. Heads of Year and Form Tutors are fully involved in the academic and pastoral life of their students. This begins with an excellent induction programme to support transition from primary school and continues until the day your child leaves.

St Angela's is a strict and well-ordered school – we believe it is only in such an environment that learning can truly flourish. Expectations are high and students are taught standards of behaviour required for their social and working life. The school has highly successful rewards and support systems. Uniform standards are strictly monitored.

The overall and general standards of St Angela's Ursuline School are outstanding. As a school, we have a 'high praise' culture which encourages the girls to achieve those standards. School awards, commendations and end-of term liturgies play a central role in celebrating each individual student's achievements.







Introduction by the  
Headteacher  
**Christopher McCormack**

### ETHOS AND AIMS

St Bonaventure's has a long and distinguished history. Our school has provided the very best education for boys since 1877. I am certain that you will want your son to be a part of our on-going success.

Our school motto, "In Sanctitate et Doctrina" symbolises

what we expect from every member of our school community.

We are a Catholic school founded on Christian gospel values and our school is an important part of the Newham Catholic faith community. Christian principles are at the very heart of all that we do.

We expect everyone in our school to make the most of their opportunities, to learn something new each day, to reflect upon their experiences and to show respect to all that they meet, inside and outside of school.

We expect our students to work hard and try their best at all that they do. We assist them by providing the very best learning environment and outstanding teaching. This is all underpinned by an atmosphere of good order, discipline and love.

### SPECIALISM AND CURRICULUM

#### Your Child's Learning

At St Bonaventure's we provide a balanced curriculum that will set the foundations for increased life opportunities. We encourage independence and progress through creativity and innovation. Our teachers strive to be the very best at what they do.

#### Key Stage 3

All students follow the national curriculum for three years. This gives them the perfect grounding for maximum success at GCSE.

Students are placed in sets according to the KS2 prior attainment and our own baseline assessments which are conducted on entry into Year 7.

All students are given challenging attainment targets and we expect all boys to make good progress.

#### Key Stage 4

All students follow compulsory English, Mathematics, Science, RE, PE and a Language. They will also select from a range of option subjects. We have a reputation for the manner that we assist our students to achieve their very best. We are one of the highest attaining boys' schools in England.

#### Key Stage 5

Our sixth form offers an impressive range of courses. We are co-educational and accept boys and girls from a variety of feeder schools. Academic success is hugely important to us and we provide the best opportunities either at university, further training, apprenticeships or employment.

### ACHIEVEMENTS

Our last inspection led by one of Her Majesty's Inspectors of Schools, stated that "St Bonaventure's continues to be an Outstanding school." Since then, results at GCSE and A level have continued to increase. We are very proud of our school and our boys. The Inspectors also support our school mission by saying "St Bonaventure's provides a community where each individual can grow spiritually, academically and socially."

If you wish to see for yourself the outstanding work that is occurring on a daily basis at St Bonaventure's, do not hesitate to contact us. We always welcome visitors and prospective parents. I delight in allowing others to see the "exceptional care, guidance and support" and the "outstanding teaching and learning" present in our school.

### PASTORAL CARE

Pastoral Care systems are excellent and ensure pupils live and learn in a secure and loving environment.

\* Section 48 Inspection, July 2019

#### Parental Contact

We are able to do all that we do, because of the support of our parents. Full cooperation between school and home is paramount. We will contact parents on a regular basis; if at any time you need us, we make ourselves available for you.

#### School Website

We use our website as an easily accessible and up-to-date portal for all our latest admission information. Please find all information at [www.stbons.org](http://www.stbons.org)



Introduction by the  
Headteacher  
**Craig Hewitt**

## ETHOS AND AIMS

Stratford School Academy is an inclusive, mixed, community school characterised by high expectations, a rigorous academic curriculum and caring pastoral systems. This means ensuring students achieve excellent exam results whilst also developing the qualities and

characteristics to enable them students to thrive in a rapidly changing world. We believe that every student at SSA can excel. We do this by providing a school environment with excellent behaviour based on mutual respect, great teaching, a wide range of engaging activities beyond the classroom and really knowing and valuing every child. This means you can send your child to SSA knowing they will be safe and cared for, follow a broad academic curriculum that creates life-long learners and be supported to achieve the best of their potential. As a school community we hold three core values; Respect, Excellence and Responsibility. Our values are woven into our curriculum and build the foundations for our compassionate, ambitious and confident young adults.

## CURRICULUM

At SSA we know the key 'passport' to future success is a set of good GCSE results and therefore our classroom teaching and our wider programme of support and intervention mean staff 'go the extra mile' to ensure students succeed. High quality teaching is at the heart of what we do. We recruit well-qualified specialist teachers and we only ask them to teach the subjects they are trained in.

'Staff are supported in their own professional development and training is taken very seriously' OFSTED May 2017.

We ensure teachers are kept up-to-date with the most effective teaching methods. This means students benefit from well-planned, engaging lessons. Homework reinforces what has been learnt in lessons. Regular

assessments enable us to quickly identify and close any gaps, meaning no-one falls behind. We also recognise that students need to experience a wide range of activities beyond the classroom in order to be successful in the future. Every student in Year 9 has the opportunity to participate in the Duke of Edinburgh Bronze Award. Students take part in national competitions in Drama, Science and the Maths. We have a lively debating club, as well as popular choir, music and theatre groups. Excellent advice on careers helps our students to make well-informed decisions about their continuing studies and future careers.

## PASTORAL CARE

'You have shaped an inclusive and welcoming school environment where students are safe and feel safe.' Ofsted May 2017.

Our school is organised into two small schools, this means we really get to know the students. This helps us to build the positive relationships that encourage good behaviour and support learning. Good relationships with families are very important to us at SSA; we always work with parents to ensure good communication and strong partnerships. All students belong to a tutor group and House team, with students taking pride in contributing to their immediate and wider communities. We trust our students. They are welcome in our well-maintained new buildings before school and during breaks and lunchtimes. No classroom door is locked. The food we serve is nutritious. As a result, our students feel safe, cared for and happy.

We very much encourage you to visit us, please contact our School Reception on 0208 471 2415 if you wish to do so. Alternatively, take a look at our school website and social media pages where you can see our students, our teachers and our wider-community in action.



USE YOUR SIX  
PREFERENCES.  
YOU SHOULD  
APPLY FOR MORE  
THAN ONE SCHOOL.

**DON'T LIMIT YOUR  
OPPORTUNITIES.**

We cannot reserve your child a place or their local school or where their sibling attends - you must apply if you want a place.

[www.newham.gov.uk/schooladmissions](http://www.newham.gov.uk/schooladmissions)





## Section 2

How to apply for a  
secondary school place





# IMPORTANT DATES FOR ADMISSION TO YEAR 7 IN SEPTEMBER 2022

For children born 1 September 2010 to 31 August 2011

## September 2021 – January 2022

Secondary school 'open evenings' are detailed on pages 6-7. Families should try to attend every open evening, even if you think you know the schools you will be naming on your form. The information given at open evenings may change your mind about which schools to name as your preferences.

### 1- 6 September 2021

Paper copies of the We are going to Secondary School guide are delivered to junior and primary schools in Newham. Schools then issue a copy to the family of each Year 6 pupil. For Newham families whose Year 6 child attends a primary school outside of the borough, Newham Council makes every effort to establish who these families are and their contact details so the guide can be sent directly to their home. As we cannot guarantee that the local authority has each child's current home address, all parents/carers should visit [www.newham.gov.uk/schooladmissions](http://www.newham.gov.uk/schooladmissions)

### 1 September 2021

Pan London eAdmissions portal opens for secure online applications. You can find this via your local council's website.

Newham's 'We are going to Secondary School' guide is published at [www.newham.gov.uk](http://www.newham.gov.uk)

### Deadlines

#### Applying online: Sunday, 31 October 2021 23:59pm

If you apply online you will receive an email confirming receipt. If you do not receive an email it means your application has not been received and you must ensure you correct any errors before the deadline.

#### Applying on a paper form: Friday, 29th October 2021 5pm

If you apply on a paper form it must be received by LB Newham Pupil Services by the deadline. This means you must take into account delivery and school half term holidays if you want the school to post for you.. We cannot backdate any application unless a school in Newham can confirm receipt by the deadline. Post office receipts of any kind cannot be considered and they do not prove what was sent.

### 31 October 2021 - national closing day

The Pan London eAdmissions online application portal closes for new applications and changes on Sunday, 31 October 2021 at 23:59pm. This is the national deadline for applications to be processed as on time.

**We strongly recommend that you do not wait until 31 October to apply. Technical issues or other factors could mean you cannot submit.**

This deadline also applies for those who wish to change their school preferences or rank number order. If changes are submitted and received after Sunday, 31 October 2021 they will be considered as late applications. After national offer day your changes will be applied. Any other change after this date will be treated in the same way as late applications. We recommend applying online; this method gives you the maximum amount of time to complete and submit your application. You can do this at [www.eadmissions.org.uk](http://www.eadmissions.org.uk)

If you do not receive a confirmation receipt from eAdmissions, your application has not been accepted. All you need to do is log into eAdmissions again using your password and review the application you created, then submit it again.

### 31 October 2021

If you are naming a voluntary-aided faith school as one of your preferences and you want your child to be considered under any of the faith-based criteria for the two Catholic schools in Newham, you will be required to submit a Supplementary Information Form (SIF). This is in addition to your main application.



**1 November 2021**

Applications (CAF) received from this date will be processed as late applications. This means they will not be considered until all the on-time applicants have been given their places.

**For Catholic Schools in Newham**

All SIF must be delivered to the school no later than the close of school on Friday, 29th October 2021 – this is during half term. We recommend they are delivered before half term when the school is open. For voluntary-aided faith schools outside of Newham you need to check with the school for the closing date for the SIF to be received. If you do not meet this deadline your application will only be treated as 'on time' if your CAF was received by 31 October 2021. A school's governing body may be unable to rank your application correctly without the SIF.

**15 November 2021**

If you have named any out-of-borough school(s) on your application form, Pupil Services will inform the local authority (LA) where they are located of those applications via secure data exchange. Applications received from 1 November 2021 will be forwarded within three days of receipt.

**1 March 2022 – national offer day**

All families who applied online via the eAdmissions portal will receive an email on the evening of 1 March 2022 with their school offer details.

Newham residents who applied using a paper form will be posted an outcome letter on 1 March 2022.

Applications received from 1 November 2021 to 15 February 2022 will be processed as 'late' applications but they will receive their offer letter on the same day as 'on-time' applicants.

**2 March onwards**

Offers and alternative allocation continue for late applicants with outcomes being issued usually within a maximum of 10 days of receipt by Pupil Services.

**May 2022 onwards**

Independent admission appeal hearings start for parent/carers who lodged an appeal for a place at one of their preferred school(s) and were refused.

To appeal for an out-of-borough school, you will need to check their website or the other council's website where the school is situated to find out the process.

**Induction and taster days for Year 6 pupils at their secondary school will take place in summer 2022.**





# TRANSITION FROM PRIMARY TO SECONDARY SCHOOL

**Applying for Year 7 starting in September 2022**

**For children born from 1 September 2010 to 31 August 2011**

## Information and application process

### Pan London admission scheme for children moving from primary to secondary school

Every year over 60,000 Year 6 pupils living in London transfer to Year 7 in secondary school, many crossing borough boundaries to do so. All 33 London boroughs, together with some of the Home Counties coordinate admissions to their secondary schools.

### What this means for you

If you are a Newham resident, you only need to apply to Newham Pupil Services (even if you want to apply for an academy or a secondary school place outside Newham). You have the option to name schools outside of Newham on your application form.

We will pass your information onto the other local authorities using a secure encrypted data exchange which means your data will be totally safe. Every school has their own admission authority which determines the rank order (priority order based on their admission criteria). For community schools this is the local authority but many own admission authority schools such as academies request the local authority to do this on their behalf.

Using the rank order information from the admission authorities Pupil Services determine the highest single offer that can be given to each child. All families who have applied will receive notification of which school from their preferences they have been offered, or the alternative being allocated, on national offer day, 1 March 2022. The paper outcomes will be posted on this day and the online outcomes will be available to view that evening for families who applied online through eAdmissions.

**Every child in England and Wales who has applied by the national closing date of 31 October 2021 will be notified of their school on national offer day 1 March 2022.**

**National closing date for on time applications:  
Sunday 31 October 2021.**

Please see the important dates on pages 32-33.

### Applying for a Year 7 place for September 2022

You can name up to six schools you would prefer your child to attend; if you want to name more you must contact Pupil Services. The school you most want your child to attend must be named as your first preference and

so on. Please remember the more schools you name, the more your child will be considered for.

Before naming any schools, we recommend you visit them and read their prospectuses. If you wish, you can write on the form the reasons you prefer each school you have named. For example these might include your religious and philosophical views. Do as much research as possible or you want to. Please remember for schools in Newham we cannot take medical reasons or religious and philosophical views into account at this stage of the processing as they do not form part of our admissions oversubscription criteria. If you apply using a paper application form, check, sign and return the form to your child's primary school.

**We cannot automatically reserve a child a place in any establishments, not even your local school or the school where your other children attend. We can only consider schools you name on your Common Application Form (CAF).**

**We strongly recommend you name your local secondary school as one of your six preferences. Unless your child has a sibling at the school, your local school will be where they have the highest priority for a place except where this is a faith school.**

### How do I apply?

You need to complete a CAF. The easiest way to apply is online at **[www.eadmissions.org.uk](http://www.eadmissions.org.uk)** – see pages 76-77 for more details.

If you do not want to apply online copies of the paper application forms are available from Newham Council on 020 8430 2000.

After **23:59pm on 31 October 2021** the Pan London eAdmissions online portal will close for on-time applications but will continue to be open for late applicants. If you apply late you may not receive your outcome online on national offer day.

**If you apply online your application will not be complete until you receive an email receipt of successful submission from the eAdmissions system. Please be aware that if you do not receive an email receipt it means your application has not been submitted, which means your child will not be offered a school place. If you tried to apply but did not receive an email receipt, you will need to go online to apply again and ensure you receive a receipt - see pages 76-77.**

### Parent/carer's responsibilities

It is the responsibility of every parent or carer to ensure their child receives suitable education. Therefore parents of Year 6 children must follow the process to ensure their child has a Year 7 place for September 2022. For example your child may not get offered a place in the school you were hoping for if you miss the deadline for 'on-time' applications or you do not fill in all the information required by forgetting to put in the name of their older sibling who attends the school.

If you are worried about the process or how to apply please ask staff at your child's primary school to assist you.

### Faith Schools' Supplementary Information Forms (SIF)

- It is the parent/carer's responsibility to obtain, complete and return any supplementary information forms (SIF) for the faith establishments you have named as preferences on your application form, whether the schools are located in or outside Newham

- If you name one of Newham's Catholic secondary schools, (St Angela's or St Bonaventure's) as one of your preferences, you **MUST** complete and submit a SIF if you want to be considered under the faith-based criteria  
If your child goes to a Newham Catholic primary school, that school will give the form to you. If not, you must obtain the SIFs you need from the school.

**[www.newham.gov.uk/secondaryadmissions](http://www.newham.gov.uk/secondaryadmissions)** or by calling the school

- If you are applying online, you must not attach your SIF to your application as it will not be considered. SIFs must be completed and returned to the school you are applying to by post or by hand
- Many schools outside Newham also expect you to fill in an extra form. Please check with those schools about how they do their admissions and if you need to complete additional forms. You also need to check when you have to get those forms back to the school. We are sorry that we cannot obtain this information for you.

### Late applications received after Sunday 31 October 2021

If we receive your completed application form after the national closing date - 31 October 2021 - it will be a late application. If you are applying by post your

application will be considered as late if it is received by Pupil Services any time after the last post they receive on **Friday, 29 October 2021**.

Late applications cannot be backdated and treated as on time, even if you made a mistake or you believe they were lost in the post. We will not accept recorded or registered delivery numbers as these cannot prove what was included in the envelope.

Late applications are processed in the same way as those received on time. Late applicants will be offered the remaining school places after we have placed all 'on-time' applications.

From the table on pages 40-41, you will see that the majority of our school places are offered to 'on time' applicants and only a few schools had places remaining that could be offered to late applicants.

The majority of 'late' applicants cannot be offered a place at any of their preferred schools so they are allocated an alternative place at the closest school to their home that has a place available - in some cases this school may be on the other side of the borough to their home as the schools closer were full.

We strongly recommend that if your child attends a Newham primary school and you do not want to apply online, you should return the application form directly to the school rather than using the postal system as this is not guaranteed delivery. When we have processed all the 'on-time' applications we ask our primary schools to check our files against their lists. This means if your application form has not been processed they will be able to tell us immediately it should have been so we can take the necessary action.

### If you live in Newham but your child goes to a primary school outside Newham

You must apply using the eAdmission online portal via the Newham website or request a paper form from a Newham primary school or by calling **020 8430 2000**. We strongly recommend that you apply for your local Newham school as one of your preferences. If you prefer a secondary school outside of Newham, as a Newham resident you should still follow the process outlined in this guide but should read the composite prospectus of the borough you are applying in order to see how the schools you are interested in offer their places.

### The home address we use to determine offers and alternative allocations

The borough where you live will notify you of the outcome of your application.

The address we use to determine offers will be the child's home address as at national closing date 31 October 2021. It is the applicant's responsibility to notify Pupil Services of any home move during the process. Failure to notify us of a home move could result in a place being withdrawn as the offer may have been made using incorrect information.



### **If you live outside Newham**

If you live outside Newham but want your child to go to one of our schools, you must apply for our school through your home local authority. They will pass your information to us using a government approved secure computer system. We will treat your request in the same way as applications from Newham residents. However we will not offer you another Newham school place if we cannot offer you a place in one of your preferred schools as this is the responsibility of your home local authority.

### **If you move out of Newham**

If you move out of Newham and your child leaves their Newham primary school before they start secondary school and after we have offered a school place, you must let Newham Pupil Services know in writing your new address and if you want to keep their place in a Newham secondary school.

### **If you change your address**

We will use your address at the national closing date 31 October 2021. If you change your permanent address before 31 October 2021, we will use the new address – if you provide the required proof (see pages 74-75). After 31 October 2021, we will use the previous address to determine which school place we offer/allocate. If you move after submitting your application, you must notify Pupil Services in writing of your new address. If you want to change your school preference because of the move, this will be treated as a late application. You must provide the necessary proof of address. We will only consider a child's new address when they have actually moved in. If you have applied online and move to another borough you must contact the borough you were living in when you created your admissions online account to make the change.



### Acceptance or refusal of offer

If you have been offered a place at a school in Newham, we will automatically update our database to show you have accepted the place – this means you don't have to take any action or worry that you might lose the place. For schools outside Newham you must tell us if you want to accept the place using eAdmissions or by emailing [pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk)

However if you have made alternative arrangements for your child's Year 7 education or you are unhappy with the offer or alternative allocation, you must state the reason for refusal via the eAdmissions portal, notifying us why you do not want the place and what action you will take to ensure your child is suitably educated.

### If we cannot offer your child a place at any of your named preferred schools

If we are unable to offer a Newham child a place at any of your preferred schools because all the available places were offered to other children with a higher priority for those places, we will allocate your child an alternative place at the closest available school to your home that has a place. This may not be close to your home and may even be on the other side of the borough but will be the closest to your home with a place.

### Waiting lists

Waiting lists are created for all schools in Newham on 2 March 2022, after the national offer day outcomes have been issued via email or letter.

Admission Authorities are required by law to organise school waiting lists in accordance with their own admissions criteria. They are not first come first served, so your child can go down as well as up a school's waiting list.

As waiting lists must be organised in accordance with our admissions criteria, late applicants are not disadvantaged. This means they do not automatically go to the bottom of the list. On the day the waiting lists

are created the date you applied is no longer relevant, so each child is added in their rightful place irrespective of when their parent/carer applied.

Your child will automatically be added to the waiting list for any schools located in Newham that you have named as a higher preference than the school your child was offered, until the last school day in December 2022.

To be included on the waiting list for any school located outside of Newham, you should check the website for the local authority where the school is located to find out the procedure.

The waiting list for most schools in Newham are cleared on the last day of school each term (autumn, spring and summer). Each application form you submit replaces the last. If you are on a waiting list for a school and you submit a fresh form without naming that school as one of your current preferences, your child's name will be withdrawn from that school's waiting list. So for your child's first year in secondary school, the first time you would need to reapply to be on a waiting list is December 2022. To remain on the waiting list, you must complete a Newham secondary school In Year form and then ensure your child's current school, if in Newham, completes their section and returns it to Pupil Services.

For information on waiting lists for academies, free schools and voluntary-aided schools check their websites

### How to use the offer information table on pages 40-41

The table is provided to help you consider whether your child is likely to be offered a place at a school in Newham. The table tells you about the number of applications made to each secondary school for admission in September 2021.

This information is only a guide as the application rates may not be the same for this year and the circumstances of the Year 6 children this may be different. Information on home to school distances is provided on pages 69-70.

### What the law says about schooling

Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following their fifth birthday (or on his fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. From this date, parent/carers must ensure their child receives suitable education until the last Friday in June of the year they become 16, provided their birthday is before the beginning of the next school year.

In Newham, if parents/carers of a school-aged child who is residing in this borough fail to provide suitable education and refuse to complete a CAF, we reserve the right to allocate their child a place at the closest school to the child's home with a place available at that time. Where the child has a sibling at a Newham school, in the first instance we will try to allocate a place at the same school if a place is available at the time.

All children must receive suitable education, even if you think they are too young or you are unhappy with the school offered. It is the responsibility of the parent/carer to make sure this happens, not the local authority. School attendance matters - if you fail to arrange suitable education for your child you could face a fine or possible imprisonment.

# THINKING OF APPLYING FOR A SCHOOL OUTSIDE OF NEWHAM OR A SELECTIVE SCHOOL FOR SEPTEMBER 2022?

## Schools outside of Newham

Newham would like families of every Year 6 child to want to start their secondary education in Newham and continue on into local further education. However we do recognise some families prefer a school outside of Newham.

Before naming any out of borough schools on the primary to secondary application we strongly recommend that you:

- Visit the school
- Undertake the journey with the child to see if they are confident and how long it will take each day
- Think about travelling in the winter when it gets dark very early
- Find out the cost of travel, remember 11-15 ZIP Oyster does not permit children to travel for free on all forms of transport, only buses and trams.

## Selective Schools

Schools that offer places based on ability and aptitude require each applicant's child to be tested. These include:

- grammar schools
- partially selective ('bilateral') schools
- schools which band applicants by ability to achieve a comprehensive intake
- schools which select up to 10% of their cohort by aptitude in a prescribed subject.

The Department for Education has advised that testing for selective schools should be returning to Pre-Covid-19 arrangements for September 2022 entry. However, families considering applying for a selective school should keep up to date with any possible changes.

## What is the Pan London process for a September 2022 entry?

- Upon receipt of your test results decide if you want to name any selective schools as your preferences
- Name all the selective and non-selective schools you want your child to be considered for as preferences via the eAdmissions portal or your home local authority's paper copy application
- Correctly submit your common application form (CAF) by the national closing date 31 October 2021, otherwise your application will be considered as late
- Check the websites of your preferred selective schools or call them direct to find out about the testing arrangements
- Register for the tests required by your preferred selective schools - sometimes you will only need to take one test that covers multiple schools
- Await test information
- Attend testing, as required by the selective school.



# PRIZE DRAW

---

Apply for your child's school place online and be in with a chance to get help in buying your child's school uniform (\*terms and conditions apply).

There will be 5 prize draws in total.

## When you apply online:

- your child's details are safe and secure
- you will receive a confirmation email as soon as you have successfully submitted your application
- you can log in and change your school preferences any time right until 23:59 on 31 October 2021
- you will receive an email during the evening of 1 March 2022 informing you of your child's offer.

To apply online you need to register at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) after 1 September 2021 to create a password and start your application.

To make sure you apply on time, apply online **[www.eadmissions.org.uk](http://www.eadmissions.org.uk)**

### \*Prize draw terms and conditions:

- All online applications will be automatically entered into the prize draw
- One entry to the prize draw per application
- There is no charge for entering
- There is no cash equivalent for the prize (vouchers will not be provided)
- Decision of the award of prizes by the council is final

- Winners will be required to take part in PR and have their photograph taken

The uniform will be purchased by Newham Council. The uniform will consist of the following:

#### Package 1:

- x4 plain trousers or plain skirts (black or grey)

- x4 short sleeve buttoned shirts
- x4 long sleeve buttoned shirts
- x4 polo shirts

OR

#### Package 2:

- x1 School blazer (purchased from selected uniform store)

The winners will be chosen at random after the national offer date of 1 March 2022. Winners will be notified within 28 days of the draw. Winners will need to provide the correct size of the uniforms when requested.

Schools which do not have a required blazer have the option of receiving Package 1.



# PRIMARY TO SECONDARY TRANSITION FOR SEPTEMBER 2021 ENTRY

## National Offer Day On-Time Applicants Criterion Breakdown of On-Time Offers to Newham Schools

Establishment	2	3	4	5	6
Actual Places	On Time Applications	EHCP	Looked After & Previously Looked After	SEN Resource	
Bobby Moore Academy	180	638	0	1	0
Brampton Manor Academy	440	2753	5	6	0
Cumberland Community School	300	615	1	0	4
East London Science School	125	392	See P		
Eastlea Community School	240	206	1	0	2
EKO Pathways	N/A	4	4	0	0
Forest Gate Community School	276	1553	2	3	0
Harris Academy Chobham (formerly Chobham Academy)	120	1081	See P		
John F Kennedy Special School	N/A	12	6	0	0
Kingsford Community School	330	644	1	0	0
Langdon Academy	286	931	6	0	1
Lister Community School	340	901	8	0	4
Little Ilford School	365	955	7	2	5
Oasis Academy Silvertown	90	313	4	0	0
Plasht School	305	888	2	0	0
Rokeby School	180	253	2	0	0
Royal Docks Academy	180	440	6	0	3
St Angela's Ursuline School	192	365	See P		
St Bonaventure's RC School	210	337	See P		
Sarah Bonnell School	280	751	1	0	0
School 21	0	555	1	0	0
Stratford School Academy	330	967	See P		
<b>Total</b>	<b>4769</b>	<b>15554</b>			

These figures do not include the offers made to Newham residents in out-of-borough schools.

- Actual Places – the number of places available at the school for Year 7 for September 2021
- 'On-Time' applications – the number of families who applied by the closing date and named the school as one of their preferred schools
- Education, Health Care Plans (EHCP), This priority is only given when local authority (LA) officers carry out a formal assessment and decide that only a particular school can meet the child's special educational needs
- Looked after or previously looked after children in the care of a local authority
- Children placed in SEN resource provisions without an EHCP as determined by the 0-25 SEND service
- Sibling – children offered a place who have a sibling on roll at the school who is reasonably expected to be on roll in year groups Sept 2021
- Staff Child
- Link with sibling - Child attends a link primary school and has a sibling at the Secondary school
- Link - Child attends link Primary school
- Priority Area & Sibling (Sarah Bonnell School only) – children offered a place who live in the school's priority area.

This section shows the breakdown of offers and alternative allocations for each secondary establishment in Newham for Year 7 in the 2021/2022 school year. It may help you to decide which schools to name as your preferences. For information for past years visit [www.newham.gov.uk](http://www.newham.gov.uk)

7	8	9	10	11	12	13	14	15	16	17
Sibling	Staff Child	Link with sibling	Link	Priority Area & Sibling	Priority Area	All Other	Local Authority Alternative Allocation	Total	Criterion of Final Offer	Distance of Final Offer (miles)
40	0	N/A	N/A	N/A	N/A	139	0	180	All Other	1.739
119	0	N/A	N/A	N/A	N/A	310	0	440	All Other	0.856
50	1	N/A	N/A	N/A	N/A	95	48	199	N/A	N/A
<b>Age 85 for 'On Time' offer categories</b>								125	Band F	4.8772
31	1	N/A	N/A	N/A	N/A	38	23	96	N/A	N/A
0	0	N/A	N/A	N/A	N/A	0	0	4	N/A	N/A
84	0	N/A	N/A	N/A	N/A	187	0	276	All Other	0.775
<b>Age 89 for 'On Time' offer categories</b>								0	4	50
0	0	N/A	N/A	N/A	N/A	0	0	6	N/A	N/A
82	2	N/A	N/A	N/A	N/A	191	54	330	N/A	N/A
83	3	N/A	N/A	N/A	N/A	193	0	286	All Other	1.158
83	0	N/A	N/A	N/A	N/A	245	0	340	All Other	3.014
123	2	N/A	N/A	N/A	N/A	226	0	365	All Other	0.672
20	0	N/A	N/A	N/A	N/A	66	0	90	All Other	1.753
59	1	N/A	N/A	N/A	N/A	243	0	305	All Other	1.024
22	1	N/A	N/A	N/A	N/A	53	18	96	N/A	N/A
33	1	N/A	N/A	N/A	N/A	137	0	180	All Other	3.248
<b>Age 80 for 'On Time' offer categories</b>								192	N/A	N/A
<b>Age 82 for 'On Time' offer categories</b>								210	N/A	N/A
37	0	N/A	N/A	23	66	153	0	280	All Other	3.818
0	0	N/A	N/A	N/A	N/A	0	0	1	EHCP	0.414
<b>Age 94 for 'On Time' offer categories</b>								330	N/A	N/A
								<b>4451</b>		

- 12.** Priority Area (Sarah Bonnell School only) – children offered a place who live in the school's priority area but do not have a sibling on roll at the school
- 13.** All Other – children offered a place who are not in any higher priority group, based on their home to school walking distance measurements (closest first)
- 14.** Local Authority Alternative Allocation – children who

- were allocated an alternative placement at this school because they could not be offered a place at any of their families' preferred schools (closest school with a vacancy)
- 15.** Total – the total number of 'on-time' applicants offered a place at the school on National Secondary School Offer Day (1 March 2021)
- 16.** The priority group (criterion) of the final place offered

- 17.** Distance of final offer – the home to school distance of the child who was offered the last place.

**N/A** – does not apply to this school.

# IN YEAR ADMISSIONS

(also known as casual, midterm or mid phase admissions)

## Finding a secondary school place in Newham for:

- New arrivals from overseas
- New arrivals from elsewhere in the UK
- Children returning to Newham
- Children living in Newham but educated in another borough who now want a place in Newham
- Children currently receiving Elective Home Education

## Information and application process

As a parent or carer, you must make sure all your children of compulsory school age (5-16 years) are suitably educated see page 55. The local authority must make sure there are enough places across Newham for all school aged children resident in the borough.

Between all the secondary schools, there are enough places for all children resident in the borough.

However, each secondary school has a limit on how many children it can take in each year group. This limit is called the admission number.

**For admissions for September 2012 onwards, the governing bodies of state funded independent schools have the legal right to withdraw from the 'In Year' co-ordination process at any time. Check the website of the school you are interested in for the latest information at the time when you are applying. At present for all schools you apply through the Newham Pupil Services.**

## Summary of In Year admissions for 2021/2022 school year

Every year Newham Pupil Services receives over 1,200 new 'In Year' admission applications from parents/carers for their children who have recently moved into or returned to Newham or just want their child to attend secondary school in Newham for the first time. In addition we have over 1,100 applications from families who want to change their child's school within Newham because, for example, they have moved address.

## What this means for you

If you are a Newham resident, you only need to apply to Newham Pupil Services (unless you want to apply for a school outside Newham). For applications for schools outside of Newham, contact the local authority the school is in, or visit their website, for information on the application process. If you are not a Newham resident but want to apply for any schools located in Newham you

can name up to six state-funded schools (non fee paying) on our application form. Visit <https://www.newham.gov.uk/schools-education/year-admissions/1> for more information and apply online. Alternatively, call **020 8430 2000** to request a Common Application Form (CAF).

The governing bodies of academies, free schools and voluntary-aided faith schools (see page 6-7 for details) are Own Admission Authority Schools and will make decisions on their own offers, but will advise us and we will let you know the results.

To apply for a place at a voluntary-aided faith school you must complete a Supplementary Information Form (SIF) as well as a CAF if you want to apply under the faith-based criteria. You have the right to name any schools as your preferences. We strongly recommend that you use at least one of your six preferences to name your non-faith local secondary Newham school where most children will have the highest priority for a place. If you apply using the online form you will receive an automatic acknowledgment to confirm that your application was successfully submitted. If you apply using a paper form you should receive an acknowledgment letter within five working days. Remember if you do not receive an acknowledgment it might mean that Pupil Services have not received your application so it is important to call from the sixth day and check on **020 8430 2000**. We aim to start processing all applications with two working days of receipt, so you should receive an acknowledgment within five working days.

As a result of this being a coordinated process, you will now receive the highest of your named preferences available. This offer will usually be made within ten school days of your application being received in Pupil Services.

There is no guarantee that we will be able to offer a place at any of your preferred schools as many of our schools will be full at the time you apply. If this happens and your child is not already being educated in Newham or been offered a place in Newham, an alternative placement will be made but this will be within the borough.

**The admission arrangements for the 2021/2022 school year can be found at <https://www.newham.gov.uk/schools-education/determination-admission-arrangements-september-2021-entry/2> or call **020 8430 2000**. Do not refer to the admission arrangements in this guide as these are for the 2022/2023 school year.** Apply online for a place at [www.newham.gov.uk/inyear](https://www.newham.gov.uk/inyear) or call Newham Council on **020 8430 2000** to ask for an In Year paper form. Remember it is faster and more secure to apply online. Then use the process below to make your application.



- Decide which school(s) you would like your child to go to. We recommend you visit the school(s) you are considering - make an appointment before you go
- If you choose to read a school's Ofsted report remember to check the date of the report as significant changes, like a change of head teacher, may have happened since it was written
- If you want to apply for a school outside of Newham, visit their website for details
- Although you have the right to apply for schools that are outside of Newham, we strongly recommend that you also apply for your local Newham school as this will be the school where your child has the highest priority for a place.
- If you have applied using a paper form, return it to:  
**Pupil Services, PO Box 69972, London E16 9DG**
- We aim to add online applications to our database within 24 hours of receipt by Pupil Services. For paper forms this may be a few days after it is received in a council office. This means, if you use first class post, it should be on our database within five working days of you posting it. We will send you an acknowledgment explaining what happens next; this will be by email if you apply online or if you supplied your email address on a paper form. If you do not receive this within seven working days of sending your application call us on **020 8430 2000** for advice
- By law all school places must be offered in accordance with each school's own admissions policy/arrangements over subscription criteria. For admissions arrangements for the school year starting September 2021 ending July 2022, visit <https://www.newham.gov.uk/schools-education/determination-admission-arrangements-september-2021-entry/2> for all schools located in Newham
- Pupil Services aims to have a decision from all the schools you have named as your preferred schools within five school days of receiving it. Remember this is school days so, if you apply just before or during a school holiday, the school will not be available to consider your application until they return to work after the break.

Your child can only be offered a place at the school you prefer if there is a place. If your child has lost their place at a Newham school because of an extended or unauthorised visit or holiday abroad, there is no guarantee that your child will be offered a place back in that school when you return to Newham, even if you name it as one of your preferences on your application form.

If there is a suitable vacancy for your child at your preferred school we will offer you a place. If not, we will then consider the school you have named as your second preference. If that school does not have a suitable vacancy, we will consider your third preference and so on until your final preference named on the application form. If we cannot offer a place at any of your preferred schools, we will allocate an alternative place at the closest school to your home address that has a suitable vacancy. It is possible that this may be on the other side of the borough as all schools closer may be full. We will automatically put you on the waiting list at your preferred schools (see page 37). If you are applying for more than one child to attend a Newham secondary school and we are unable to offer them both a place at your preferred school, we may contact you to ask if your priority is for all the children to be in the same school or if your priority is for your preferred school and for any of your children to be offered a place. This would mean you agree for them to be in different schools.

If you are unhappy with the school offered because it is not your first preference or is an alternative allocation you do not have to accept it but we strongly recommend that you visit the school and speak to the head teacher before making your final decision. In most instances after visiting a school and finding out more, families are happy to accept the place even if they didn't think they would like it.

If you still choose not to accept the place you must notify Pupil Services in writing at **pupil.services@newham.gov.uk** of the alternative arrangements you have made for your child's education.

### Appeals

If your child does not get a place at your preferred school you have the legal right to an independent appeal hearing (see page 48-52).



**The Human Rights Act allows parents/carers to give religious and/or philosophical reasons for wanting a particular school place. The local authority is required to take these into account when it can. In practice, this means we can only take this into account if the school has enough places. In cases where we have more applications than places for a school, we will follow our admissions criteria to decide which children are offered a place. Please remember that under Human Rights legislation, we are only required to offer education, not a particular type of education.**

# CHANGING SCHOOLS WITHIN NEWHAM (INTERNAL TRANSFERS)

## Information and application process to change your child's secondary school within Newham

**Think very carefully before you apply to change a child's school! The priority is to think about the impact on your child's education and wellbeing.**

Changing schools is a really big step to take for any child, whatever their ability and age.

All parents/carers should decide if moving school is really in the best interests of their child's education, social wellbeing and development.

Before taking the big step of changing schools we recommend that parents/carers talk to their family and friends, the child's current school and the child to be sure they are making the correct decision.

Moving any child from one school in Newham to another school in Newham, except at the end of year 6 or when starting reception for the first time, could be damaging the child's chances of doing well at school. Stability in any child's life is really important and for children school is a major aspect of their lives that should

remain constant wherever possible.

Changing schools may result in a child being worried about trying to get used to new routines, new rules, new teachers and making new friends. This means they may find it harder to concentrate on their schoolwork.

### **Considering changing schools due to a problem at a child's current school?**

Families considering changing schools within Newham because their child is having problems at their current school including being bullied or struggling with the journey, should urgently speak to their form tutor or head of year or class teachers in primary before applying for a transfer as they can normally resolve the problem and stop the need for a child having to go through the upheaval of changing schools.

Remember schools can usually settle most issues once they know about them so it is essential that parents/





carers share their concerns and worries as the earliest opportunity.

### **Changing schools for children and young people who have started their GCSE's**

It can be difficult for a child or young person to change schools at any age but can be more of a challenge for those who are currently studying for their GCSEs. Schools offer a range of courses meaning it is possible that a new school may not offer the same options/subjects as their current school. Even if they do offer the same options/subjects they may use a different examining board and therefore be following a different syllabus so any work the child has already completed may not be relevant.

Remember changing GCSE and other courses can have an adverse effect on a child's exam results and further education.

### **Applying to change schools within Newham**

The process to change schools within Newham is the same as for new arrivals to Newham or those returning to Newham – this is known as an In Year admission. See pages 42-43.

If you apply online applicants will receive an automatic acknowledgement; for paper applications you should receive this within three working days.

If you do not get an acknowledgment or offer within seven days please call Newham Council on **020 8430 2000** for advice.

### **Are all transfer request guaranteed?**

As for all school applications a place at an applicants preferred school(s) cannot be guaranteed as the school may not have sufficient vacancies to accommodate all those who apply. The How We Offer Places section explains the processes used to determine if an applicant can be offered a place for their child.

The main difference between applications for new arrivals to Newham and those wanting to change schools within Newham, is that those wanting to change schools in Newham already have a place in the borough which means we do not have to allocate an alternative school if we cannot offer a place at one of the applicants preferred schools.

Where a child cannot be offered a place they are automatically added to the waiting list for their preferred schools for one term, unless they withdraw the application before the end of term or we offer a place that is a higher preference.

Parents/carers must remember it is their responsibility to ensure their child receives suitable education so all children must remain on roll at their current school until

they are formerly offered a place at another school even if they are on a waiting list, as there is no guarantee they will be offered another place.

### **How we offer places**

See page 57

### **Waiting lists**

See page 68

### **Appeals**

All applicants who have applied for a place and been refused have the right to an Independent appeal hearing. See pages 48-52

**The Human Rights Act allows parents/carers to give religious and/or philosophical reasons for wanting a particular school place. The local authority is required to take these into account when it can. In practice, this means we can only take this into account if the school has enough places. In cases where we have more applications than places for a school, we will follow our admissions criteria to decide which children are offered a place.**

**Please remember that under Human Rights legislation, we are only required to offer education, not a particular type of education.**





# HEALTHY TEETH, HAPPY FAMILY!



**Did you know that there are high rates of tooth decay in Newham?**  
NHS dental care is free for all children under 18, and 19 if you are in full-time education.

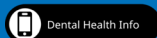
## Keep your teeth healthy:

- Limit sugary food and drinks
- Brush your teeth twice a day for two minutes with fluoride toothpaste
- Spit your toothpaste in the sink, but don't rinse your mouth with water
- Change your toothbrush every 3 months
- Take your child for regular dental check-ups

**Find a dentist near you by searching "NHS find a dentist" in your web browser.**

For more information about how to look after your children's teeth, scan the QR code.

You can also talk to your school nurse.



**WE ARE NEWHAM.**

People at the Heart  
of Everything We Do



# VACCINES SAVES LIVES!

Vaccinations prevent a range of illnesses and are FREE for all children.  
The following vaccines will be offered to all children in secondary school.

Secondary School Vaccines	Important Information
Influenza	All children from year 7 to year 11 Sprayed into the nose, or if preferred, via injection in arm.
HPV	Boys and girls aged 12 to 13 years old Given in 2 doses, 6 months apart Given via injection in arm
DTP (Diphtheria, Tetanus & Polio)	Boys and girls aged 14 years old One dose only Given via injection in arm
Meningococcal	Boys and girls aged 14 years old One dose only Given via injection in arm

Consent forms for the vaccines will be sent home with your child. Your school will provide you with the dates that the immunisation team will be attending your school.

For Influenza, this is usually between October-December.

For year 8 HPV, this is September / January.

Year 9 DTP/ACWY January.

Your local immunisation team also run regular catch-up clinics throughout the year.

For more information, please visit [www.schoolvaccination.uk](http://www.schoolvaccination.uk) or your local school immunisation team

[newham@vaccinationuk.co.uk](mailto:newham@vaccinationuk.co.uk) or call 0203 214 1394.



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People at the Heart  
of Everything We Do



## **Section 3**

# How to appeal Independent Hearings

# HOW TO APPEAL FOR A PLACE AT A SCHOOL OR ACADEMY LOCATED IN NEWHAM

## Independent appeals

Our appeals process is fully compliant with the Department for Education's School Admissions Appeals Code, and the temporary changes to the regulations issued 24 April 2020 [www.gov.uk/government/publications/school-admissions-appealscode/changes-to-the-school-admission-appeals-coderegulations-during-the-coronavirus-outbreak](http://www.gov.uk/government/publications/school-admissions-appealscode/changes-to-the-school-admission-appeals-coderegulations-during-the-coronavirus-outbreak)

We commission the Newham Independent School Admissions Appeals Service (NISAAS) to provide an independent clerk to the appeals panel and that clerk appoints the panels, all of whom are fully trained by a legal professional.

**Children with an Education, Health and Care Plan**  
**For children with an Education, Health and Care Plan (EHCP) the process outlined below does not apply. If a family disagrees with the decision made by the local authority regarding their child's education they can appeal to the Special Educational Needs and Disability Tribunal.**

**Before lodging an appeal we recommend parents/carers get independent advice from Special Educational Needs Disabilities Information, Advice and Support Services (SENDIASS) 0203 373 0707 or email [sendiass@newham.gov.uk](mailto:sendiass@newham.gov.uk)**

## Who can request an independent appeal hearing?

All applicants refused a place at any of their preferred schools have the legal right to appeal against the decision and have your case heard by an Independent Appeal Panel, unless the application is withdrawn.

This means you cannot appeal for a school if the family have not already applied and been refused a place or if an application for a school was made but later withdrawn.

## How often can an applicant appeal?

Normally only one appeal can be lodged for the same school for each school year group.

However, if a family who have already appealed have a significant change in their circumstances, a second appeal may be agreed. The admission authority for the school will review the detail of the family's new circumstances and decide if a second appeal should be granted.

## What can a family not appeal for?

Whilst all applicants refused a place at a preferred school have the right of appeal, this does not include a place in:

- Any school they have not applied or where the preference has been withdrawn or they have not applied for the new term
- A different year group to that determined by the child's date of birth
- An SEND Resource Provision or special school (see note above regarding EHC plans)
- An Alternative Provision (AP).

## How to lodge (apply for) and appeal?

Before deciding whether to appeal, parents/carers should read each school's published policy for admitting pupils, think about their reasons for wanting their child to attend the school and the strength of their case. For example, saying a child likes the school, their friends attend or the school has a good reputation may not be sufficient to have a successful appeal.

## Schools located in Newham (except Harris Academy Chobham)

- Complete and submit the simple online application on Newham website:

[www.newham.gov.uk/schoolappeals](http://www.newham.gov.uk/schoolappeals)

Or

- Call the Council on **020 8430 2000** and ask for a paper copy of the appeal form. Then complete and submit the form to:

Newham Independent School Appeals Service (NISAAS),  
1000 Dockside Road, London E16 2QU

## Harris Academy Chobham

- Complete the process detailed on their website <https://secondary.harrischobham.org.uk/1257/admissions>

Or

- Call the school for a form **020 3747 6060**

## Schools outside of Newham

For all schools outside of Newham families can find out about their appeals process by visiting the school's website or by calling the school.

## Can I get advice on what to say in my appeal?

Parents/carers can email Pupil Services [pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk) or call on **020 8430 2000** for general advice about what happens in the hearing and how to structure a case (known as written and verbal representations).



Neither the local authority nor the school you are appealing for can give advice on the content of an appeal as they made the decision to refuse the offer of the place and they will be defending this position at the hearing.

To help prepare their written and verbal representations we strongly recommend appellants speak to members of their family and friends who they trust to give good advice. If the family has a social worker or other professional support worker, they should be able to assist.

### What happens after lodging an appeal?

Applicants who lodged their appeal online will receive an automatic acknowledgement (receipt with a unique appeal reference number) that will provide more information. If this does not arrive within an hour, email [educationappeals@newham.gov.uk](mailto:educationappeals@newham.gov.uk) for advice.

### What happens next?

Ten working days before your hearing (until the end of the temporary regulations this will be 14 days before your hearing) appellants will:

- Receive a letter from NISAAS who are independent advising you where, when and how your appeal will be heard and the names of who will be present. It will usually be during office hours at Newham Dockside, Newham Town Hall or another suitable venue. If the law permits a virtual conferencing facility, for example Zoom maybe offered as an option
- Be sent a formal statement (known as written representations) from the Admission Authority explaining why the school could not offer a place and why the school cannot admit additional children.

If the appellant knows any of the panel members, they must declare this to NISAAS before the hearing starts, stating how they know them.

From when the appeal is lodged up to the day of the hearing, the appellant should be preparing their own case; this is known as written representations. This should include any documents that can verify the facts of the case, such as medical evidence or letters.

For supporting documents to be considered by the Independent Panel, these must be submitted at least one day before the hearing.

### What is the timeline?

Appeal hearings are timetabled for every month during term time but the period of time between when an appeal is lodged and when it is actually heard is set in law.

#### Normal admissions:

The normal point of entry to school is September, as part of a transition from one year group to another. For example

entry for primary to secondary transition and 14-19 transition.

For all applicants whose school application was submitted in time for an outcome to be sent to them on national offer day (1 March 2022), appeals must be heard within 40 school days of their deadline for lodging appeals.

The deadline for lodging appeals for September 2022 entry will be 23:59 on Monday, 28 March 2022 Year 7 entry.

For all applicants whose school applications were submitted too late for the outcome to be sent to them on national offer day (1 March 2022), appeals must be heard where possible within 40 school days of their deadline for lodging appeals or within 30 school days of the appeal being lodged.

#### In year admissions

In year admissions are where a place is applied for outside of the normal entry points for example when a family arrives in Newham from overseas or elsewhere in the UK during the school year.

There is no closing date for lodging an in year appeal, the only requirement is that you have not withdrawn your application for the school.

An in year admission appeals must be heard within 30 school days of the appeal being lodged.

### Who attends the independent appeal hearing?

Appellant and their optional support

- Friends and family
- Advocate
- Legal representative

We strongly recommend that appellants attend the hearing as they may provide vital information to the case on the day. However, the case can be heard in their absence if they notify NISAAS, do not want to attend or just fail to attend on the day and have not already requested another date.

#### Independent clerk

The clerk has knowledge of the School Appeals Code, the School Admissions Code, other law relating to admissions and other relevant law, and is able to offer advice to enable the panel to undertake its judicial function.

The clerk's role is to provide an independent and impartial service. They will provide an independent source of advice (or seek appropriate advice) on procedure and on admissions law, keep an accurate record of proceedings by taking detailed notes, and provide the parties with written notification of the panel's decision.

#### The Independent Panel

The panel will consist of three people, one from each group below and the third from either group.

One of the panel will be Chair. They will lead the meeting and have a casting vote in any split decisions.

- Lay people being someone without personal experience in the management of any school or provision of education in any school, except as a school governor or in another voluntary capacity)
- People who have experience in education, who are acquainted with educational conditions in the local authority area.

Members of the panel will have no link to your child's current school or the school you are appealing for or any other school that forms part of your case.

### **Admission Authority Presenting Officer**

The Presenting Officer's role is to present the admission authority's decision not to admit the child and to provide detailed answers to any questions about the case and about the school.

### **Local authority special educational needs advisor**

Where a child has special education needs (SEN) but does not have an Education Health and Care plan, the admission authority may sometimes request that an SEN advisor (not linked to the school) attends to provide specialist information to the panel.

### **School representative (optional)**

If the presenting officer is not from the school, the school may send a representative to support the presenting officer. Their only role is to answer specific questions about the school and provide important information.

### **Observers**

Observer may attend some hearings. This is usually for training purposes or to review the process – they will play no part in the hearing.

### **What are the different types of hearings?**

Your appeal maybe heard as part of a multiple group appeal or as an individual hearing.

The panel members can ask questions at any time throughout any type of hearing.

### **Multiple group appeals**

Multiple appeals are arranged when a number of appeals have been received in relation to the same school.

Admission authorities must take all reasonable steps to ensure that the same panel hears each of the multiple appeal hearings. Where this is not possible and more than one panel has to consider appeals for the same school, each panel must make its own decision independently. A panel hearing multiple appeals must not make decisions on any of hearings until all the appeals for that school have been heard.

### **Individual hearing**

An individual appeal is where the hearing is only with one family throughout – for Stage 1 and Stage 2.

## **Order of the hearings**

### **Stage 1**

1. Introductions.
2. Final opportunity for all parties to disclose knowledge of each other.
3. The chair of the appeal panel explains the appeals process and the order of business to all parties.
4. The admission authority's presenting officer explains why the child was not offered a place at that school, known as the Admission Authority's verbal statement.
5. The appellant and the panel questions on the Admission Authority's statement.

### **Stage 2**

Appeal hearings only move to Stage 2 if the case is not upheld upon conclusion of Stage 1

6. The appellant or their friend or formal representative explains why they think the child should be admitted to the school and supplies any supporting documents that may help their case.
7. The presenting officer and the panel ask the appellant questions about their case.
8. The presenting officer from the admission authority will sum up their case.
9. The appellant is given the opportunity to sum up their case.
10. If the chair is happy that everyone has had an opportunity to sum up their case, the appellant and the presenting officer from the admission authority will be asked to leave.

For multiple group appeals, the order of the hearing is the same but at Stage 1 the presenting officer will state his case to a group of parents/carers all appealing for the same school, in the same year group. Each group will then have an opportunity to question the presenting officer as a group. This means all parties will hear the questions and the answers.

Following the group section of the appeal after the conclusion of Stage 1, if applicable the hearing will move to Stage 2. At Stage 2 each appellant will then have a private hearing where they present their own case.

## **How does the panel make its decision?**

**Stage 1:** The panel may find that the admission arrangements did not comply with admissions law or had not been correctly and impartially applied, and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied;  
OR

The panel may find that the admission of additional children would not prejudice the provision of efficient education or efficient use of resources.

If the appeal panel is satisfied with the admission authority's case, it then moves onto Stage 2 to review at the case presented by the appellant.

The panel must balance the prejudice to the school against the appellant's case for the child to be admitted to the school. It must take into account the appellant's reasons for expressing a preference for the school, including what that school can offer the child that the allocated or other schools cannot. If the panel considers that the appellant's case outweighs the prejudice to the school, it must uphold the appeal.

For all year groups from reception to Year 6 in multiple 'group' appeals, the panel must not compare the individual cases when deciding whether an appellant's case outweighs the prejudice to the school. However, where the panel finds there are more cases that outweigh prejudice than the school can admit, it must then compare the cases and uphold those with the strongest case for admission. Where a certain number of children could be admitted without causing prejudice, the panel must uphold the appeals of at least that number of children.

### **What happens if an appellant is unhappy with the outcome of their appeal?**

The decision of the Independent Appeal Panel is legally binding on the admission authority and the appellant. However, if an appellant feels that correct procedures were not followed they may complain to:

#### **For maintained local authority schools**

#### **Local Government and Social Care Ombudsman (LGO):**

Visit [www.lgo.org.uk](http://www.lgo.org.uk) or email [advice@lgo.org.uk](mailto:advice@lgo.org.uk)

The Ombudsman is not able to overturn the appeal panel's decision. However, if they agree with your complaint and determine a failure in the process, they

may make recommendations for a suitable remedy. For example, that an appeal is reheard by a different panel and with a different clerk.

#### **For academies including free schools, university technical colleges and studio schools.**

#### **Education and Skills Funding Agency (ESFA):**

A complaint to the Education and Skills Funding Agency (ESFA) must be lodged within six months of the date of the appeal hearing.

The ESFA will investigate the complaint on behalf of the Secretary of State if it considers there are sufficient grounds to do so.

#### **Online via:**

[https://form.education.gov.uk/en/AchieveForms/?form\\_uri=sandbox-publish://AF-Process-323aa8b0-fc15-4df9-ae7f-1404d6466120/AF-Stage-c3cd8ecf-ea18-47de-b9e6-f037503d2804/definition.json&redirectlink=/en&cancelRedirectLink=/en&noLoginPrompt=1](https://form.education.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-323aa8b0-fc15-4df9-ae7f-1404d6466120/AF-Stage-c3cd8ecf-ea18-47de-b9e6-f037503d2804/definition.json&redirectlink=/en&cancelRedirectLink=/en&noLoginPrompt=1)

or by calling the Department for Education for a paper form.

#### **Department for Education helpline**

Telephone: **0370 000 2288**

Monday to Friday, 9am to 5pm

### **Can anyone overturn the decision of the independent panel?**

Neither the Local Government Ombudsman nor the Secretary of State for Education can review or overturn the decision of an appeals panel.

Only the courts can review and overturn an appeals panel decision where the appellant or admission authority is successful in applying for a judicial review of that decision.





**Primary to Secondary Transfer Appeals for September 2021  
Heard by 23.07.2021**

<b>Appeal Establishment</b>	<b>Heard</b>	<b>Upheld</b>	<b>Not Upheld</b>
Bobby Moore Academy	7	2	5
Brampton Manor Academy	84	1	83
Cumberland Community School	0	0	0
East London Science School	1	0	1
Eastlea Community School	0	0	0
Forest Gate Community School	42	0	42
Harris Academy Chobham	16	0	16
Kingsford Community School	1	0	1
Langdon Academy	11	0	11
Lister Community School	2	0	2
Little Ilford School	32	3	29
Oasis Academy Silvertown	11	1	10
Plashet School	16	0	16
Rokeby School	0	0	0
Royal Docks Academy	1	0	1
Sarah Bonnell School	5	1	4
School 21	7	0	7
St Angela's Ursuline Convent School	0	0	0
St Bonaventure's Catholic Comprehensive School	0	0	0
Stratford School Academy	7	0	7
<b>Total</b>	<b>243</b>	<b>8</b>	<b>235</b>





## **Section 4**

# Determined School Admission Arrangements for Secondary Schools

For entry from September 2022



# LONDON BOROUGH OF NEWHAM

## HOW WE OFFER PLACES: DETERMINED ADMISSION ARRANGEMENTS INCLUDING OVER-SUBSCRIPTION

For entry from September 2022 onwards

### These are the Determined Arrangements for:

Bobby Moore Academy, Brampton Manor Academy, Cumberland Community School, Eastlea Community School, Forest Gate Community School, Kingsford Community School, Langdon Academy, Lister Community School, Little Ilford School, Oasis Academy Silvertown, Plashet School, Rokeby School, Royal Docks Academy, Sarah Bonnell School and School 21.

### Introduction and legal overview

All admissions authorities for state-funded schools in England must comply with the current Schools Admissions Code December 2014, published by Department for Education that sets out the law and guidance relating to school admissions.

Local authorities have an important role in monitoring compliance with the Admissions Code and are required to report annually to the Schools Adjudicator on the fairness and legality of the admissions arrangements for all schools in their area, including those for whom they are not the admissions authority.

As the admissions authority for the community and voluntary controlled infant, junior and primary schools located in Newham, the LB Newham is required to draft, consult on and determine their admission arrangements including the oversubscription criteria.

For all state-funded schools, the law requires that where applications exceed the Published Admission Number (PAN), their admission authority must strictly apply their published arrangements and oversubscription criteria to determine which children are offered the places available.

This policy sets out the arrangements (rules) that the Local Authority (LB Newham) will follow to determine the placement of children in our maintained schools. To promote a clear, fair and transparent approach, the LB of Newham recommends and invites academies and free schools to adopt these arrangements with our oversubscription criteria or their own.

Prior to formal consultation to LB Newham's School Admissions Forum, work in partnership with LB Newham officers to agree the content of this policy.

Formal public consultation of these arrangements was last carried out between 5 December 2017 and 31 January 2018.

LB Newham consulted with:

- a) Parents of children between the ages of two and 18;
- b) Other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
- c) All other admission authorities within the relevant area (except that primary schools need not consult secondary schools);
- d) Whichever of the governing body and the local authority which is not the admission authority;
- e) Any adjoining neighbouring local authorities where the admission authority is the local authority; and
- f) In the case of schools designated with a religious character, the body or person representing the religion or religious denomination.

Unless there are any proposed non-statutory local changes, the next public consultation will not be until the autumn of 2024.

These admission arrangements were formulated to ensure they comply with the Equality Act 2010<sup>1</sup> and, therefore, do not unlawfully discriminate against pupils, parents or carers because of their sex, race, religion or beliefs, disability, sexual orientation or pupils who are pregnant, undergoing gender reassignment or school age parents.

All references in this document to previously looked after children in the Code mean children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after as well as those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

### Publication and availability

These will be available on the LB Newham's website and the websites of:

- Newham community schools
- Newham voluntary controlled school
- Academy schools located in Newham whose Governing Bodies/Trust have adopted these as their own arrangements.

<sup>1</sup>The Equality Act 2010 replaced all previous equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act. This act provides a single, consolidated source of discrimination law, covering all the types of discrimination that are unlawful. It simplifies the law by removing anomalies and inconsistencies that had developed over time in the existing legislation, and it extends the protection from discrimination in certain areas.



The arrangements will be published in both the hard copy and electronic versions of the LB Newham's composite prospectuses Starting Primary School and Starting Secondary School autumn 2021 editions from September 2022 entry are available from 1 September 2021.

All admission arrangements, which includes the oversubscription criteria are available upon request (hard copy or electronic) from the relevant school/academy and the local authority, where they are situated.

### Associated regulations, statutory guidance and information

Read in conjunction with:

- Pan London scheme for 2022 entry
- School Standards Framework Act 1998
- School Admissions Code (2021)
- School Admissions Appeals Code (2012)
- School Attendance guidance (2020)
- Children Missing Education statutory guidance (2016)
- DfE Advice on admission of summer born children (2020)
- DfE explanatory note: Admission of Crown Servants (2015)
- Crime and Disorder Act 1998 (section 16)

### Information and definitions

For the purpose of this document, the universal term 'school', will be used when referring to all state-funded academies, community schools, free schools, studio schools, university technical colleges, voluntary-aided faith schools and voluntary controlled faith schools.

### Preference

Throughout this document, the terms parental preference and preference are used. To ensure legal compliance and accuracy of meaning these terms cannot be interchanged with the word choice because:

**Preference:** provides applicants the opportunity to indicate what schools they would like if it were possible.

**Choice:** means one of their named schools must be offered to an applicant. Where the number of places (supply) is less than demand this is not always possible, meaning we cannot offer applicants a choice.

For school applicants the law only the right of expressing a preference.

### Compulsory school age and school leaving age (legal requirements)

All parents/carers with parental responsibility for a child must ensure the child is in receipt of suitable education and their home local authority is aware of these arrangements during the period when a child is compulsory school age.

Where a person with parental responsibility for a child fails to ensure the child is receiving suitable education appropriate local,

OR

Legal action will be carried out to protect the child's right to education.

Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. From this date, parent/carers must ensure their child receives suitable education until the last Friday in June of the year they become 16 provided their birthday is before the beginning of the next school year.

A child ceases to be of compulsory school age on the last Friday of June in the school year they become 16. If a child is educated outside their normal age group (i.e. is in Year 10 when this date is reached), the school will continue to receive funding for that child but the child will no longer be of compulsory school age during the school year in which most children take their GCSE examinations and cannot, therefore, be obliged to attend.

A child can leave school on the last Friday in June if they will be 16 by the end of the school summer holidays.

### Post 16

From the September after they are 16, all young people must do one of the following but they are free to choose which of these options they take:

- Remain in full-time education, e.g. at a college or school sixth form
- Start an apprenticeship or traineeship
- Full time employment combined part-time education or training

Any young person not in education, employment or training (also known as NEET) is registered with the Department of Education by their home authority and they will receive support to obtain a suitable placement.

### Parental responsibility

All parent/carers of children of compulsory school age (5 to 16) are required by law to ensure that they receive suitable education by regular attendance at school or otherwise. Failure to comply with this duty can lead to penalty notices being issued and prosecution.

### Local Authority responsibility and action

The introduction of academy schools means that the local authority no longer maintains (has responsibility for) all state funded schools in their area. However, the LB Newham still has the duty to provide sufficient school places or education otherwise for all children of compulsory school age resident in the borough,

irrespective of their immigration status, including those from families with no recourse to public funds and works in partnership with all schools in Newham to ensure this can be delivered.

To ensure all children of compulsory school age receive suitable education their parent/carers must apply for a school place or notify the local authority in writing of the alternative arrangements they have made. Where this does not occur or the alternative arrangements are found to be unsatisfactory, the child will be officially recorded as missing education and action will be taken against the person(s) with parental responsibility.

### **Parents/carers who do not secure education for their child**

Where a parent/carer of a school-aged child who is residing in the LB Newham, fails to complete a 'common application form' (CAF) or provide suitable alternative education within 15 days of arrival in Newham, or the child being out of education, we reserve the right to apply on their behalf.

This action will result in their child being allocated a placement at the closest school to the child's home with a suitable place available at that time.

Where the child has a sibling at a Newham school, in the first instance we will try to allocate a place at the same school if a place is available at the time. If the school is full, we will then allocate a place at the closest school to the child's home where a place is available.

For any child with special educational or access needs that cannot be met in a mainstream school, the 0-25 SEND integrated service will support the family in securing a suitable placement.

### **School places Published Admission Number (PAN)**

The Published Admission Number (PAN) is the number of places available in a school for each normal point of entry. The Department for Education capacity formula and other factors are used by the local authority/admission authority to determine this number.

The normal point of entry is:

**Reception** – for infant, primary schools and all through schools where the school does not increase in size for secondary education.

**Year 3** – for junior schools

**Year 7** – for secondary schools

**Year 9 or 10** – for University Technical Colleges (UTCs) and Studio schools

**Year 12** – for sixth form

Outside of the year of entry, it is expected that the PAN will continue to be applied for In Year admissions as a roll limit (see above). However, if circumstances at the school have significantly changed since the publication of



the admission number, a place may be refused even if the admission number has not been reached, as a cap on the PAN may have been introduced.

For the majority of schools located in Newham the limit on roll number in other year groups is the same as the PAN but for these year groups most places are already taken as pupils move from one year group up to the next.

To determine the number of forms of entry in a year group (classes) you divide the PAN by 30. In some instances, the result will include 0.5 of a class, which is possible where the accommodation is in an old building with small size rooms.

A child cannot be refused admission to the normal year of entry on the grounds of prejudice to the provision of efficient education and efficient use of resources unless the published admission number has been reached or exceeded.

The admissions numbers (PAN) for entry in the academic year are detailed in appendix 1.

### **Special Educational Needs: Resource Units in mainstream schools**

Special Educational Needs resource units are located within a number of schools in Newham. These are designed for children with particular diagnosed special educational needs including complex needs and severe communication difficulties.

Placement in these units is determined by the LB Newham 0-25 SEND integrated service using these arrangements and their associated oversubscription protocols.

These places are part of the published admission number (see above), and are not in addition to as there is an expectation that the children placed in these units will be educated part of the time in their mainstream class.

## Additional places and capping

### Additional places

In the event of an unexpected and significant increase to the school aged population, in particular for year groups that occurs too late to be addressed as part of the Council's formal place planning strategy, to ensure we can meet our legal duty to provide suitable education to all children resident in the borough it may be necessary to introduce additional places.

Any proposed increase would be managed by the LB Newham in joint partnership with the relevant admission authorities.

Additional places may be delivered outside of any formal expansion through:

- Bulge classes: additional class or classes for a specific year group that will continue through the school year on year until the bulge expires at the end of year group 6 or 11 as appropriate to the age range of the school
- Temporary over allocation: additional places in one or more year groups available for a fixed period agreed through a formal mutual agreement between the LA and the school
- Short-term measures to maximise the number of children who receive a place at their preferred school or to ensure we have sufficient places at the normal point of entry. These are generally only in place between national offer day and the start of the new school year but can be applied to other year groups.

### Capping places

Where a school is significantly undersubscribed in any particular year group for a prolonged period, it is possible for the admission number to be capped to withdraw a fixed number of places for a specified period, on the understanding they will be made available at time of increased pressure on places.

Additional places through bulges/over allocation and the withdrawal of places through capping will be delivered under strict controls and with the mutual agreement of the Local Authority and the Governing Body of the school. These controls will include the potential impact on families and all schools within the borough.

### Admissions framework Normal Admissions (also known as planned or cohort admissions)

The law requires that all families with a child must apply to their home authority irrespective of the location of their preferred school(s). This means families living in Newham must apply to London Borough of Newham, Pupil Services.

LB Newham's Pupil Services will communicate by a secure encrypted method with other Admissions Authorities in Newham and outside of the borough, where preferences named are not Newham maintained schools. This is to determine the outcome of each application (preference) and offer the highest single offer available to each family who apply.

Newham Pupil Services will notify all Newham applicants of the outcome and the named school via an electronic communication where the family have applied using the Pan London eAdmissions portal or letter where a paper application was completed.

Notification outcomes, for Newham residents are issued by Newham Pupil Services even where the offered school is not located in Newham.

All families are given the option to request a paper copy of their child's offer letter for their retention.

### In Year Admissions (also known as late arrivals, mid term or mid phase admissions)

For In year admissions applies to all year groups outside of normal admissions and for Year 7 and Reception entry in September 2022, where the application is being submitted after 31 August 2022:

- Newham residents wanting to apply for any schools located in Newham must use LB Newham's In Year common application form (CAF) In year application form
- Newham residents wanting to apply for schools outside of the borough must check the website for the borough where the school is located to obtain details of the application process
- Families from outside of Newham who want to apply for a school/academy located in Newham must apply direct to LB Newham Pupil Services In year application form
- Newham Pupil Services will notify the family and their home borough of the outcome.

For all year groups parents/carers living in Newham have the right to name six preferences, or more if they choose to, being the schools they would prefer their child to attend, using our common application form (CAF). The preferences must be named in the order of priority, with 1st preference being the highest – this is known as the rank order.

The In Year online eform can be completed at In year application form, or requested by phone on **020 8430 2000** or by post from:

Pupil Services  
P.O. Box 69972,  
London,  
E16 9DG



## Children from overseas

### Right to attend school in England.

In most cases, children arriving from overseas have the right to attend schools in England. School admission authorities must not refuse to admit a child based on the child's nationality or immigration status nor remove them from roll on this basis.

It is the responsibility of parents/carers, not the local authority nor a school, to check that their children have a right, under their visa entry conditions, to study at a school.

Information on how to determine their rights:

**<https://www.gov.uk/right-of-abode>**

Any EEA or Swiss national arriving in the UK by 31 December 2020 is eligible to apply to the EU Settlement Scheme, and continue to be able to study in schools in England as they do now if their application is successful.

Children aged under 18 are classed as dependent children if they are the children:

- of foreign nationals who have settled status in the UK
- OR
- of a family who are entering the UK on a work visa or Student visa,
- OR
- who are part of a family entering or residing in the UK under the immigration route for British National (Overseas) citizens and their dependants.

These children are entitled to enter the country with their family, or to join their family and study at a state-funded or independent school once in the UK.

Foreign nationals cannot use the six-month Standard Visitor visa, or 11-month Short-term Study (English language) visa, to enter the UK to enrol as a pupil at a school.

Unaccompanied children may also enter the UK to access a school. To comply with their visa terms, unaccompanied foreign national children, and young people (including such EEA nationals entering the UK after 31 December 2020) who are entering on a Child Student visa or Student visa must, when accessing education in England, study at the independent school, sixth form college or further education college which is sponsoring them.

### Normal Admissions (standard entry points into school)

For normal admission purposes, as applications must be made to the child's home borough, to enable an overseas family to apply we will accept a future address in Newham to determine the home borough but the current home address for processing the application. Where an application is being made for a child who is living overseas at the time of submission, the application must be made on a paper form not via the Pan London eAdmissions portal.

## In Year Admissions

For In Year applications, these will be processed using the child's home address at the time of the application, even if this is outside of the UK (except for children of service personnel and crown servants –see below). Future addresses in the UK will not be accepted even if contracts/rental agreements have been signed.

Where a place can be offered using the child's overseas current address, the expectation is that the child will be available to take up the place on the proposed start date, which could be as soon as the day after the place being offered. If a child cannot take up the place as they are not in the UK and is not expected for at least a week the place will usually be withdrawn.

For the children of service personnel with a confirmed posting to Newham, or Crown servants returning from overseas to live in Newham, the Local authority will allocate a place in advance of the family arriving in the area. On the understanding, the application is accompanied by an official letter that declares a relocation date and a unit postal address or quartering area address.

### Application dates

The UK Government has set national closing and offer dates for applications for normal admissions. These dates only apply to applications for reception and Year 7 entry in September of the new academic year and Year 3 where a child is moving from an infant to a junior school.

### Secondary (Year 7)

#### National closing day – 31 October, preceding the year of entry.

Applications received by LB Newham Pupil Services by 11.59pm on this date will be processed as on-time and those received after will be processed as late. It is important to understand that late applications cannot be considered for a place until all on time applicants have been provided with places. This means families who apply late are greatly reducing their opportunity to gain a place at one of their preferred schools.

**National offer day – 1 March** or first working day after this date where it falls on a weekend or a bank holiday.

This is the date when outcomes are issued to all on-time applicants. Where the application was made online, via the Pan London eAdmissions portal the outcome will be available online during the late afternoon/early evening. For families who applied using a paper application form their outcome letter using 1st class post on national offer day.

**Late applications** (received after national closing date)  
Applicants whose common application form (CAF) is received by the third Friday in February in the year

of expected admission will be sent their outcome on national offer day.

Applicants whose common application form (CAF) is received after the third Friday in February in the year of expected admission will be sent their outcome within 10 days of their application – with the first offer day being five days after national offer day.

In very exceptional circumstances, some late application will be processed as on time. This will be the decision of the child's home local authority and will be binding on all named preferred schools. There is no right of appeal against a decision not to treat a late application as on time.

### **Primary (Reception and Year 3 moving from an infant class to juniors)**

**National closing day** – 15 January, preceding the academic year of entry.

Applications received by LB Newham Pupil Services by 11.59pm on this date will be processed as on time and those received after will be processed as late. It is important to understand that late applications cannot be considered for a place until all on-time applicants have been provided with places. This means families who apply late are greatly reducing their opportunity to gain a place at one of their preferred schools.

**National offer day** – 16 April or first working day after this date where it falls on a weekend or a bank holiday. This is the date when outcomes are issued to all on-time applicants. Where the application was made online, via the Pan London eAdmissions portal the outcome will be available online during the late afternoon/early evening. For families who applied using a paper application form their outcome letter using 1st class post on national offer day.

**Late applications** (received after national closing date) Applicants whose common application form (CAF) is received by the third Friday in March in the year of expected admission will be sent their outcome on national offer day.

Applicants whose common application form (CAF) is received after the third Friday in February in the year of expected admission will be sent their outcome within 10 days of their application – with the first offer day being five days after national offer day.

In very exceptional circumstances some late application will be processed as on time. This will be the decision of the child's home local authority and will be binding on all named preferred schools. There is no right of appeal against a decision not to treat a late application as on time.

### **In Year applications**

For In Year admissions there are no statutory or local closing or offer dates. Our target is to send notification of the outcome of each application within five to 10 school days. At the start of each academic year this may not always be possible due to the volume of applications received.

### **School applications - common application form (CAF)**

It is the responsibility/duty of all parents/carers to apply for a school place for any school aged child for whom they have parental responsibility or arrange suitable alternative education and formally notify their home Local authority of these arrangements.

For all normal and in year applicants Newham does not automatically reserve any child a place at any school including the:

- School closest to their home
- OR
- School where their siblings or relatives are or used to be on roll
- OR
- School where their child formerly attended
- OR
- School where their child attends Saturday school or other clubs/extended services
- OR
- Faith school linked to the place of worship where they practise
- OR
- School where their parent/carer works.

A child can only be considered for a place at schools where their parent/carer has applied by completing and successfully submitting the appropriate common application form (CAF). However, this does not mean they can only be placed at one of the schools named as a preference. We reserve the right to allocate an alternative placement if we cannot meet parental preference or the preferred schools cannot meet a Newham child's needs.

Parents/carers are given the opportunity to name their preferred schools as part of their common application. The applicant can name as many school preferences as they would like but we recommend at least three and no more than six.

All of the schools/academies named by parents/carers on an application form will be treated equally to assess whether a school place can be offered to their child based on places available or their oversubscription criteria where applications exceed places available.

All applicants are given the opportunity to supply their religious, philosophical, medical, personal or social reasons

for wanting a school place at the time of application. However, all school placements must still be made in accordance with a school's oversubscription criteria and any associated admissions schemes.

For normal admissions (reception, primary to secondary school transition, infant to junior transition and entry to UTCs) applications for the next academic year received by the published national closing dates will have priority above those who apply after that date, provided their preference for the school has not been withdrawn. A preference will be withdrawn if a change of preference is submitted before the deadline and the school is not included on the new form.

Each application form submitted for a child for the same academic year will supersede the last except where a change of preference is received for a Year 7 or reception class after the national closing dates (see above). In this instance, the latest application received before the closing date will be used to determine the initial allocation and the change of preference will be processed as a late application.

Applications that have been sent to Pupil Services but not received will only be backdated if the parent/carer has proof of submission from the Head Teacher/Business Manager or Office Manager of their child's current school. No other proof of postage or delivery will be accepted.

To guarantee delivery of your application the Council recommends that you apply online. If you apply online you will receive an application reference to confirm receipt.

For in year admissions – applications for internal school transfers within Newham are treated the same as new arrivals, those returning to Newham or those wanting to receive an education in Newham from outside of the borough. The only exception being that if preference cannot be met for a Newham resident who is a new arrival or a child returning to Newham an alternative allocation will be made to ensure we fulfil our duty to provide education for our residents.

All school places are offered based on the child's date of birth. Their academic ability cannot be taken into account at the application (see point below).

### **Supplementary information form (SIF)**

For both normal and in year, applications can only be considered under any of the faith based criterion for voluntary aided school where the applicant has completed and submitted the named school's own Supplementary Information Form (SIF).

A SIF is available from the named school and can usually be downloaded from their website. The form must be returned direct to the school not Pupil Services and not as an attachment to an application via the eAdmissions portal.

Where a common application (CAF) for a school that uses SIF for oversubscription purposes is received but no SIF is submitted the application can only be considered under the non faith criterion.

SIFs without the correct common application form (CAF) cannot be considered as the CAF and not the SIF is the actual application.

### **Certificate of Catholic Practice**

'**Certificate of Catholic Practice**' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests <http://www.dioceseofbrentwood.net/>

Applicants should check the website of the Diocese for any changes due to Covid 19 related matters that may impact on the certificate.

### **Gifted and talented children and those who have missed part or whole school years.**

All school places in Newham are offered for a specific year group based on the child's date of birth not their stage of academic development. However the law does not prescribe the year group a child should be admitted to.

There is no statutory barrier to children being educated outside their normal year group.

Parents/carers can seek in writing at the point of application places outside their child's normal academic year group.

At point of application, the school's admissions committee will consider any parental representations to support their request for their child to be educated a year group higher or lower than for their age group. In all cases, the decision of the admissions committee is final and there is no right of appeal for a place outside a child's academic year group. This does not affect a parent's/carers right of an appeal for a place at their preferred school where they have applied and been refused.



Where a place is not granted outside of the normal academic year group any alternative allocation will be based on the child's age not ability, educational history or parental representations

### **Looked After and Previously Looked After Child**

For school admissions, all schools are required by law to prioritise looked after children and previously looked after children in their oversubscription criteria. These children must be ranked under criterion one, with the exception of some faith schools where the highest priority ranking only applies to looked after children and previously looked after children of that faith.

### **Looked after children**

A looked after child is a child who is:

(a) in the care of a local authority,  
OR

(b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)

### **Previously Looked After Child**

A child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted.

An adoption order in England, is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Staff Child**

A child whose parent/carer (person with legal parental responsibility for the child) is directly employed by the school (meaning not contracted via a third party).

The law only permits staff child priority where either or both of the following circumstances apply:

- Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made;
- The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.



For category B where employment commences after national closing day the application will be considered under their original priority until after the national offer day 1 March (secondary) and 16 April (primary).

For both normal and in year admissions, proof of employment eligibility must be verified in writing by the headteacher/principal to Newham Pupil Services.

Proof of employment cannot be accepted from the applicant.

### **Service child**

For Newham school admission purposes a child is recognised as a service child when:

- One of their parents/carers (with legal guardianship) is serving in the regular British armed forces, at the national closing date for primary to secondary transition or the application date for In Year applications
- OR
- One of their parents/carers (with legal guardianship) died whilst serving in the British armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme.

### **Siblings.**

Sibling priority can only be granted where it forms part of a school's published oversubscription criteria.

Only siblings reasonably expected to be on roll at the school when the child for whom a place is being sought is due to start can be accepted for sibling priority purposes.

If a family has more than one child at the preferred school, they must name a child in the sibling section who is reasonably expected to be on roll when the child on the application is due to start.

Naming the eldest child is not advisable if they are in year group 6 or 11 as they may have left the preferred school when the child for whom the family are applying for a place is due to start (unless the school has a sixth form).

Where the applicant has failed to provide the full name and date of birth of the sibling in the appropriate section of the application form or the name provided is not the one used to register the child at their school, sibling priority may not be granted.

Sibling details only entered in the reasons section for wanting a place may not be considered.

Named siblings must be living at the same address as the child for whom the application is being made at the time of application.

Sibling connections and addresses will be verified by the Local Authority in partnership with the preferred school, so it is essential that families notify each of their children's schools of any address change before submitting their application.

A sibling connection does not count when the sibling is attending the school's nursery class unless specified otherwise.

For admission purposes siblings are defined as each of two or more children living in the same household at the same address and have one or both parents in common:

- Brother (both children have the same blood mother and blood father)
- Sister (both children have the same blood mother and blood father)
- Half-brother (both children have the same blood mother or blood father)
- Half-sister (both children have the same blood mother or blood father)
- Adopted siblings
- Step-brother through marriage
- Step-sister through marriage
- Common law step-brother
- Common law step-sister
- Foster brother (only those placed by a local authority)
- Foster sister (only those placed by any local authority)
- Children subject of a residence order.

Examples of those who will not be considered as siblings

- Cousins, aunts, uncles, friends, other family members even when living in the same home
- Other children living in the same household who are not included in the list above
- Children living at the address under an informal or formal private fostering arrangement
- Children who share the same child minder.

If a child awaiting a school offer or on a waiting list for a new offer and has a sibling who has started at the school following the submission of their application, their parent/carer must notify Pupil Services in writing ([pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk)) of the sibling's recent enrolment details for the child's priority for a place from the waiting list to be changed to include their new sibling priority.

Conversely, if a child is on a waiting list and has sibling priority, if their sibling is removed from the schools roll following the submission of their application their parent/carer must notify Pupil Services in writing ([pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk)) of the sibling's leave date for the child so their sibling priority for a place can be withdrawn.

### **Twins, children of multiple births and siblings who are not twins but are born in the same school year**

Normal admissions: Reception and Year 7 for entry in following September.

Twins, children from multiple births and siblings who are not twins but are born in the same within a period that means they are in the same academic year group will be admitted over the 30 class limit if one of the children is the 30th child admitted for a one form entry school or 60th for two form entry school and so on.

In year admissions: entry outside the normal admission rounds.

Twins, children from multiple births and siblings who are not twins but are born in the same within a period that means they are in the same academic year group may not be allocated a place over the school's admission limit for their year group, if only one sibling can be offered a place.

Where not all the children can be offered a place random allocation would be used to determine which of the children will be offered the place or places available. An officer independent of Children's Services will be responsible for drawing the name of the successful applicant and the draw will be overseen by an independent adjudicator who will not work in Children Services or be involved with the admissions process.

### **Priority areas**

Sarah Bonnell School has determined a priority area. This has fixed boundaries determined by the Council and approved via formal consultation. Although this school is located on the borough boundary, to comply with the law and the Greenwich judgement, the priority area does not follow the borough boundary it follows natural and manmade geographical features.

Residing in the priority area does not guarantee a child a place at the school but it does mean they have priority over children who live outside the priority area who do not have siblings on roll at the school.



Interested parties can find out if home address the child's is in the Sarah Bonnell Priority area by visiting our School Finder app located on the Newham website. Alternatively you can call the Council on 020 08430 2000 for help and advice.

### Catchment areas

Schools located in Newham (other than Harris Academy Chobham) do not have catchment areas.

### Parish Catchments (Faith schools only)

The Diocese of Brentwood (Catholic schools in Newham) or Diocese of Chelmsford (St. Luke's Church of England primary school) determine this fixed boundaries and these are approved via formal processes.

Residing in parish does not guarantee a child a place at the school.

Parent/carers can find out which school(s) parish area you live in by visiting our School Finder app located on the Newham website. Alternatively you can call the Council on 020 08430 2000 for help and advice.

More information on Parish catchments is available in the admission arrangements for each of our faith schools that can be viewed on the Newham website and the schools own websites.

### Home address

A child's home address is where they reside for the majority of the school year, being 1 September to the end of July. This is the address we use to determine residency in the priority area for Sarah Bonnell, Catholic or Church of England parish and home to school distance as applicable to an application.

Where a child's natural parents are not living together

and the child spends a few days in both households on week days, then the address that will be used for admissions will be the one from which the child goes to school in the morning most often on week days.

For families who own more than one property, where any of these properties is occupied by a third party through a rental, family or friendship agreement, it cannot be considered as the child's home address. If the family have more than one property and full, Council Tax is paid for both properties the address that has been registered for the child for the preceding three months will be used for admissions purposes.

Any address supplied as the child's home address will not be considered if it is:

- An address registered with the Council as commercial property (the only exception is where a commercial address is confirmed by Housing Section of the child's home borough as being their official temporary home address)

OR

- An address registered with the Council as empty or derelict

OR

- A tenant's address, where the property is owned by the parent/carer and rented to a third party who is not the applicant

OR

- Another family member's/friend's address who does not have parental responsibility for the child, even if the tenant is responsible for the child's daycare arrangements

OR

- Their child-minder's address

OR

- A PO Box address (where the PO box address is a result or Police or Social Care intervention the LA will work with the appropriate professionals to establish the address to be used for admissions purposes)

OR

- Second or other additional property owned by the child's family, which do not have other tenants and where the child is not resident for at least six months of the academic year

OR

- Future addresses even if contracts have been exchanged or the Council have offered the property in writing

OR

- Any address not registered for Council Tax as an official residential abode.

This is not an exhaustive list.

These cannot be used for the purposes of allocating school places.



### Verification of Home Address

All offers and alternative allocations in Newham are conditional on the information being provided on the application being accurate at the time of submission. This means that address and date of birth checks are not made until the admission meeting, at which point they are mandatory.

See appendix 2 for full details of the documentation required for admission.

In addition to the conditional offer scheme, we may also operate internal verification programmes using other Council databases such as Council Tax, Electoral Register and Licensed Landlords.

Where any allegation of using a false address is made, a thorough investigation using all available resources will be carried out.

In some cases unannounced home visits may be made by officers/representatives from the Council or the school.

It is an offence to provide false address information when applying for a school place. If a family are found to have provided a false address or other information, that was considered as a deliberate act to mislead, the school place offered may be withdrawn. In some instances this can lead to prosecution and the child being removed from the roll of a school.

### Change of home address

If a child awaiting a school offer or is on a waiting list, changes their home address their parent/carer must notify Pupil Services in writing ([pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk)) and provide Newham approved proof of that change.

Any change of home address will not on its own be considered as a fresh application.

On receipt of any change of address, Pupil Services will recalculate the home-to-school distances for any school where they are on the waiting list.

If they are applying for a Year 7 or reception class for next September entry, if the address change is prior to the national closing date 31 October and 15 January respectively preceding entry, it will be used to determine the offer or alternative allocation for national offer day in March and April.

If the change is after the national closing date it will be used as a correspondence address only until the day after national offer day, at which point it will then be used as the address for admissions purposes.

If Pupil Services are not notified of an address change, in writing by the family to ([pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk)), the Council cannot be held responsible for correspondence being sent to a child's previous address or the child's priority for a placement being incorrect.

If a child changes home address to live temporarily or permanently with another person other than their



parent/carer named on the application, even if this person is a family member, Pupil Services will need proof of the change of parental responsibility before the address change will be applied.

If a child is moving address with their family or they are moving to live with another member of their family, the address on the application must be the address they were living at, at the time the application is signed by the applicant, not their future address.

### Special Education Needs and Disability

Children with an Education Health Care Plan (EHCP) or Statement of Special Educational Needs will be placed under the current Special Education Needs and Disability regulations.

Placements in special schools are determined outside of these arrangements using the current Special Education Needs and Disability regulations and any associated local published protocols.

Placement in resource provisions located within schools in Newham are determined the 0-25 SEND Service.

All other children with special educational needs but do not have an EHCP or the need for a placement in resource provision will be placed using the admission arrangements in this document.

### Section: School placements

All offer of placements is determined by the school's own admissions authority.

**Maintained and voluntary controlled schools** (excluding voluntary aided faith schools): LB Newham is the Admission Authority.

**Maintained voluntary aided faith schools:** the school are their own Admission Authority.

**Academy schools (including free schools and UTC's):** the school or their Trust, as published are the Admission Authority.

Academy schools have the option of devolving responsibility for all or some elements of their admission to the local authority.

Admissions are coordinated by London Borough of Newham for all schools in the area. They will determine the highest single offer that can be made to all applicants and send the offer outcomes on behalf of all admission authorities.

### Equal preference - single offer scheme

The Local authority operates an equal preference system in line with the School Admissions Code. This means all schools named by the parent/carer on their common application form (CAF) will be treated equally to assess whether a school place can be offered to their child based on the published admissions criteria for each school named. In cases where more than one school place can be offered to a child, the ranked order (the preference order) on the CAF will be taken into account and the school place offered will be in the school that was ranked highest of those that can be offered.

If a child was not initially offered a place at the school named as their parent/carer's first preference and a place can be offered from the waiting list at a school that was ranked higher than the school currently offered. The existing offer will be automatically withdrawn even if it was previously accepted, unless the child has started at the school or the parent/carer has notified Newham in writing that they no longer want their child to be considered for places at a school ranked higher than the school offered. This notification will mean that the child will be removed from the waiting list for those schools and the child can only be considered for a place if the parent/carer submits a fresh application.

### School offer and alternative allocations

Where a school has places available applicants will automatically be offered a place unless they have been permanently excluded in the last year, or have an Education Health Care Plan or Statement of Special Educational Needs. For these children LB Newham follows the SEND and Exclusion regulations and local protocols.

All school places are offered on the condition that the information provided on the application form was accurate at the time of submission.

If at any time a school has more applications than places available their oversubscription criteria will be applied to determine which children can be offered a place or the child's waiting list position where the school is full.

For normal admissions being primary to secondary transition and starting primary school, up to 1 September

in the year of entry, offers will be made under the Pan London co-ordinated scheme.

Newham will make every effort to offer every child a place at one of a parent/carers preferred schools, where this is not possible and the child is out of education because they are not on roll at a school, or where no previously allocated placement is available to them, an alternative placement will be allocated unless the child does not live in Newham. This alternative will be the closest to their home address that had a place available at the time of their application.

For children who do not live in Newham, their home borough will be responsible for providing a suitable alternative placement.

If the closest school to their home address with a vacancy is a state-funded independent school it can only be allocated if the Admissions Committee for that establishment have agreed in writing to participate in the Local Authority's alternative allocation process.

Newham cannot guarantee that any alternative allocation will be close to the family's home, but it will be within the borough boundary.

Where a child has physical access requirements, and their preferences cannot be met, they will be placed in the closest school to their home that has places available and can meet their access needs.



The Authority will not allocate a second alternative placement, as a result of a placement becoming available at a school closer to their home unless they are number one on that schools waiting list. The only exception to this is where Newham parents/carers secure education otherwise and later apply again for a school place. It is possible that a subsequent alternative allocation may be further from the child's home address than the last and each allocation will be for the closest school to their home at the time of application.

For normal admissions, on the day after national offer day, the local authority will contact all applicants who child was allocated an alternative placement because preference could not be met, advising them of all the schools with remaining places. Applicants will be given the opportunity via this written communication change their alternative allocation to another school with a place available. Revised alternative allocations will be made on a first come first served basis.

The Authority cannot guarantee that siblings will be placed in the same school. If this is the case and an alternative allocation is required for all of the children as parental preference cannot be met, or the parent has agreed via their application form, the Authority will attempt to place all the siblings or the majority of the siblings in the closest school that can accommodate the maximum number of the children, even if individually they could have been placed in separate schools closer to their home address.

If a parent/carer of a compulsory school-aged child is unhappy with the school offered they must still ensure their child is admitted to and regularly attends that school unless they can provide evidence they have suitable alternative education for their child, or they no longer need a school place in Newham as they have moved away and can prove they are in the process of securing education for their child outside of Newham.

### Acceptances and refusals

For both normal and In Year admissions where a place is offered in Newham (except for Year 7 in an All Through School) we will automatically register your acceptance on our records – unless you fully complete and return the refusal section of the outcome notification. This means parents/carers can be confident that their offered place is secured.

Where a place has been offered in a school outside of Newham, as part of Pan London co-ordination, the place will not be automatically accepted. Acceptance must be made by the published closing date either online via the Pan London eAdmissions portal for applicants who applied online or by email to **pupil.services@newham.gov.uk**

For normal admissions for All Through Schools where

a parent/carer has applied for Year 7 place in another school, we will ask for written confirmation as to whether the child will be remaining at their All Through School for the first day of the new school year in September or they will be accepting the place offered in the offered school. If the latter we will write to you confirming that you will be off rolled at your current school at the end of Year 6.

If a parent/carer completes and submits the refusal form, if a satisfactory reason is supplied the place will be withdrawn and Pupil Services will write confirming the place will no longer be available for their child. Where the reason is unsatisfactory and indicates the child may be missing education an officer for the named school or the Local Authority will contact the family to seek further information and provide advice on next steps.

For primary to secondary transition and starting primary school, where a parent indicates on the Pan London eAdmissions portal they are refusing the place offered, Pupil Services will contact the family to determine why the child no longer requires the place and what alternative education is being provided.

### Start dates

The normal month for admission for both primary and secondary school is September.

Children usually start on the first day of term as published on the school's website or at a date agreed with the head teacher. For reception classes it is common for schools to offer staggered start dates so all the new children do not start together so they have time to settle.

In Year applicants, being those outside the normal admission rounds, usually start within five school days of the parent/carers contact with the named school following receipt of the offer/allocation outcome notification.

Where a child is moving from one school in Newham to another, the start date will be agreed between the child's current school, the offered school and the parent/carer.

Parents/carers must contact the named school to arrange admission within three school days from receipt of the school offer to arrange an admission meeting. At this meeting, parent/carers must provide acceptable proof of their child's date of birth and address that must correspond with the details supplied on the application form. If a child's address has changed since the form was completed, the school will require proof of the address on the application form and the new address.

If the parent/carer is unable to provide the required documents, the school may arrange an unannounced home visit to confirm residence.

### Deferred entry and part time arrangements

Children due to start reception in September can have their admission deferred up to but not beyond the term in which the child reaches compulsory school age.





Any offered placement will only be reserved for deferred entry if the parent/carer has applied for deferment in writing to the head teacher of the school offered, has exceptional circumstances and the head teacher agrees to their request (this does not apply to summer born deferment)

Children born between 1 April and 31 August will reach compulsory school age on 31 August, that is, during the summer term.

Children being admitted to reception can be admitted on a part-time basis, until the child reaches compulsory school age or full-time basis, or choose a place at a nursery or other early learning setting if the parents prefer.

Any placement will only be considered on a part-time basis if the parent/carer has applied for the hours they prefer in writing to the head teacher of the school offered and the head teacher agrees to their request.

### **Summer-born children and requests for admission outside of a child's year group.**

Children are educated in school with others in the same year group. A year group is based on a child's date of birth, not their ability or the amount of schooling they have already received.

Parents may request that their child be exceptionally admitted outside their age group. The admission authority and the headteacher in partnership with the local authority must decide whether or not the individual child's circumstances make this appropriate on educational grounds. Such requests will only be agreed in exceptional circumstances.

If a place is not offered in the year group of the applicant's choice there is no right to independent appeal. However, they may make a complaint about an admission

authority's decision not to admit their child outside their normal age group. To make a complaint follow the procedure published on that school's website.

All requests must include the applicant's reasons. These can be supported by recent professional evidence of the child's circumstances which make education outside the age group necessary but this is not essential. Each admission authority must make its own decision, but all will expect to see evidence of an individual child's educational need, rather than general factors which relate to a wider group of children born at a similar time. They will want to discuss with parents the impact of the child being educated with children of a different age, both within primary school and at transition to secondary school when admission outside the age cohort cannot be guaranteed.

Summer-born children can be admitted to the reception class in the September following their fifth birthday, if their parent/carers indicate this on their common application form. It is expected that parent/carers discuss this as soon as possible with the schools they are interested in applying for and the local authority and consider the impact of this application on their child's future educational career.

Each such application will be considered on an individual basis by the admission authority in conjunction with the Local Authority. Factors that maybe considered include:

- the needs of the child and the possible impact on them of entering Year 1 without having first attended the reception class
- in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth

- whether delayed social, emotional or physical development is adversely affecting their readiness for school
- relevant research into the outcomes of summer-born and premature children – some links are provided at the end of this document.

This is not an exhaustive list.

### When to apply - Option A

Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the closing date on 15 January preceding the September of the desired year of entry. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused by an Admission Authority.

Example – for a summer born child who based on their date of birth, is due to start in reception in September 2022, if a parent wants them to start reception in September 2023 they can submit their application by 15 January 2022 with a request for 2023 start date.

### When to apply - Option B

Parents seeking admission to an age group below the child's actual age should submit their request in the September of the year before the year when children of the same age are due to start school. This enables a parent to apply for a school place in their child's actual age group before the closing date on 15 January preceding the September of the usual year of entry, if the request for later admission is refused by an Admissions Authority.

Where a child was not living in Newham on 15 January preceding the start of the academic year, parents must submit a written communication expressing their wishes along with the professional evidence with their In Year common application.

In Newham primary head teachers will normally arrange to meet with any parents/carers who request summer-born entry with, where possible, their early year's provider and other relevant professionals to determine the outcome. Minutes will be taken at the meeting and all parties will be asked to sign to confirm they are an accurate representation of the meeting.

If the admission authority/head teacher approves the request, the parent will be advised to re-apply by the national closing date for reception for the following year and provide a copy of the decision.

There can be no guarantee of a place being available at the same school in the next year's round of admissions,



as this is dependent on the number of applications that year and the priority of all other applicants. It is not possible to reserve a place for the following year. Parents are therefore advised to have alternative arrangements in place.

Even where summer born deferment has been agreed by one school there is no guarantee that another school will accept this decision. This means the new named school will expect the child to start in Year 1, not reception.

Parents/carers must consider this decision carefully as it may result in a child being educated below their age group for the whole of their time in school, not just primary school.

### Waiting lists

For Year 7 entry in the next academic year, waiting lists will open on the day following national offer day in March.

For reception entry in the next academic year, waiting lists will open on the day following national offer day in April.

For all other year groups waiting lists open on the first day of the new academic year in September and are closed and cleared on the last school day of each school term, except where the application was received in Pupil Services on or after the first day of the month in which the school holiday starts, then the application will be automatically rolled forward to the same school waiting list for the new term.

If a child cannot be offered a place at any of their parents/carers preferences as detailed on their application, a child's name will be automatically added to the waiting list for each of the schools named (unless one of their preferences is an academy or UTC and their admission arrangements state a different process).

The offer of a preferred school will automatically result in lower ranked schools being withdrawn unless the applicant notifies LB Newham's Pupil Services in a written communication of their requirements.

All waiting lists must be organised in accordance with the published criteria (below), not on a first come, first served basis. This means children new to a waiting list are added in their rightful place based on their priority for a place and not automatically at the bottom.

As a result of waiting lists being organised in accordance with published criteria it is possible for a child to move down a list as well as up. This can be on a daily basis for schools which have high numbers of applications and/or high mobility.

A child added to a waiting list will remain on that list until:

The child is offered a place at a school ranked higher;

OR

The child is offered a place at the school and the place is refused;

OR

The parent/carer's request their child to be removed from the list, in writing;

OR

The parent/carer submits a fresh application and has not named the school as one of their current preferences;

OR

The application was found to be fraudulent or completed to deliberately mislead;

OR

The last school day of each term;

OR

Where the application was received in Pupil Services on or after the first day of the month in which the school holiday starts, at which time the application will be automatically rolled forward to the same school waiting list for the new term

Where a child has been removed from a waiting list, to be added again their parent/carer must complete and submit a fresh application form.

For all schools who participate in the Council's waiting list scheme, Pupil Services will issue automatic weekly email advising the applicant of the child's waiting list position. **Note:** this service can only be provided if we have a current valid email address and the applicant has opted in to this service.

For those families who have a child on a waiting list for whom we have a current valid email address, we will send notifications when the waiting list are closed and cleared each term.

When any school officially reports a vacancy, the place will be offered to the child who is at the number one position on the waiting list for that year group on the day the vacancy was reported.

### Independent admission appeals

A parent/carer whose child has not been offered a place at a school named on their application form will be notified in writing of their right to an independent admissions appeal hearing under the School and Standards Framework Act 1998.

Our appeals process is fully compliant with the Department for Education School Appeals Code that can be found at School Appeals Code and the temporary changes to the Regulations issued as result of Covid-19 restrictions [www.gov.uk/government/publications/school-admissions-appeals-code/changesto-the-school-admission-appeals-code-regulations-during-the-coronavirus-outbreak](https://www.gov.uk/government/publications/school-admissions-appeals-code/changesto-the-school-admission-appeals-code-regulations-during-the-coronavirus-outbreak)

Irrespective of the ranked order of the school offered parent/carers still have the right of appeal for a place ranked lower than the school offered.

Parents/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint in accordance with the relevant published complaints procedure.

Accepting/attending another school does not have a detrimental impact on the outcome of an independent appeal. Irrespective of the family's view of the likely outcome of their appeal, as there is no guarantee that any appeal will be successful the LB Newham strongly recommends that families accept and attend the school offered whilst awaiting the outcome of any appeal. Failure to ensure a child receives suitable education may result in formal attendance proceedings being initiated.

If a parent/carer has had an unsuccessful appeal, a second appeal application for a place in the same academic year, for the same school, will not be considered unless there have been significant changes in circumstances relevant to the application. The admission authority will make their decision as to whether to grant the second appeal based on the significance of the change.

### Tie Breaker: shortest home to school walking distance

If we have to decide between applicants in any of the above admissions criterion, the tiebreak will be home to school shortest walking distance, starting with the nearest address. In the event of two or more children living equidistant from the school, the place will be decided by a random draw, the first name drawn will be offered the place.

For Sarah Bonnell School only, within each criterion, priority is given to those girls whose main home address is within the schools priority area, then the home to school distance tie break is applied.

The Local authority uses an Industry Leading and Council approved Geographical Information System (GIS) to calculate shortest walking distance measurements. This



system provides distances in miles and yards to three decimal places using a routing database system, based upon two dimensional maps. Contour, elevation or terrain is not taken into account when the distances are measured.

Applicants can check their home to school distance for any school in Newham, including those who use straight line distance by using School Finder on the Newham website. This will show the start and end points and the route we use. This will assist with making any making informed decision about the likelihood of being offered a place before naming preferences.

**Note:** some academy schools in Newham, who do not adopt these arrangements, use straight line distance or random allocation as their tie breaker.

### **Home-to-school distance calculations: Tiebreak for each oversubscription criterion where there are more applicants in that criterion group than places**

#### **Shortest walking distance**

##### **Start point of calculation (home address)**

For calculation purposes, the local authority uses the best address database available to determine the location of the address start point.

This start point is the centroid point of within the property building boundary being the building on the site. The property buildings used are based upon the UK's definitive map base supplied by the UK's national mapping agency Ordnance Survey (OS).

This means if a child lives in a block of flats where a communal entrance used as an entry point the LA will use the centroid of the block and not the individual flat for these calculations.

All calculations are based on the child's home address supplied on the application form being correct at the date of parental/carer's signature and the address being classified as a residential property on the Council's database.

#### **Shortest walking distance**

##### **End point of calculation (school nominated entrance)**

The school's nominated entrance (nominated gate) used for calculation purposes is the main gate at the official postal address of the school unless their Governing Body has officially notified the LA by 31 August every year of a different entrance for measurement purposes. No other entrance will be used to calculate the distance.

##### **Route (shortest walking distance)**

The shortest walking route is calculated using the LA's adopted highways and approved footpaths available to the best of our knowledge at the time of the calculations.

The route starts and is measured from the pupils home address centroid, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows the shortest available walking route (see below) to link to the nearest ITN point to the schools nominated entrance and then ends at that nominated entrance. Doglegs are added to the start and end points to join the centroid point of the property to the start point of the ITN route to give a full and accurate measurement.

All routes are measured using data from Ordnance Survey, the officially recognised national mapping agency. Where necessary we have enhanced this dataset to reflect the characteristics that aim to best deliver our adopted local standards.

The following are excluded from our calculations (this is not an exhaustive list and maybe subject to change depending on conditions outside the control of the Admissions Service)

Parks/recreational areas (The Greenway is included in our calculations)

Unofficial crossing points of the A12/3 and the Docks Footpaths and walkways not approved by the LA

#### **Second stage tiebreak**

If the LA's system calculates that two or more pupils applying for the same school in the same year group have the same home-to-school distance (to three decimal places) the following criteria is used to determine their priority.

For pupils who live in a block of flats, whether they are within a multiple home block or a flat within a single house, priority will be given based on the floor the child lives, with the lowest floor having priority over higher floors.

In all other cases random allocation would be used to determine which of the children will be offered the place available. An officer independent of Children's Services and the admissions processes will be responsible for drawing the name of the successful applicant and the draw will be overseen by an independent adjudicator who will not work in Children Services or have any involvement with the admissions processes.

#### **For applications from outside of Newham**

The route starts and is measured from the pupils home address, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows a straight line measurement (as the crow flies) to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN) on the Newham borough boundary, then follows the shortest available walking route (see below) to link to the nearest

ITN point to the schools nominated entrance and then ends at that nominated entrance.

### Gates and entrances

**Note:** the entrance (gates) used for home-to-school distance tiebreaks, is the entrance for the official postal address except for the following schools that use alternative entrances as requested by their Governing Body.

Brampton Manor Academy – Boundary Lane E6  
Central Park Primary School – Loxford Avenue E6  
Little Ilford School – Browning Road E12  
St. Angela's Ursuline Convent School – Main Entrance of Our Lady of Compassion (Upton Park)  
St. Bonaventure's Catholic Comprehensive School – Main Entrance of Our Lady of Compassion (Upton Park)  
St Joachim's RC Primary School – Front Main Entrance of Newham Dockside  
Upton Cross Kirton Road Site – Kirton Road E13

**Note:** to ensure continuity for all applicants only the LA council approved system can be used to calculate home to school distance tiebreaks.

Other GIS systems such as Google Maps or personal Satellite Navigation Systems will not necessarily calculate the same route as the LA approved system as they may not be able to accommodate our approved routes.

### Fair Access Protocol

The Council is legally required to have a Fair Access Protocol.

Fair Access Protocols is only be used to place the following groups of vulnerable and/or hard to place children, where they are having difficulty in securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures.

This Protocol only applies for families applies outside of normal admissions; it only applies to in year admissions.

- a) children either subject to a Child in Need Plan or a Child Protection Plan or having had a Child in Need Plan or a Child Protection Plan within 12 months at the point of being referred to the Protocol;
- b) children living in a refuge or in other Relevant Accommodation at the point of being referred to the Protocol;
- c) children from the criminal justice system;
- d) children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education;
- e) children with special educational needs (but without an Education, Health and Care plan), disabilities or medical conditions;

- f) children who are carers;
- g) children who are homeless;
- h) children in formal kinship care arrangements;
- i) children of, or who are, Gypsies, Roma, Travellers, refugees, and asylum seekers;
- j) children who have been refused a school place on the grounds of their challenging behaviour and referred to the Protocol in accordance with paragraph 3.10 of this Code;
- k) children for whom a place has not been sought due to exceptional circumstances;
- l) children who have been out of education for four or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child and this has not been accepted; and
- m) previously looked after children for whom the local authority has been unable to promptly secure a school place

Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to any school for their child.

There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol, but parents' views should be taken into account.

Children with an EHCP or those who are Looked After cannot be placed using our Fair Access Protocol, these are placed using specific regulations.

A copy of our latest Fair Access protocol is available on the Newham website or by calling **020 8430 2000**.



# LONDON BOROUGH OF NEWHAM SCHOOL ADMISSION OVERSUBSCRIPTION CRITERIA FOR ENTRY FROM SEPTEMBER 2022

Children with an Education Health and Care Plan will have a school named in their plan before all other applicants are considered.

If we have more applications under the above considerations than we have places available, we will apply the admissions criteria below to decide which applicant gets priority. Children in a lower priority group will not be offered a place unless all the children in the group or groups higher have been offered.

**Priority 1:** Looked after child and any child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the London Borough of Newham to have been in state care outside of England and ceased to be in state care as a result of being adopted.

And then

**Priority 2:** Children who have been assessed by Newham Council's Special Educational Needs Service as requiring a particular named school to meet their special educational needs and/or physical access. In addition, the child must be on the Special Educational Needs Code of Practice and be in receipt of 'high needs funding' and/ or have physical access difficulties.

And then

**Priority 3:** Children who have a sibling on roll and they are reasonably expected to still be on roll at the time of admission in the school.

And then

**Priority 4:** Children whose parent/carer (person with parental responsibility) are directly employed by the school.

And then

**Priority 5:** Service children

And then

**Priority 6:** All other children, whether or not they live in Newham.

If we have to decide between applicants in any of the above admissions criterion, the tiebreak will be, home to school shortest walking distance, starting with the nearest address (see home to school distance definition above).

**For Sarah Bonnell School only:** if we have to decide between applicants in any of the above admissions criterion the tie break, in the first instance priority in each group is given to those children who live in the schools priority area and then home to school shortest walking distance.





# APPENDIX 1

## Determined Admission Numbers for September 2022

Admission number for Year 7 unless otherwise stated			
Bobby Moore Academy	180	Lister Community School	330
Brampton Manor Academy (see 4 below)	420	Little Ilford School	360
Cumberland Community School	300	Oasis Academy Silvertown	120
East London Science School (see 5 below)	120	Rokeby School	180
Eastlea Community School	240	The Royal Docks Academy	180
Forest Gate Community School	270	Sarah Bonnell School	270
Harris Academy Chobham (see 1 below)	120	School 21 (see 3 below)	N/A
Kingsford Community School	330	Stratford School Academy	300
Langdon Academy (see 2 below)	270	St. Angela's Ursuline School	192
London Design and Engineering UTC (Years 9)	80	St. Bonaventure's RC School	186

**Notes (read in conjunction with the Additional Places and Capping on page 57):**



**All through schools (admission from year 7 only)**

### All through schools (admission from year 7 only)

**1. Harris Academy Chobham** - only 120 of the 210 places for September are initially available for open application for primary and secondary transition. The first 90 of the 210 places are taken by their Year 6 pupils, who can automatically move into Year 7.

If any of the Year 6 chose to move to another school, their place will become available and offered to the next child on the waiting list with the highest priority.

**2. Langdon School Academy** – only 270 of the 360 places for September are initially available for open application for primary to secondary transition. The first 90 of the 360 are taken by the Academy's Year 6 pupils, who can automatically move into year 7. If any of the Year 6 chose to move to another school their place will become available and be offered to the next child on the waiting list with the highest priority.

**3. School 21** – as the primary and secondary phases of the school both have a roll limit of 75, places will only be available for Year 7 if any of their Year 6 pupils do not take up their places for secondary education. If any of the Year 6 pupils move to another school, their place will become available to the next child on the waiting list with the highest priority.

### Accommodation

**4. Brampton Manor Academy** – The increase from 300 to 420 is 'subject to completion of expansion works at the school'

**5. East London Science School** – until the academy moves into their permanent accommodation it is possible that the Admission Number maybe lower than the determined number due to capacity of any temporary accommodation. The Determined Admission numbers may increase as a result of any permanent expansions agreed via formal consultation after publication of the admissions consultation and final determination.

## APPENDIX 2

### Documents for Admission

All school offer and alternative allocations for educational establishments for compulsory school-aged children are conditional. This means they are made on the condition that the information provided on the application was accurate at the time of signing and submission. If it is found to be fraudulent or deliberately misleading the school place made be withdrawn. For a child to be admitted their parent/carer must provide Newham acceptable proofs as specified below. Where these documents cannot be provided further action may be required before admission can take place. This does not mean any child will be refused a school place, but it does mean they may not be offered a place at an oversubscribed school where they cannot prove they have priority.

Only original copies of documents can be accepted at the school admission meeting, photo copies are not permissible. Both sides of the documents will be checked for authenticity as photo-copies and scanned images can now capture watermarks.

Certified, dated photo/scanned copies will be taken in all cases of all documents and added to pupil file.

#### School admissions - children from overseas

School applications from overseas

In most cases, children arriving from overseas have the right to attend schools in England. School admission authorities must not refuse to admit a child on the basis of their nationality or immigration status nor remove them from roll on this basis.

It is the responsibility of parents/carers, not the local authority nor a school, to check that their children have a right, under their visa entry conditions, to study at a school.

Information on how to determine their rights can be obtained from Right of Abode.

Children aged under 18 are classed as dependent children if they are the children of foreign nationals who have settled status in the UK, or who are entering the UK on a work visa or Student visa, or who are part of a family entering or residing in the UK under the immigration route for British National (Overseas) citizens and their dependants. These children are entitled to enter the country with their family, or to join their family and study at a state-funded or independent school once in the UK.

Foreign nationals cannot use the six-month Standard Visitor visa, or 11-month Short-term Study (English language) visa, to enter the UK to enrol as a pupil at a school.

Unaccompanied children may also enter the UK to access a school. To comply with their visa terms, unaccompanied foreign national children, and young people (including such EEA nationals entering the UK after 31 December 2020) who are entering on a Child Student visa or Student visa must, when accessing education in England, study at the independent school, sixth form college or further education college which is sponsoring them.

#### Proof of the child's legal name and date of birth:

- **UK Birth Certificate** – short or long versions (non UK birth certificates cannot be accepted as they may be in a language other than English)

OR

- **Valid Current Passport** (the child maybe included on their parents' valid current passport)

OR

- **Official Documentation from the National Asylum Seeker Service** including an application registration card (ARC)
- The ARC has been issued to asylum claimants and their dependants since 2002. The ARC may provide public sector bodies with assurance that you or your dependant is an asylum claimant
- This is a credit card-sized plastic card issued by the Home Office to individuals who claim asylum. It contains information about the holder's identity or claimed identity although it is not evidence of identity.

**Note:** only Adoption or Deed Poll documentation can be accepted as proof of a child's official name change following the issue date of any of the above documents.

#### Proof of the child's main address:

Documentation to confirm the child's current home address must be addressed to at least one of the parents/carers detailed on the Common Application Form (CAF) who must live at the same address as the child.

If the child has moved since the application form was completed proof of both their new address and the address on the application form must be provided. Pupil Services must be notified of any address change since the Common Application Form CAF was completed in case the place may have been secured by fraudulent means.

If a child's parents are not living together and the child spends a few days in both households on week days, then best practice is to take proof of both addresses, but for

admission as a minimum, they must provide proof of the address registered on the CAF which should be the one from which the child goes to school in the morning most often on week days.

- Council Tax Bill for the current financial year (residential not commercial)
- OR
- Current Housing Benefit Entitlement Letter (financial details should be deleted on the copy in their presence)
- OR
- Current Tenancy Agreement for Council Housing or Housing Association Property
- OR
- Tenancy Agreement for Private Accommodation from Newham Accredited Landlord (acceptable to December 2012) or Tenancy Agreement from a Newham Licensed Landlord (accepted from January 2013 onwards)
- OR
- Letter from the National Asylum Support Service (NASS) Team informing the family of the address of the accommodation being provided for the family
- OR
- A letter from Adult/Children's Services Asylum Team informing the family of the address of the accommodation being provided for the family.

**Note:** Tenancy Agreements from Landlords who are not accredited (licensed from January 2013) by Newham and documents relating to house/flat purchase must not be accepted. If you are provided with a child's home address that is Private Sector Housing and the property is unlicensed, the case must be reported by the school via the Private Sector Housing – Report an Unlicensed Private Rented Property page of the Newham website.

AND one of the following Utility Bills (this is not required for families supported by NASS or a Social Care Asylum Team). In all cases the amount due and their balance should be deleted from the copy in the parent/carers presence).

- Gas Bill/Payment Schedule/Reminder – dated for the current financial year
- OR
- Electricity Bill/Payment Schedule/Reminder – dated for the current financial year
- OR
- Water Bill/Payment Schedule/Reminder – dated for the current financial year
- OR
- Telephone Bill/Reminder – dated for the current financial year



- OR
- Mobile Phone Bill/Reminder – dated for the current financial year.

### Medical Contacts

Doctor's Surgery Name, Surgery Address and Telephone Number, GP Name (optional)

AND

Dentist's Surgery Name, Surgery Address and Telephone Number, Dentist's Name (optional)

### Emergency Contacts

For all children you must hold at least two Emergency Contacts who must be aged 18 or over

(If possible, at least one of the contacts should be able to speak English).

Full Name  
Address  
Language  
Relationship to the Child  
Home Number  
Mobile Number

### Proof of parental responsibility:

Documents should be provided by the person living with child to confirm their parental responsibility and details of other persons with parental responsibility for this child.





### Apply for your child's school place online

Each screen will explain what you need to do; there are guidance notes on the left hand side of the screen to help you. You can select any text that is underlined (usually a question/section of the form that needs to be completed) and this will open in a new window with an explanation of what is required. Applying online for a school place is quick and easy. Follow the steps below to start your child's online application.

#### Step 1: Getting started

- Before you start your online application, you will need to do some research
- See your local authority's website for details about how applications are processed
- Visit schools
- Check schools' websites
- Read the admissions criteria for the schools you are interested in
- Check how places were offered in previous years
- You should check transport policies for local authorities (outside London).

#### Step 2: What to do if this is the first time you are applying online using eAdmissions

If you have used the eAdmissions system before to apply for a school place for any of your children, you do not need to register again. Instead please go to Step 3.

- If this is the first time you are using the eAdmissions website you must register to apply online at **www.eadmissions.org.uk**
- You will need an email address to register, but don't worry if you do not have one. You can sign up for a free Gmail email account on the eAdmissions site
- It is important that you register well before the deadline, in case there are any problems making your application. The closing date is 31 October 2021 for secondary applications
- We recommend Gmail. However, if you already have an email address you should set your junk mail filter to 'Standard' so that emails from eAdmissions go straight to your inbox. You should check your junk email folder now and then to make sure that messages from the eAdmissions Team are not sent there by mistake
- Once you have registered on the eAdmissions site,

we will send you an email with your **username** and instructions to follow

- Follow the instructions and you will be sent a second email with your **password**
- Please keep these safe as you will need them to log in and apply for any other children you have, and to see the outcome of your application in March 2022 for secondary applications
- The email will also contain a link which will take you to the eAdmissions login page to start your application.

#### Step 3: What to do if you have applied before using eAdmissions or you have just registered and received your username and password

- On the home page select 'login to an existing account' and enter your username and password
- If you have forgotten your username or password we can re-send them to you when you select the 'Forgotten your username or password?' link
- We will send you an email with your username and a new password. Use these to log in to your account
- You must check your personal details - your home address, email, telephone numbers. To make any changes select 'Edit your details' and enter the new details but make sure you press the 'Save and continue' button to record these changes.

#### Step 4: Adding your child's details

- The next page is 'My school admissions.' If your child's name is not listed here, select the 'Start application for new child' button
- If you can see your child's name on your 'My school admissions' page, select the 'Start new application' button below the child's name. This button will only be available for children whose date of birth falls within a relevant age range
- Enter the details requested about the child you are making the application for on the 'Child details' page or check existing details and select the 'Save & continue' button
- Fill in all the questions on this page and press the 'Save and continue' button at the end of the page.

#### Please remember

- **Council Tax account number:** Some local authorities will ask you to list this information for the address

where your child lives. For more details select 'local authority details' button on the left hand side bar to see your council's policy on this

- **Child's current school:** Please select the school from the drop down list. Only type the name of the school in the box if your child is at a nursery school or you cannot see the school name listed
- **Twins or triplets:** If you have twins or triplets you must make an application for each child and tick the multiple birth box.

### Step 5: Adding school preferences

- Add your preferences in the order you prefer them.  
**You can select up to six schools.** If you want to name more than six contact Pupil Services
- Make sure you include the details of any brothers or sisters who may be attending one of the schools you have applied for. If you do not tell us, you may lose out on the sibling criterion
- If you would like your child to be considered under medical or social criteria for any of the schools you have applied for, you must tick the relevant box and attach supporting evidence. You can attach documents once you have submitted your application. If you do not provide the evidence to support your application, your request cannot be considered under that criterion
- Some schools ask you to fill in extra forms called Supplementary Information Forms (SIF). If you do not fill in these forms and send them direct to the relevant school, you risk your chance of getting a place at these schools
- It is your responsibility to check that your online application is fully completed and that you have entered all details correctly. If you do not tick certain boxes or enter relevant information (for example sibling box) your application will not be considered under that criterion
- Each time you fill in the information on a page, make sure that you select 'Save and continue' button or the information will not be registered.

### Step 6: Submitting your application

- You can make changes to your online application up until the closing date. Each time you make a change you must resubmit your application
- Select the 'Submit application' button on the last page
- After you have submitted your application you will receive an email confirming details of your online application. The email will list an application reference number similar to this: 316-2022-09-E-123456. If you do not receive a number it means your application was not submitted successfully and you must log in and select the 'Submit application' button again.

### Step 7: Attaching documents

Many local authorities need you to send them information to support your application. You can find out what each local authority needs by reading their

information booklet about applying for school places. Select 'local authority details' button on the left hand side bar.

Documents you may need to attach:

- Confirmation of your child's address and their date of birth
- Information to support your application such as doctors' letters if you have applied under the medical criterion
- Information to confirm your child was looked after or previously looked after
- Information to confirm that you are a crown servant.

### Important information

If you have ticked any of the categories above and do not provide evidence to show this, your local authority is unlikely to take account of this when making allocations.

### What happens next?

- If you submitted your application by the closing date, you will be sent the outcome of your application on the published offer day
- You should respond within 14 days. To accept or decline your offer you should log back in to your eAdmissions account and select the 'View outcome of application and respond' button
- Some local authorities do not send letters if you have applied online. Check your local authority's details on the left hand side of the 'My school admissions' page.



Statutory changes will be applied by St Angela's Ursuline School by 31st August 2021. Visit the online version of this guide or the school website for the latest information from 1st September 2021.

## VOLUNTARY-AIDED SCHOOLS' DETERMINED ADMISSION ARRANGEMENTS FOR SEPTEMBER 2022

### ST ANGELA'S URSULINE SCHOOL

St Angela's Ursuline School is an 11-18 voluntary-aided girls' school founded by the Ursuline Sisters in 1862 and now under the trusteeship of the Diocese of Brentwood. The primary aim of the school is the education of Catholic children in accordance with its trust deed and St Angela's seeks at all times to foster the growth of pupils' understanding and appreciation of their faith.

The Governors of St Angela's Ursuline School intends to admit 192 pupils into Year 7 for the academic year 2022/2023. Applications for places at St Angela's for admission in September 2021 were 392. By naming St Angela's as a preference, it is assumed that parents/carers wish their child to receive a Catholic education and support the aims and ethos of the school as described in the school prospectus.

Wherever there are more applicants than places available, priority will always be given to Catholic applicants in accordance with the over-subscription criteria for 2022-2023 listed below.

#### Catholic

'**Catholic**' means a member of the Church in communion with the See of Rome. This includes the Eastern Catholic Churches (see school website for complete list).

#### Practising Catholic

The Governors will determine practice of the Catholic Faith with reference to the following criteria:

- Evidence that the child has been baptised in accordance with the disciplines and rites of the Catholic Church
- A certificate of reception into the catholic church, or letter from the parish priest is required for all those baptised in other faiths who are now practising Catholics
- A copy of the Child's Baptismal certificate is to be attached to the Certificate of Catholic Practice
- The practice of the faith is confirmed by the Certificate of Catholic Practice.

**Certificate of Catholic Practice** means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter).

It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to

attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests (<http://www.dioceseofbrentwood.net/departments/education/school-admissions/>)

**Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

**Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.



**In the event of over-subscription applicants will be considered in the following order of priority:**

1. Looked After Catholic Children or Catholic 'previously Looked After Children' who have been adopted.
2. Baptised Roman Catholic girls whose permanent residence is within one of the following Roman Catholic parish boundaries of the Newham Deanery, and who with their family practise regularly as confirmed by the Certificate of Catholic Reference.

Parish in Newham Deanery	District
Our Lady of Compassion	Upton Park
St Anne's St Mark's	Custom House
St Antony of Padua	Forest Gate
St Francis of Assisi	Stratford
St Margaret and All Saints	Canning Town
St Mary and St Edward with St John	Beckton/Silvertown/ with St John
St Michael's	East Ham
St Stephen's	Manor Park

3. Baptised Roman Catholic girls, who are resident in Newham, but whose level of practice cannot be supported by the Certificate of Catholic Reference.
4. Any other baptised Catholic girls.
5. All other Looked After Children or 'Previously Looked After Children' who have been adopted
6. Children of families of another Christian denomination in the following order of priority:

- Christians who have been Baptised or have a 'service of dedication' and whose minister can confirm their level of practice as at least monthly
  - All other Christians whose minister can confirm their level of practice as at least monthly
  - Any other Christians.
7. Children of families of other faiths residing in Newham whose religious leader can confirm in writing that they are practicing at least monthly.
  8. Any other applications which are complete - includes all requested evidence.
  9. Any other applications that are incomplete.

**Tie Break**

Where the offer of a place to all applicants in any of the categories listed above would lead to over subscription the following provision will be applied.

1. The attendance of a sibling at St Angela's Ursuline school on the school roll at the time of enrolment (Years 7 – 11) becomes the highest priority (in distance order) of an application within each category.
2. Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school. The distance measurement has been agreed by the Governors as 'the distance from home to the nominated central point of Newham, which is the Front Entrance of Our Lady of Compassion Catholic Church, Green Street, London E13 9AX.
3. In the event of the tie break proving unable to decide between two applicants, an unbiased random allocation will be used to decide the tie break.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

**Siblings**

See page 61-62.

A '**looked after child**' or a child who was **previously looked after** but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of

a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special.

**Sixth form admissions**

For admissions to the Sixth Form please refer to St

Angela's Ursuline Sixth Form Admission Criteria 2022-2023 available from St Angela's Ursuline School, St George's Road, Forest Gate, London, E7 8HU. TelephoneNumber: 0208 472 6022.

### Timescales

To apply for St Angela's Ursuline School in the normal admission round you must complete a Common Application Form available for the local authority in which you live. You must also complete the Supplementary Information Form if you wish to apply under oversubscription criteria.

### Late applications

Late applications after the closing date will be considered but not to prejudice the allocation of places already made in criteria order. Late applications will be placed into category 8 'any other applicants', in sibling and distance order, after all on time category 8 applicants. You are encouraged to ensure that your application is received on time.

### Accuracy

All offers are made on condition that the information received by the Governing Body is entirely accurate. The Governing Body reserve the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

### Pupils with an Education Health and Care plan

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining Plans by the pupil's home Local Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

Children with an Education, Health and Care Plan that names St Angela's must be admitted.

Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available to other children.

### Places offered using St Angela's over subscription criteria for entry for September 2021

\* with Sibling

Actual Places	On Time Applications	Voluntary Aided - 1 *	Voluntary Aided - 1	Voluntary Aided - 2 *	Voluntary Aided - 2	Voluntary Aided - 3 *	Voluntary Aided - 3	Voluntary Aided - 4 *	Voluntary Aided - 4	Voluntary Aided - 5 *	Voluntary Aided - 5	Voluntary Aided - 6 *	Voluntary Aided - 6	Voluntary Aided - 7 *	Voluntary Aided - 7	Voluntary Aided - 8 *	Voluntary Aided - 8	Voluntary Aided - 9 *	Voluntary Aided - 9	Local Authority Alternative Allocation: 13	Total
192	365	0	0	21	49	0	4	6	12	0	1	4	19	4	7	0	0	3	41	21	192

### Appeals procedure

See page 48-52.

### Waiting lists

In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The waiting list will be maintained in order of the over-subscription criteria set out above and not in the order in which applications are received or added to the list.

All waiting lists will be maintained only for the academic year 2022 - 2023. If parents wish the application to join or to remain on the waiting list for the following year after that date, they need to contact the school in writing to request this after the start of the next school year in early September 2023.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

### Applications

See inside front cover.

### Supplementary Information Forms (SIF)

- 1) SIF forms obtained from St Angela's school website, should be returned only to the school. A copy of your child's Baptism Certificate must be attached to this application form. The closing date for the forms is Friday 29th October 2021 at 5pm.
- 2) **Certificate of Catholic Practice** - obtainable ONLY from the Parish church/ Parish Priest. Catholic applicants will be required to support their application with a Certificate of Catholic Practice, which will confirm practice. Non Catholic applicants must also arrange for their minister/faith leader to send a letter confirming that they are practising at least MONTHLY.
- 3) The Governors require documents detailed on page 74-75

### Fair Access Protocol

See page 71.

# ST BONAVENTURE'S RC SCHOOL

St Bonaventure's School was founded by the Catholic Church to provide education for boys of Catholic families. The school is conducted by its governing board as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria stated.

The Governing board of St Bonaventure's School intends to admit 186 boys into Year 7 in the school year which begins in September 2022.

Applications for places at St Bonaventure's for Year 7 starting September 2021 were: 400

St Bonaventure's School is voluntary aided which means we are our own admission authority.

## Application procedures and timetable – what you have to do

1. The Common Application Form (CAF) for Year 7 application must be returned to Pupil Services Section by **31 October 2021**. The St Bonaventure's School Supplementary Information Form (SIF) (obtained from London Borough of Newham; downloaded from the school's website: [www.stbons.org](http://www.stbons.org) or collected from the school's reception) together with a photocopy of the Baptismal Certificate should be returned to St Bonaventure's School, who will provide a receipt if requested. A photocopy of the Baptism Certificate must be firmly attached to this Supplementary Information Form. The closing date for the SIF to be handed directly to St Bonaventure's is **31 October 2021**.
  2. Non-Newham residents must apply through their own local authority using the appropriate Common Application Form (CAF). They can either obtain the St Bonaventure's School Supplementary Information Form (SIF) from the school's reception; download from the school's website: [www.stbons.org](http://www.stbons.org) or contact Newham's Pupil Service Section to be sent one. Non-Newham residents should return their own borough's CAF to their local authority by the specified deadline. The St Bonaventure's School Supplementary Information Form (SIF) together with photocopies of the Baptismal Certificate must be completed and returned to St. Bonaventure's by **31 October 2021**.
  3. Catholic applicants will be required to support their application with a Certificate of Catholic Practice, which will confirm practice as a regular member of the Catholic faith. The Certificate of Catholic Practice can be obtained from your Parish Priest. This must be returned to St Bonaventure's by **31 October 2021**.
  4. Non-Catholic applicants will need to obtain a Non-Catholic Faith Leader Reference Form, this will be available on the school website [www.stbons.org](http://www.stbons.org) and arrange for this to be returned to St Bonaventure's by their Faith Leader by **31 October 2021**.
- Applicants should note that unless the SIF described above has been completed and returned on time to the school, the Governors will be unable to determine the criteria and so the application will be placed under Criterion 9: "Other Applicants" by default. If the Common Application Form is not completed and returned to the appropriate Education Authority as explained above the application will be invalid and the Education Authority will not offer a place in St Bonaventure's school.**
5. The Admissions Authority of St Bonaventure's will inform parents of the outcome of the determination of applications following an admissions meeting held in December 2021. This letter will inform applicants of the criterion in which their application has been placed. This will not be an offer of a place at St Bonaventure's.
  6. Parents will be advised of the outcome of their application by Pupil Services Section (not the school) on **2 March 2022 National Offer Day**. Unsuccessful applicants will be advised of their right of appeal to an independent appeal panel.
  7. Parents wishing to Appeal must do so in writing 20 days after they have received confirmation of their offer from Pupil Services.



## Places offered using St. Bonaventure's oversubscription criteria for entry for September 2021

Actual Places	On Time Applications	EHCP	Voluntary Aided - 1 with Sibling	Voluntary Aided - 1	Voluntary Aided - 2 with Sibling	Voluntary Aided - 2	Voluntary Aided - 3 with Sibling	Voluntary Aided - 3	Voluntary Aided - 4 with Sibling	Voluntary Aided - 4	Voluntary Aided - 5 with Sibling	Voluntary Aided - 5	Voluntary Aided - 6 with Sibling	Voluntary Aided - 6	Voluntary Aided - 7 with Sibling	Voluntary Aided - 7	Voluntary Aided - 8 with Sibling	Voluntary Aided - 8	Voluntary Aided - 9 with Sibling	Voluntary Aided - 9	Local Authority Alternative Allocation	Total
210	337	3	0	1	19	56	3	7	1	3	1	0	0	0	2	5	3	15	5	45	41	210

Where the offer of places to all applicants in any of the criteria listed would lead to oversubscription the following provisions will be applied:

1. The attendance of a sibling at the school who will be on the school roll at St Bonaventure's in September 2021, in Years 8-13 will take priority within each criterion.
2. Distance from home to the nominated central point of Newham, which has been agreed as the Front Entrance of Our Lady of Compassion Catholic Church, Green Street, London E13 9AX. This distance is determined by London Borough of Newham, using the 'Shortest Walking Distance' and will be used to rank order applicants within each criterion.

### Tie – Break

In the event of two or more children living equidistant from the nominated central point of Newham, the place will be offered by random allocation. Further details can be found by reading the London Borough Of Newham Home To School Distance Calculations Protocol, available on the school website [www.stbons.org/admission-documents-forms](http://www.stbons.org/admission-documents-forms)

### Definitions

**'Adopted'** subject to an adoption order as described in section 46 of the Adoption and Children Act 2002 or Section 12 of the Adoption Act 1976.

**'Looked after child'** A child in care is defined as a child who is in the care of a local authority or provided with accommodation by that authority. This can also mean a kinship arrangement which has been facilitated by the local authority.

**'Previously Looked After'** A child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted.

An adoption order in England, is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children

Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

**'Catholic'** means a member of the Church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

**'Practising Catholic'** – it is the role of a priest to determine whether applicants meet the criteria for qualification as practicing Catholic families. The definition of a practicing Catholic is defined by 'Canon Law' which states that the faithful are obliged to participate in Sunday Mass and Holy Days. Ref: [http://www.vatican.va/archive/ENG1104/\\_P4N.HTM](http://www.vatican.va/archive/ENG1104/_P4N.HTM)

It is up to the applicant to identify and approach a priest who will complete the standard diocesan reference which is obtained from your parish priest or your ethnic chaplain. If you attend mass outside of the Newham Deanery please obtain the Priest reference from a Catholic Church in Newham.

**‘Sibling’** - each of two or more children or offspring having one or both parents in common, or by adoption, who is resident at the same address as the child for whom a place is being sought..

**‘Brother’** A brother includes a half-brother, or by adoption who is resident at the same address at the school as the child for whom a place is being sought.

**‘Catechumen’** means a member of the catechumenate of a Catholic Church preparing for Baptism. This will normally be evidenced by a certificate of reception into the order of catechumens.

**‘Eastern Christian Church’** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Christian Church. The list of churches recognised as belonging to the Eastern Christian Churches can be found on the school website [www.stbons.org](http://www.stbons.org)

**‘Churches Together In England’** CTE is a national body set up in 1990. CTE is a visible sign of the Churches’ commitment as they seek a deepening of their communion with Christ and with one another, and proclaim the Gospel together by common witness and service. Its strength comes from people from different traditions finding new ways to work and worship together. A list of member churches belonging to CTE can be found on the website [www.cte.org.uk/Groups/234690/Home/About/Member\\_Churches\\_of/Member\\_Churches\\_of.aspx](http://www.cte.org.uk/Groups/234690/Home/About/Member_Churches_of/Member_Churches_of.aspx)

**‘Deanery Boundaries’** For the purposes of this policy, deanery boundaries as laid down by the Diocese of Brentwood) are as shown on the map in the school reception.

### Admission to sixth form

The 6th Form is available for all existing students in Year 11 at St Bonaventure’s School, if they should fulfil the individual entry requirements for courses, details of which can be found in the 6th Form Prospectus. Remaining places in the 6th Form will be distributed in accordance with the school’s oversubscription criteria, subject to applicants fulfilling the individual entry requirements of the courses for which they have applied. It is important that 6th form applicants follow the application procedures below, the dates will be published separately.

The Published Admission Number for additional applicants into Year 12 from schools other than St Bonaventure’s is 20.

### Appeals procedure

Parents may appeal against the decision of the Governors to offer their son a place. See appeals process on pages 48-52.

### Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting

list. The waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list.

This Waiting List will be updated on a termly basis. Applicants that wish to remain on the waiting list must contact the school at the start of each new term.

### SEND Applications

The admission of students with an Education, Health Care Plan (EHCP) is dealt with by a completely separate procedure. Any applicant that has an EHC Plan and places St Bonaventure’s as their highest preference for secondary education will automatically be allocated a place in Year 7, even if this means that the Governing Body will admit beyond the Published Admission Number.

**Over subscription criteria** - At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

**Criteria 1** - Adopted, “Looked After” (LAC) , previously “Looked After” and Internationally Adopted Previously Looked After Children from overseas state care (IAPLAC) from Catholic Families.

**Criteria 2** - Practising Catholic children, as determined by a Catholic Priest using the Certificate of Catholic Practice Form, who are resident in the Deanery of Newham.

**Criteria 3** - Practising Catholic children, as determined by a Catholic Priest using the Certificate of Catholic Practice Form, who are resident outside of the boundary of the Deanery of Newham.

**Criteria 4** - Baptised Catholic children as determined by a Catholic certificate of baptism.

**Criteria 5** - Adopted, “Looked After” (LAC) , previously “Looked After” and Internationally Adopted Previously Looked After Children from overseas state care (IAPLAC) who are not Catholic.

**Criteria 6** - Members of an Eastern Christian Church, whose application is supported by an appropriate Minister of Religion using the Reference Form for Non-Catholic Faith leaders.

**Criteria 7** - Members of other Christian denominations that are members of “Churches Together in England”, whose application is supported by an appropriate Minister of Religion using the Reference Form for Non-Catholic Faith leaders.

**Criteria 8** - Children of other Faith traditions, whose application is supported by an appropriate Religious Leader using the Reference Form for Non-Catholic Faith leaders.

**Criteria 9** - All other applicants.

## ACADEMY AND FREE SCHOOLS DETERMINED ADMISSION ARRANGEMENTS FOR SEPTEMBER 2022

### EAST LONDON SCIENCE SCHOOL

East London Science School is an 11 – 18 mixed free school for pupils of all abilities and backgrounds with 120 places available in Year 7. This is something we are keen to maintain as it gives the school a uniquely diverse pupil intake. We do not operate any form of aptitude or academic selection in pupil admissions. However, the education we offer is unashamedly academic and this is something that we know our pupils and parents will value highly.

#### Background to school

East London Science School is an 11 – 18 mixed free school for pupils of all abilities and backgrounds with 120 places available in Year 7. This is something we are keen to maintain as it gives the school a uniquely diverse pupil intake. We do not operate any form of aptitude or academic selection in pupil admissions. However, the education we offer is unashamedly academic and this is something that we know our pupils and parents will value highly.

#### Over subscription criteria

Children with a statement of Special Education Needs that named the East London Science School (subject to the school's right of appeal to the Secretary of State) will be offered a place before all other applications are considered.

- a) Children who are in the care of a local authority including those that have been previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order.
- b) Children who will have a sibling attending the East London Science School at the time of admission.  
A "Sibling" is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. Where applications are received from twins, triplets or same year siblings, if one child is selected for a place the twin/triplet/same year sibling will be ranked in their own priority group immediately below children in the care of a local authority. The sibling rule does not apply to students with a place in Year 12 or 13.
- c) Children of staff at the East London Science School where the member of staff has been employed by the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- d) After places have been filled by the first three criteria, 1/3 of any remaining places will be offered to children who live between 0 and 1.499km from the school, measured

by straight-line distance from the main school entrance of the current school location (as specified in the school prospectus or on the school website) to the child's home address being the home address of the main carer as set out on the application form. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.

- e) After places have been filled under the first four criteria, 1/2 of any of the remaining places will be offered to children who live between 1.500km and 2.999km from the front gate of the school. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.
- f) After places have been filled under the first five criteria, any remaining places will be offered to children living a distance of 3.000km or beyond from the front gate of the school. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.
- g) After places have been filled under the first six criteria, any remaining places will be offered to any other children making an application, where children live closest to the school, measured by straight-line distance from the main school entrance of the current school location (as specified in the school prospectus or on the school website) to the child's home address being the home address of the main carer as set out on the application form, are given priority.

**Note: Distances from the pupil's home address to the main school entrance will be measured by using Ordnance Survey data to plot the applicable distance using the London Borough of Newham's home-school distance service. In the event of a tie between two or more children following the above criteria, places will be allocated by random selection which will be independently supervised.**

#### Waiting list

1. On 1 September 2022 applicants on the Reserve List and applications received after 31 October 2021 will be placed on the waiting list.



2. All applications on the waiting list will be considered for any vacancies occurring during the period 1 September and 31 December 2022 in accordance with the admission criteria.
3. The waiting list will not be maintained after 31 December 2022.

**Primary to Secondary Transition for September 2021 Entry -  
National Offer Day On Time Applicants East London Science School**

Band	A	B	C	D	E	F	G	H	Total
Totals	0	21	0	32	36	36	0	0	125

# HEALTHY SCHOOL STREETS RETURN IN SEPTEMBER.



14 schools in the borough have restricted vehicle access zones at school run times during term.

Please remember to check for details and walk, bike, scoot or park outside the zone.

Search Healthy School Streets at [www.newham.gov.uk](http://www.newham.gov.uk) for more information.



**WE ARE NEWHAM.**

People at the Heart  
of Everything We Do

## HARRIS ACADEMY CHOBHAM

### Introduction

- Chobham Academy is a mixed comprehensive all-through academy located in the London Borough of Newham. It is part of the Harris Federation of academies, a multi academy trust
- Admission to all state funded schools is governed by the School Admissions Code 2014 (Code). Under the Code, the Trust is the 'Admission Authority' for the Academy, and has a legal duty to formally determine the 'admission arrangements' for each year's intake in accordance with the requirements of the Code
- The Trust Board delegates the task of determining the admission arrangements each year to the Governing Body of the Academy. Thereafter, the Academy's admission arrangements are determined by the Governing Body and implemented by a committee of three Governors which is known as the Admissions Committee
- This policy and all other admission related documents referred to herein and used during the admission process, together form the Academy's admission arrangements. Any proposed changes to the admission arrangements are subject to statutory consultation before they can be determined. Determined admission arrangements can only be varied in specific circumstances, and usually only with the consent of the Secretary of State for Education
- In addition to the main school, the Academy also has a sixth form. The admission arrangements for the sixth form are also set out in this policy, insofar as they relate to external candidates. All references to 'child' (and plural derivatives) in this policy should be taken to include references to 'external candidates' (and plural derivatives)
- The Academy also has a nursery offering one year of nursery provision. The Nursery Entry Arrangements are published separately on the Academy's website. Parents should note that children do not automatically transfer from nursery to Reception at the Academy - an application for admission must be made in the normal way, at the appropriate time.

### Definition of a 'Parent'

- In this policy and in education law, the definition of a 'parent' includes a natural or adoptive parent of the child (regardless of whether they child lives with them, has contact with them, or they have parental responsibility for the child). It also includes a person who is not a natural or adoptive parent of the child, but who has care of and/or parental responsibility for the child.

### Inclusivity and Equality

- The Academy is fully inclusive and welcomes applications for the admission of children with special educational needs (SEN), physical, mental or behavioural disabilities and other protected characteristics defined by the Equality Act 2010. The Academy's admission arrangements are determined and implemented with its equality duties in mind, including the public sector equality duty (PSED).

### Children with an Education Health and Care Plan (EHC plan)

- Children with an EHC plan are admitted to school under separate statutory procedures set out in the Children and Families Act 2014. These procedures are managed by the child's home Local Authority, not under the school's determined admission arrangements. Parents of children with an EHC plan should therefore liaise with their child's home Local Authority's SEN team if they want the Academy to be named in their child's EHC plan as their child's school
- Where this happens in the normal admission round (i.e. entry to Year 7 in September), these children will be allocated places before all other children, reducing the number of places left within the published admission number (PAN)
- At all other times, children with an EHC plan naming the Academy will be admitted even where this means the PAN will be exceeded.

### Published Admission Numbers (PANs)

- The PAN for Reception Year is 90 students
- The PAN for Year 7 is 120 students. This figure relates to external applicants for Year 7 places only, as the Academy's existing Year 6 pupils will simply transfer to Year 7 in the usual way
- The PAN for Year 12 is 50 students. This figure relates to external candidates for Year 12 places only, as the Academy's existing Year 11 students will simply transfer to Year 12 in the usual way, if they meet the Minimum Academic Entry Criteria (see below) and want to continue their education in the sixth form
- Once the total number of places allocated to internal students and external applicants/candidates within a year group are known, it may be possible to admit further external applicants/candidates until the year group reaches capacity.

### **Oversubscription Criteria for Reception Year and Year 7**

- Where there are more applications than places available, the order in which places will be allocated will be as follows:

#### **Looked after and previously looked after children**

A 'looked after child' is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions, in England. A 'previously looked after child' is a child who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements order, residence order, or a special guardianship order.

Applications in this category must be accompanied by a signed letter from the child's social worker or former social worker confirming their status, to be received by the application deadline in the normal admission round.

### **Children of staff members employed at Chobham Academy**

For inclusion in this category, the staff member must be permanently based at Chobham Academy for more than 50% of their normal working hours each week during term time, and have been employed for at least two years at the time of application, as confirmed by their HR Manager.

For the avoidance of doubt, it is not possible for a staff member to have priority at more than one Academy within the Trust.

For the purpose of this category, a 'child' of a staff member is:

- their natural or adopted child, whether they live with the staff member or elsewhere; and/or
  - their step-child or child from co-habiting partner, who lives and sleeps with the staff member at their home address for more than 50% of their time from Sunday to Friday night during term time.
- For the avoidance of doubt, a step-child or child of a cohabiting partner, who lives elsewhere, will not be eligible for a place under this category.

Applications in this category must be accompanied by a completed Children of Staff Supplementary Information Form, to be received by the application deadline. The same parent must complete both this form and the application form giving only their own details.

Part A must be completed by the parent, and Part B must be completed, signed and stamped by the parent's HR Manager. This form is available to download on the Academy's website, or in hard copy format from the Academy's main office.

### **Children with a sibling at the Academy in Reception to Year 12**

For inclusion in this category, the sibling must attend

the Academy in Reception Year to Year 12 at the time of application/the application deadline and when the applicant child is admitted.

For the purpose of this category, a 'sibling' is a full sibling (sharing both parents), a half sibling (sharing one parent), an adopted sibling or a long term foster sibling (i.e. not a temporary placement). In all cases, the sibling must live at the child's home address (as defined by this policy) as part of the same core family unit. For the avoidance of doubt, a child of the applicant child's spouse, cohabiting partner, friend or extended family member (e.g. cousin) will not be a 'sibling' for this purpose, even if they live at the same address as the applicant child.

For inclusion in this category, parents must state the sibling's details in the application form.

### **All other children**

This category will include all children who do not fall into any of the oversubscription categories above.

### **Child's Home Address**

- The child's home address is the residential (not business) address of their parent (as defined in this policy) at which they live and sleep for more than 50% of their time from Sunday to Thursday night during term time. It will usually be the address at which they are registered with their GP, hospital, dentist and/or optician, and/or where Child Benefit/Child Tax Credit (if eligible) is claimed, at the time of application
- Where any uncertainty arises in respect of the child's home address, the Academy reserves the right to seek documentary evidence to determine which address meets the definition stated above. For the avoidance of doubt, it is the address which meets this definition that will be used to process the application, which may not be the address given by the parent.

### **Children of UK Armed Forces Personnel/Crown Servants**

See page 61.

### **Statutory Maximum Infant Class Sizes**

- The statutory maximum infant class size for Reception Year, Year 1 and Year 2 is 30 pupils per teacher
- However, certain categories of children may still be admitted where this would result in a class size exceeding the statutory maximum. These categories are set out in regulations and summarised at Paragraph 2.15 of the Code. Where this happens, the additional pupils are 'excepted pupils' who do not count towards the class size until it falls back to 30, when they will no longer be regarded as 'excepted pupils'.



### **Twins, Triplets and Siblings of a Higher Multiple Birth (Reception Year to Year 11 Only)**

- Where a twin, triplet(s) or sibling(s) of a higher multiple birth achieves a place at the Academy within the PAN in the normal way, but their twin, triplet(s) or sibling(s) of a higher multiple birth does not achieve a place, the Academy will admit their twin, triplet(s) or sibling(s) of a higher multiple birth even where this means exceeding the PAN.

### **Application Procedure for Admission to Reception Year/Year 7 in September**

See inside front cover

### **Application Procedure for In-Year Admission (Mid-Year/Other Year Groups)**

- Applications for admission to Reception Year and Year 7 other than in September, and to Years 1 to 6 and 8 to 11 at any time, are known as applications made 'outside the normal admission round' or 'in-year admission'
- Applications for in-year admission must be made to London Borough of Newham, by completing an In-Year Common Application Form (ICAF) online and submitting it to them. This form and further guidance on the process is available on London Borough of Newham's website, which can be accessed [here](#)
- Parents should carefully consider the oversubscription criteria stated above to determine whether other documentation must be submitted in support of the application. This documentation must be submitted at the same time as the application, or the child will be placed in the next oversubscription category that applies.

### **Waiting List**

- The Academy operates a waiting list for children who are unsuccessful in achieving a place in Reception Year to Year 11 throughout the school year
- The waiting list is ranked strictly in accordance with the oversubscription criteria set out in this policy, and not by reference to the date that the child's name was added to the list. This means that a child's name can go down as well as up the waiting list as more names are added
- Children placed at the Academy under the Local Authority's Fair Access Protocol will take priority over children on the waiting list.

### **Statutory Right of Appeal**

- Parents have a statutory right of appeal against the refusal of a place at the Academy. This applies to all year groups, including the sixth form

- Full details of the statutory right of appeal will be set out in the formal letter notifying parents of the refusal of a place, including the deadline for lodging an appeal
- The Academy will also publish an appeals timetable for appeals against the refusal of a place in the normal admission round (i.e. to Year 7 in September) alongside this policy on or before 28 February in the year in which offers are made.

### **Requests for Admission Outside Normal Age Group**

- Parents have a right to request that their child is admitted to a year group other than their normal year group at the Academy. This may be to a year group below or above, and there may be a variety of reasons for making this request. For example, the child might be gifted, suffer from long-term or serious illness, or have been educated overseas and/or used to studying at a different level (these are examples only, not an exhaustive list)
- However, parents do not have a right to decide that their child will be admitted outside their normal age group. Such requests must be considered by the Academy's Admission Committee, in order to decide whether or not to agree the request in principle, or refuse the request, taking into account the factors set out below
- Requests for admission outside normal age group are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make their requests in a timely manner, preferably well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions when they subsequently apply for admission. A separate request must be made to the Admission Authority for each school being considered
- Decisions regarding admissions outside of the normal age range are made by the Principal of the site that the student wants to attend on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the parents' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery out of their normal age group, and whether they may naturally have fallen into a lower age group, if it were not for being born prematurely. They will also take into account the views of the Principal of the Academy and, where provided, the Headteacher of any current or previous school

- Parents should make their requests by completing a Request for Admission Outside Normal Age Group Form and submitting it with any supporting documents to the Academy marked for the attention of the Admissions Officer. This form is available to download on the Academy's website or in hard copy from the Academy's main office
- In all cases, the Admission Committee will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, this letter should accompany the application for admission subsequently made for a place at the Academy
- Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the Academy's published Complaints Policy if they do not believe the request was dealt with by the

Admission Committee properly. Parents do, of course, have a statutory right of appeal if they also applied for admission and a place was refused in the child's normal year group as well.

#### Primary to Secondary Transition for Sept 2021 - National Offer Day on time Applicants for Harris Academy Chobham

<b>Actual Places</b>	<b>120</b>
<b>On Time Applications</b>	<b>1081</b>
<b>EHCP</b>	<b>4</b>
<b>Looked After &amp; Previously Looked After</b>	<b>2</b>
<b>Sibling</b>	<b>30</b>
<b>Staff Child</b>	<b>1</b>
<b>All Other</b>	<b>83</b>
<b>Total</b>	<b>120</b>

For information on sixth form admission see the school website





# STRATFORD SCHOOL ACADEMY

1. Stratford School Academy is an 11-16 mixed comprehensive school. We do not have any requirement for aptitude from prospective students.
2. There is no guarantee of a place for children who have a brother or sister who attend the school or who attend a linked primary school.
3. Admission to our school is not dependent on any 'voluntary' contribution.
4. The school will endeavour to provide places for students who do not have a brother or sister in the school and who do not attend a link primary school provided that they can be accommodated within the admission limits.
5. Pupils will be admitted at the age of 11+ **without** reference to ability or aptitude using the criteria below.
6. Stratford School Academy recognises that parents may seek a place for their child outside of their normal age group. Where the school agrees to a request the status of that child's application will be the same as all other applications made for that year group at the relevant time.
7. The admission number for September 2021 will be 300.
8. Stratford School Academy participates in the Local Authority co-ordinated scheme and all deadlines within that scheme must be adhered to by applicants.
9. Children with a statement of Special Educational Need or an Education Health and Care Plan naming Stratford School Academy will be admitted.
10. As required by the School Admissions Code the school will give the highest priority to applications on behalf of children in public care (looked after children) and all previously looked after children. (see definitions below)
11. The Board of Governors of Stratford School Academy has determined that the criteria for admissions from September 2021 will be as follows.
13. By **sibling** we mean brothers and sisters, adopted siblings, step-children, common law step-children, half- siblings, children subject to a child arrangements order or special guardianship order and foster children (only those "looked after" by any local authority) who permanently live in the same household.
14. For Stratford School Academy to take a sibling into account the sibling's name must be correct on the application form and the sibling must be reasonably expected to be on roll of Stratford School Academy at the time of which child would start.
15. By an **employee** of the Stratford School Academy we mean someone who is on the payroll of the Academy.
16. By **child** of an employee of Stratford School Academy we mean a child living in the same household as an employee or, if living in a different household, then the employee is the natural parent or guardian of that child.
17. For Stratford School Academy to consider the child of an employee then one or other of the following circumstances must apply : a) the employee has been employed at the school for two or more years at the time at which the application for admission to the school is made, and /or b) the employee is recruited to fill a vacant post for which there is a demonstrable skill shortage.
18. **Home Address:** proof of residence will be required by the co-ordinated scheme. The offer of a place may be withdrawn if proof of residency is not met or a place has been offered under fraudulent or intentionally misleading grounds.
19. **Where a child lives part of the week** with one parent and part of the week with another member of the family the '**home address**' will be considered to be the residence where the child spends at least three nights of the school week each week.
20. **Looked After:** A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
21. **Previously Looked After:** A child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
22. **Previously Looked After Child** – Adoption Order, Child Arrangements Order, Special Guardianship Order: An adoption order is an order under the

## Definitions and Details

12. Our **linked primary** schools are:
  - a. Elmhurst School, Upton Park Road, Forest Gate, London E7 9PG
  - b. Park School, Mathews Park Avenue, Stratford, London E15 4AE
  - c. Portway School, Stratford Road, London E13 0JW
  - d. Selwyn School, Cecil Road, London E13 0LX
  - e. Shaftesbury School, Shaftesbury Road, Forest Gate, London E7 8PF
  - f. St Stephen's School, Whitfield Road, East Ham, London E6 1AS
  - g. William Davies School, Stafford Road, Forest Gate, London E7 8NL



Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### Admissions criteria

23. Children with an Education Health and Care Plan that names Stratford School Academy will be admitted before any other applicants and these admissions will count toward the admission number.
24. If there are fewer applications made than places available, then every child will be offered a place.

### Oversubscription criteria

25. In the event of over subscription we will offer places to applicants in this order:

**a. Category 1:** Looked after children and any child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the London Borough of Newham to have been in state care outside of England and ceased to be in state care as a result of being adopted.

And then

**b. Category 2:** Children of employees of Stratford School Academy (see definitions above)

And then

**c. Category 3:** Children who are eligible for the service premium (additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel)

And then

**d. Category 4:** Children who attend a linked primary school and who have a sibling at Stratford School Academy who is on school roll at the time of application

And then

**e. Category 5:** Children who have a sibling at Stratford School Academy who must be reasonably expected to be on roll of Stratford School Academy at the time of which child would start

And then

**f. Category 6:** Children who attend a linked primary school

And then

**g. Category 7:** Other children.

### Tie Breaker.

26. For each of the categories above (a-g), if there are more applications than places available, then all applicants will be allocated a number via a random allocation (lottery) process. This number will decide a child's priority within each of the admission criterion set out above. It will only be used if there are not enough available places left to accommodate all the applicants falling under that criterion. Places will then be offered to applicants in accordance with the randomly allocated number, starting with the lowest number first. This process will be independently verified.

### Applications made outside the normal admissions round, known as 'In Year' or 'Mid-Phase' admissions

27. Admissions for places for children in all other year groups will be dealt with in accordance with this policy. If the Academy is unable to offer a place to an applicant then the name of the child will be included in the Academy's waiting list.

### The Academy Waiting List

28. The Academy will hold a single waiting list for each year group.
29. In regard to applicants for Year 7 places, all children whose Year 7 applications were unsuccessful (that is, children who were allocated a place at a school for which they had not expressed a preference or for which they had expressed a preference that was lower than that expressed for Stratford School Academy) in the normal admission round will be included on the waiting list on 1st March of the academic year in which the child's parents apply for a place in Year 7 at the Academy.
30. All children whose parents applied unsuccessfully for Year 7 places outside the normal admissions round will be included on the waiting list on the date that their application was rejected or 1st March of the year of the normal admission round whichever is the later.
31. All children whose parents apply for places in other years and for whom the Academy is unable to offer a place will be included on the waiting list on the date their application is rejected.
32. The names of children will remain on the waiting list until whichever of the following dates falls soonest after the first anniversary of their name being included on the list: 31st March; 30th June; 31st October; 31st December.
33. So if a child's name is included on the list on the 31st March it will be removed on the 31st March of the following year. And if a pupil's name is included on the list on the 8th April it will be removed on the 30th June of the following year.

34. When places become available, if there are more children in the relevant year group(s) on the waiting list than there are places available, then all those on the waiting list will be allocated a number via a fresh random allocation (lottery) process (any number allocated in a previous random allocation will be discounted.). This number will decide a child's priority within the highest relevant oversubscription criterion set out above which they meet. It will only be used if there are not enough available places left to accommodate all those on the waiting list in the relevant year group(s) falling under that criterion. If it is used places will be offered to children in order of the randomly allocated number, starting with the lowest number first.

#### **Example of how places will be allocated through the normal admission round**

35. By the deadline set Stratford School Academy receives 1174 Year 7 applications for 300 places.
- Separately 3 children have a statement of Special Educational Needs or an Education Health and Care Plans that name Stratford School Academy and so are offered places. This means there are 1,174 applicants for the remaining 297 places.
  - Therefore each of the 1,174 applicants is randomly allocated a number from 1 to 1,174.
  - 1 applicant falls into Category 1. The school can offer the applicant a place and so does. This leaves 296 places available
  - 2 applicants fall into Category 2. The school can offer both applicants places and so does. This leaves 294 places available.
  - 1 applicant falls into Category 3. The school can offer the applicant a place and so does. This leaves 293 places available
  - 46 applicants fall into category 4. The school can offer all 46 applicants places and so does. This leaves 247 places available.
  - 21 applicants fall into category 5. The school can offer all 21 applicants places and so does. This leaves 226 places available.
  - 122 applicants fall into criterion 6. The school can offer places to all 122 applicants and so does. This leaves 104 places available.
  - 981 applicants fall into category 7 but the school now only has 104 places available. So the numbers allocated under the random allocation procedure will be used to decide which of these applicants will be offered places. The 981 applicants who fall into category 7 will each have been randomly allocated a number between from 1 to 1174 at the start of the process, so it will be the 104 applicants with the lowest numbers who will be offered a place.

#### **The Academy's Resourced Provision for Children with Autism**

36. The Academy has a Resourced Provision for Children with Autism. Places in the Resourced Provision are reserved for children with a diagnosis of autism. The maximum planned capacity of the Resourced Provision is 25 pupils and the Academy would expect that these pupils are divided roughly equally between Years 7, 8, 9, 10 and 11 with no more than 6 in any year group.

#### **Admissions Criteria**

37. Subject to paragraph 39 below, if there are fewer suitable applications made than places available, then every child will be offered a place.
38. Children with a diagnosis of autism who have a statement of Special Educational Needs or an Education Health and Care Plan naming Stratford School Academy's Resourced Provision for Children with Autism.
39. Children with a diagnosis of autism who do not have a statement of Special Educational Needs or an Education Health and Care Plan but are in receipt of high needs funding as determined by their home local authority and who would benefit from placement in the Academy's Resourced Provision for Children with Autism. Suitability for admission under this criterion will be determined by Governors having taken into consideration the recommendation and supporting evidence of the child's home local authority.
40. If a place is available at the Resourced Provision Governors will be entitled to leave that place unfilled if, having carefully considered the recommendations and supporting evidence provided by the home local authorities of the applicants or of those children on the waiting list, they reach the following conclusion: that none would benefit from attending the Resourced Provision more than some other educational establishment or that were they to do so, their attendance would have a detrimental effect on the education of those already attending the Provision.
41. In such circumstances the Governors will fill the place at the earliest opportunity

#### **Waiting Lists**

42. When place(s) becomes available, if there are more children in the relevant year group(s) on the waiting list than the number of places available, then the Governors will go through the process described in paragraphs 37 to 39 and offer place(s) to those children it judges will most benefit from attending the Academy's Resourced Provision

### **The Academy's Resources Provision for Children with Speech Language and Communication Needs**

43. The Academy has a Resourced Provision for Children with Speech Language and Communication Needs. The Resourced Provision is intended for children who can be educated in mainstream lessons for at least half the week. The provision is not resourced to meet the needs of children whose language difficulties are secondary to a cognitive delay. The maximum planned capacity of the Resourced Provision is 25 pupils and the Academy would expect that these pupils are divided roughly equally between Years 7, 8, 9, 10 and 11 with no more than 6 in any year group.

### **Admissions Criteria**

44. Subject to paragraph 46 below, if there are fewer suitable applications made than places available, then every child will be offered a place.
45. Children who have an Education Health and Care (EHC) plan for Speech Language and Communication Need in which Communication and Interaction is identified as the pupil's primary area of need and which names Stratford School Academy's Resourced Provision for pupils with Speech Language and Communication Needs will be admitted before any other pupils.
46. Other children who have a Special Educational Need for Speech Language and Communication in which Communication and Interaction is identified as the pupil's primary area of need, who do not have an Education Health and Care (EHC) plan, but who are in receipt of high needs funding as determined by their home local authority and who would benefit from placement in the Academy's Resourced Provision for Children with Speech Language and Communication Needs will then be admitted. These applications must be supported by a report from a Speech Language and Communication Therapist which diagnoses a primary speech language communication need. Suitability for admission under this criterion will be determined by Governors having taken into consideration the recommendation and supporting evidence of the child's home local authority.
47. If a place is available at the Resourced Provision Governors will be entitled to leave that place unfilled if, having carefully considered the recommendations and supporting evidence provided by the home local authorities of the applicants or of those children on the waiting list, they reach the following conclusion: that none would benefit from attending the Resourced Provision more than some other educational establishment or that were they to do so, their

attendance would have a detrimental effect on the education of those already attending the Provision.

48. In such circumstances the Governors will fill the place at the earliest opportunity

### **Waiting Lists**

49. When place(s) becomes available, if there are more children in the relevant year group(s) on the waiting list than the number of places available, then the Governors will go through the process described in paragraphs 43 to 45 and offer place(s) to those children it judges will most benefit from attending the Academy's Resourced Provision

### **Fair Access Protocol**

50. As per the legal requirement, Newham Council has a fair access protocol which is adopted by Stratford School Academy.
51. The purpose of a Fair Access Protocol is to ensure that unplaced pupils and vulnerable children and those who have difficulty securing a school place in year, are allocated a place as quickly as possible.
52. This Protocol must be developed in partnership with schools in the area and agreed by the majority of those schools. This school has adopted the London Borough of Newham's Fair Access Protocol.
53. The London Borough of Newham developed the local Fair Access Protocol in partnership with all schools located in Newham and this has been agreed by the majority of schools, including Stratford School Academy
54. This Protocol only applies for families applies outside of normal admissions, it only applies to In-year admissions.
55. Children with an EHCP or those who are Looked After cannot be placed using our Fair Access Protocol, these are placed using specific regulations.
56. For full details more information on how places at this school may be offered via this Protocol visit London Borough of Newham's Fair Access Protocol or by calling **020 8430 2000**.

### **Twins, children of multiple births and siblings who are not twins but are born in the same school year**

57. Normal Admissions for entry into Year 7 in September: Twins, children from multiple births and siblings who are not twins but are born in the same within a period that means they are in the same academic year group will be admitted over the limit if required.
58. In-year admissions: Twins, children from multiple births and siblings who are not twins but are born in the same within a period that means they are in the same academic year group may not be admitted over the limit if required.



## Children from overseas - Right to attend school in England

[https://www.gov.uk/guidance/schools-admissions-applications-from-overseaschildren?utm\\_source=b032f9ef-6c9c-43b9-9634-b2f29f01544c&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=daily](https://www.gov.uk/guidance/schools-admissions-applications-from-overseaschildren?utm_source=b032f9ef-6c9c-43b9-9634-b2f29f01544c&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily)

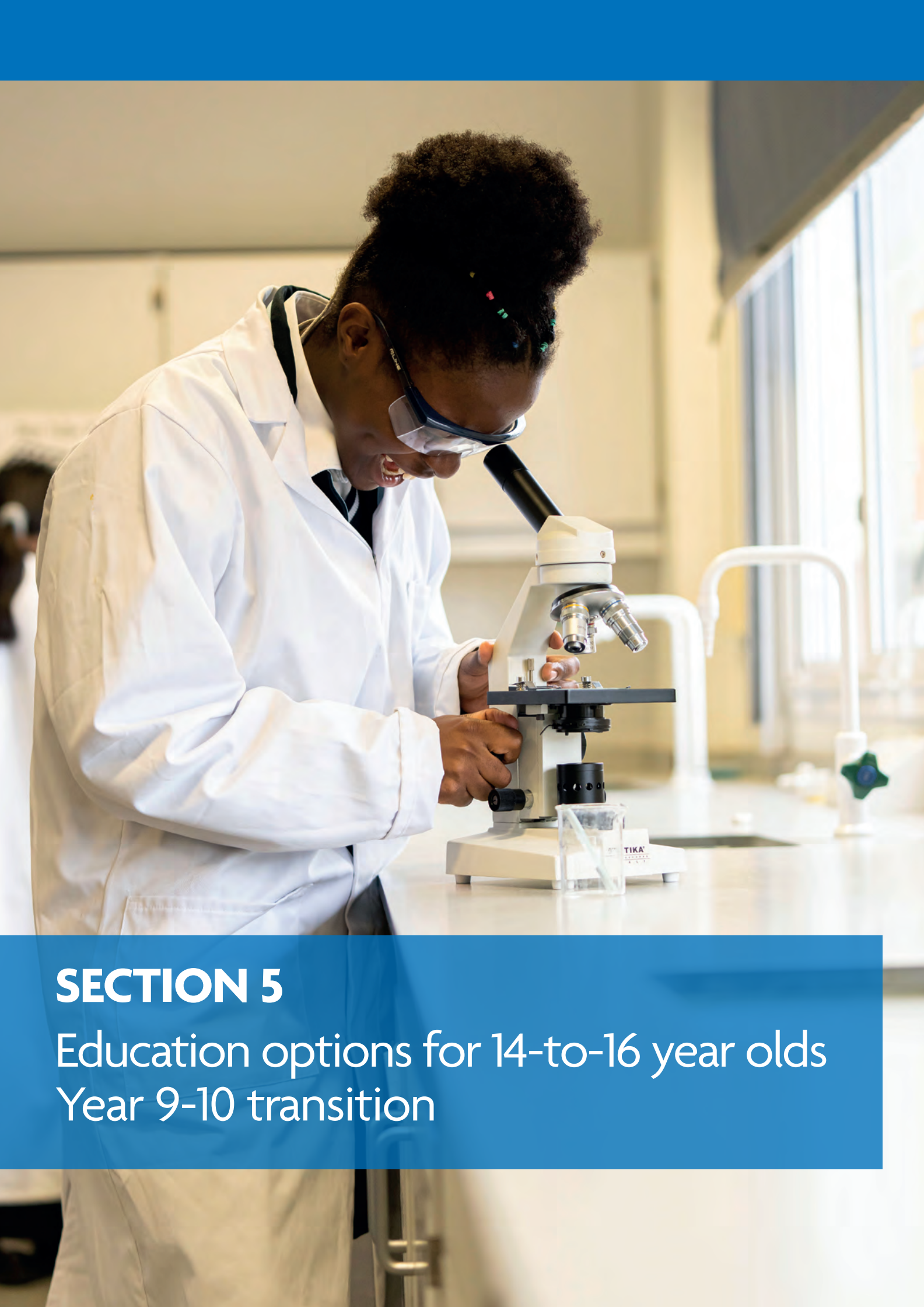
59. In most cases, children arriving from overseas have the right to attend schools in England. School admission authorities must not refuse to admit a child on the basis of their nationality or immigration status nor remove them from roll on this basis.
60. It is the responsibility of parents/carers, not the local authority nor a school, to check that their children have a right, under their visa entry conditions, to study at a school.
61. Information on how to determine rights can be obtained from <https://www.gov.uk/right-of-abode>
62. Any EEA or Swiss national arriving in the UK by 31 December 2020 is eligible to apply to the EU Settlement Scheme, and continue to be able to study in schools in England as they do now if their application is successful.
63. Children aged under 18 are classed as dependant children if they are the children of foreign nationals who have settled status in the UK, or who are entering the UK on a work visa or Student visa, or who are part of a family entering or residing in the UK under the immigration route for British National (Overseas) citizens and their dependants. These children are entitled to enter the country with their family, or to join their family and study at a state-funded or independent school once in the UK.
64. Foreign nationals cannot use the 6-month Standard Visitor visa, or 11-month Short-term Study (English language) visa, to enter the UK to enrol as a pupil at a school.
65. Stratford School Academy adopts the Newham Local Authority process for managing Internationally Adopted Previously Looked After Children – overseas state care (IAPLAC) to ensure continuity of approach across schools in Newham.

## The Ethos of Stratford School Academy

66. Stratford School Academy is a non selective, mixed non- faith school that believes in the equality of all peoples, whatever their faith, ethnicity or sexual preference: we believe that what unites us as a human race is more important than what divides us.
67. To the extent that it does not conflict with this principle, or with the law, or with our obligation to educate our students for the 21st Century, we will do our best to accommodate the religious and cultural practices of the communities we serve.
68. So, for example, in almost all cases, including some PE lessons, students are taught in mixed classes; but at the same time Stratford School Academy has sought and been granted by the Local Authority a 'Determination' which allows us to organise our daily acts of collective worship as times of reflection that have the right flavour for our school and setting and do not have to be wholly or mainly Christian.
69. We believe that the one thing that Stratford School Academy, as a school, can uniquely offer its students is a good education. So the school will take very seriously behaviour that interrupts our students learning.
70. We expect any student whose behaviour interferes with their learning or the learning of others to take responsibility for their behaviour and work with us to change it and to put matters right. We will not accept continued poor behaviour. We expect parents to support us and their children in this work.
71. Stratford School Academy believes its students are members of its community and represent the School from the time they leave home to come to school until the time they return. Stratford School Academy expects all its students to wear its uniform whilst at school and on the way to and from school.
72. We ask all parents applying for a place here to respect this ethos and its importance to the school community.

## Primary to Secondary Transition for September 2021 Entry - National Offer Day On Time Applicants Stratford School Academy

Actual Places	On Time Applications	EHCP	Looked After & Previously Looked After	SEN Resource	Staff Child	Link with Sibling	Link	Sibling	All Other	Local Authority Alternative Allocation	Grand Total
330	967	3	0	4	0	29	81	33	150	30	330



## **SECTION 5**

Education options for 14-to-16 year olds  
Year 9-10 transition



If your child is in Year 8 or 9 in the 2021 /2022 academic year they will usually remain at their current school until they leave at the end of Year 11, but you now have the option to apply for a place at a Studio School or a University Technical College (UTC).

For most young people, staying on in their current school will be best for their educational development but if they are interested in developing a career in a specific field they might want to move at the end of the year.

### Studio School

Studio schools are an innovative new model of 14-to-19-year-old educational provision. They are small schools – typically with around 300 pupils – delivering mainstream qualifications through project-based learning. Students work with local employers and a personal coach, and follow a curriculum designed to give them the employability skills and qualifications they need in work, or to take up further education.

### University Technical College (UTC)

A University Technical College (UTC) is a type of secondary school in England for 14-19-year-olds that is led by a sponsor university. The university supports the curriculum development of the UTC, provides professional development opportunities for teachers and guides suitably qualified students to foundation and full degrees.

The sponsor university appoints the majority of the UTC's governors and key members of staff.

If you are interested in this as an educational route for your child, you have the opportunity to apply for any of

these establishments that are located across London and the South East.

As this is a big step we strongly recommend that you do thorough research before deciding and if you still think it's the best route for your child, you will need to apply directly to the relevant school or college. Check their website for application information.

Remember there are only a limited number of places for young people in Studio Schools and UTCs. If they have more applicants than places available, they will use their published Determined Admissions Arrangements to decide who to offer a place to. As your child will already have a school place, there is no duty to provide an alternative place at one of these types of establishments if you do not get offered a place at one of your preferred schools. Your child will be required to continue to attend their current school.

For information on all the Studio Schools and UTCs within a reasonable distance from your home, please visit:

**<https://studioschoolstrust.org> and [www.utcolleges.org](http://www.utcolleges.org)**

If you are interested in applying for any of these, please visit the Studio School's or UTC's website for details of the application process including the closing dates. This process can be different for each school so you must get information from each you are interested in applying for.

The London Borough of Newham will be contacting all families attending school in the borough with further information on the Studio Schools and UTCs within a reasonable distance from your home by 12 September 2021 for admission in September 2022.

Some UTCs offer places in Year 9. This information will also be available on their website.





# LONDON DESIGN AND ENGINEERING - UNIVERSITY TECHNICAL COLLEGE

UTC

DfE number 3164009



Introduction by the Principal  
**Geoffrey Fowler**

## ETHOS AND AIMS

LDE UTC is an industry-led, hi-tech 13-to-19 college, providing educational excellence for the learners of today. Young people choose to come to us because they have a passion to pursue a career in engineering. They will work with the latest industry standard technologies,

enabling them to become confident, independent, work-ready individuals.

The curriculum is delivered through interesting and exciting employer-led projects, enabling learning by doing. Learning content is relevant and memorable, boosting our learners' academic achievement.

Our young people receive expert advice from our employer partners and university sponsor, coupled with mentoring, site visits and work placements. Our employer partners include Thames Water, Costain, Skanska, Tideway, the University of East London and many more.

If you are interested in a career in design, digital media and engineering then our practical and academic approach, combined with the strength of our world class employer partners, the LDE UTC is the place for you.

We also offer a unique pledge to all of our learners to help them move on to a degree course at university of their choice, an offer of employment or an apprenticeship with one of our many partners when they leave the UTC.

## SPECIALISM AND CURRICULUM

LDE UTC offers a new kind of personalised learning based on a challenging curriculum with clear progression into employment, higher education or apprenticeships. Like any school, our broad and balanced curriculum enables learners to attain national qualifications, including the EBacc. You will also be able to study more in the technical design and engineering areas that

you are excited about. Pioneering technical projects incorporate our subject specialisms which include: Engineering, Built Environment, Art and Design and Digital Media.

A range of qualifications are on offer alongside the core curriculum. A bespoke personal skills programme further enriches the curriculum and allows you to develop a variety of work-related and transferable skills including in finance and enterprise.

## ACHIEVEMENTS

LDE UTC has some of the most innovative and advanced teaching technology in the UK including a LEGO Innovation Studio, the most advanced humanoid robots and the latest virtual reality technologies.

Learners will work for some of the time in mixed groups on cross-curricular employer-led projects. They will have access to portable technology, allowing flexible learning at college, at home and in the workplace.

## PASTORAL CARE

At LDE UTC, each learner is recognised as an individual with different interests and needs. You are fully supported throughout your time with us by the Head of Year and tutor who help learners focus on achieving their full potential and make the link between the learning in the classroom and the world of work. Our employer partners support learners in writing a good CV, rehearse interview skills and support project work. They are also able to help with organising work experience. As well as having access to the UEL SportsDock, (a £21m sports facility built for the American Olympic Team), all learners have access to a number of clubs and societies.

Alongside our pastoral programme, and our very own Chaplaincy team, LDE UTC enables our young people to learn useful transferable skills, such as organisation, teamwork, resilience whilst also promoting good mental health and wellbeing. Our learners leave LDE UTC with the necessary skills and knowledge to become valued members of society and the workforce of the future.

## THE PUBLISHED ADMISSION NUMBER (PAN)

The LDE UTC at full capacity has 600 learners in total. When it first opened in September 2016, it had a Published Admission Number (PAN) of 150 learners, which steadily increased to 260 learners as the UTC grew to reach full capacity.

Since opening in 2016, the LDE UTC has been reviewing its admission arrangements regularly given its experience of recruiting learners. As a result, the LDE UTC revised its oversubscription criteria from 2018 onwards to include a gender oversubscription criterion. From 2019, with the revised oversubscription criteria the LDE UTC changed its admissions arrangements to include Years 9, 10, 12 intakes. From 2020 onwards the UTC has reverted to just having Year 9 and Year 12 intakes.

The LDE UTC has a PAN of 80 learners for admission into Year 9 (age 13) for September 2022. The LDE UTC's Post-16 PAN for applicants into Year 12 (age 16) is 180 in 2022.

If less than 100% of the UTC's own Year 11 learners transfer into Year 12, additional external learners will be admitted until Year 12 is full.

The following two tables show how the UTC has grown to full capacity over the last five years and how the PAN has fluctuated over that period to support that growth and reach the 2022 PAN.

Total Expected Learner Numbers (Capacity)						
	2017	2018	2019	2020	2021	2022
<b>Year 9</b>			80	80	80	80
<b>Year 10</b>	75	100	80	80	80	80
<b>Year 11</b>	50	75	100	80	80	80
<b>Year 12</b>	150	200	140	180	180	180
<b>Year 13</b>	100	150	200	140	180	180
<b>Total</b>	<b>375</b>	<b>525</b>	<b>600</b>	<b>560</b>	<b>600</b>	<b>600</b>

Published admissions Number (PAN)						
	2017	2018	2019	2020	2021	2022
<b>Year 9 (age 13)</b>			80	80	80	80
<b>Year 10 (age 14)</b>	75	100	80			
<b>Year 12 (age 16)</b>	150	200	140	180	180	180
<b>Total</b>	<b>225</b>	<b>300</b>	<b>300</b>	<b>260</b>	<b>260</b>	<b>260</b>

# THE ADMISSIONS APPLICATION PROCESS

The LDE UTC aims to be a mixed-ability and mixed-gender institution. We want to admit learners from across a broad range of abilities, and to achieve a 50:50 mix of female and male learners, if possible. The admissions policy and oversubscription criteria have, therefore, been designed to try and achieve this, whilst remaining compliant with all admissions codes and regulations.

## Year 9 Applications for 2022 and subsequent cohorts

### Deadline for September 2022 is 10 December 2021.

For entry into Year 9 in September 2022, parents will apply directly to the UTC using the LDE UTC Year 9 online application form, which is available from the LDE UTC website at: [www.ldeutc.co.uk/join-at-13.aspx](http://www.ldeutc.co.uk/join-at-13.aspx)

### Please Note:

All learners with an Educational Health and Care Plan (EHCP) will be admitted to the LDE UTC when it is named in the plan and subject to the college being able to meet the specific needs of the learner.

All applicants will be admitted if fewer applications than the PAN are received. Where the LDE UTC receives more applications than it has places available, the following criteria will apply.

### Oversubscription Criteria for Year 9 in 2022

When the LDE UTC is oversubscribed, priority will be given within each band to:

#### 1. Looked after children and previously looked after children.

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to LDE UTC to have been in state care outside of England and ceased to be in state care as a result of being adopted.

An adoption order is an order under the Adoption Act 1976 (see Section 12 Adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 Adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

#### Definition of a looked after child

A looked after child is a child who is

- (a) in the care of a local authority, or
- (b) being provided with accommodation by a local authority in the exercise of its social services functions (see the definition in Section 22(1) of the Children Act 1989).

To address the gender imbalance in engineering and to encourage a balanced intake of learners when oversubscribed, children will then be admitted as follows:

#### 2. Girls. Up to 50% of the remaining places will be allocated to girls in the following priority order:

- i. **Children with a social or medical reason whose needs will be best met by the UTC.** (The LDE UTC can only give priority to children under this criterion if it is supported by written evidence from a medical professional or social worker, saying why the LDE UTC is the most suitable placement for the child and that their medical or social grounds are such that they cannot be met sufficiently at another school.)
- ii. **Siblings of children who will still be attending the UTC in the academic year of admission.** (Siblings include step, adopted or foster brothers and sisters living in the same family unit on 1 September in the year of admission.) Applications for children of multiple births (twins, triplets etc.) will be treated as a single application. This might take the UTC above its PAN.
- iii. **Children of Staff:** Children of current permanent members of staff who have been directly employed at the school for a minimum of two years at the time that the application is made (this rule cannot be applied until staff have been employed at the school for two years), or have been recruited to fill a vacant post for which there is a demonstrable skills shortage. The absolute authority of the Board of Directors of the LDE UTC will determine this shortage. The child in question must reside permanently with the member of staff and must have been doing so for two years by the time of application.

- iv. **Random allocation using Catchment Area Bands.** The remaining places within the PAN will be allocated by random allocation for each of three concentric circular bands measured from the main gate of the LDE UTC site in 50%, 40%, 10% proportions. Band A is



less than 4.5 miles distance, Band B less than 10.5 miles and Band C all areas beyond that. **See diagram below.** A person independent of the LDE UTC will supervise the random allocation process.

A learner's home address is the address at which he or she lives on 1 September in the year of admission for the majority of the time or in the case of equally shared addresses the address at which the learner is registered with their GP.

In the case of all learners' residences, (houses, flats or multiple occupancy buildings), measurement will be taken from the main entrance of the building of residence to the main entrance of the LDE UTC in a straight line. Distances will be measured using the local authority's protocol.

**3. Boys** – remaining places will be allocated to boys. Boys will be admitted in the same priority order as set out above under the Girls criteria.

If the places allocated to one gender are undersubscribed, then they will be allocated to the other gender.

### Tiebreak Procedure

In the event of two or more applicants that cannot otherwise be separated, a process overseen by someone independent of the LDE UTC will allocate priority for places randomly.

### Admission for Post-16 Provision

Applications for a place at age 16 should be made directly to the UTC using the LDE UTC Year 12 online admissions application form, which is available from the LDE UTC's website at: [www.ldeutc.co.uk/join-at-16.aspx](http://www.ldeutc.co.uk/join-at-16.aspx)

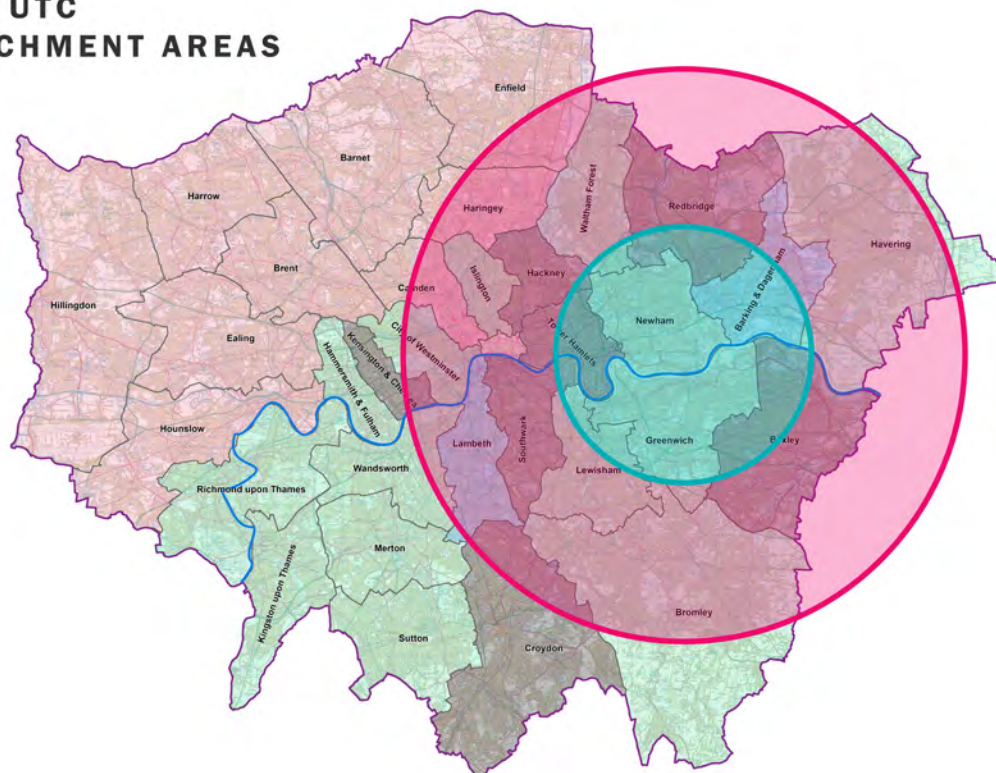
For post-16 entry priority will be given to LDE UTC Year 11 learners applying to transfer to Year 12 at the LDE UTC provided they meet the minimum academic or vocational criteria. These criteria will be the same for learners at the UTC and external applicants. These are:

For Level 3 courses: 5+ GCSEs at grades 9 to 5 or Level 2 vocational diploma equivalents  
For Level 2 courses: 5+ GCSEs at grades 9 to 1

The LDE UTC will admit any learner to post-16 provision with an Educational Health Care Plan where the plan names the UTC and where the LDE UTC is able to meet their specific educational needs. Learners with EHCPs will need to meet the minimum entry requirements.

In addition to the post-16 minimum academic entry requirements, learners may need to satisfy minimum entrance requirements to the specific courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses the UTC offers for which they meet the minimum

### LDE UTC CATCHMENT AREAS



**Inner circle** – within 4.5 miles radius of London Design and Engineering UTC

**Outer circle** – within 10.5 miles radius of London Design and Engineering UTC

**Beyond outer circle** – Other boroughs of London and beyond

academic requirements. All course requirements are published annually on the UTC's website. Applicants may also contact the LDE UTC for information.

When Year 12 is undersubscribed, all applicants meeting the appropriate minimum academic entry requirements will be admitted. Where there is oversubscription for available post-16 places by qualified external applicants the oversubscription criteria as for age 13 entry (above) will be applied.

External applications for a place at age 16 at the LDE UTC should be made directly to the UTC using the Year 12 online application form, which is available from the LDE UTC's website at: [www.ldeutc.co.uk/join-at-16.aspx](http://www.ldeutc.co.uk/join-at-16.aspx)

**The deadline for external applications for post-16 courses starting in September 2022 is 14 January 2022.**

#### 4. Equal Opportunities

The LDE UTC is committed to equal opportunities and admits learners across the full spectrum of competencies to ensure a wide range of abilities of learners when oversubscribed. The assessment is done using a non-verbal reasoning Cognitive Ability Test.

#### 5. Notification of Admission Decisions

For learners entering the LDE UTC on 1 September 2022, aged 13, decision letters will be sent to parents on or after 1 March 2022.

For learners entering the LDE UTC on 1 September 2021 at age 16, decision letters will be sent learners and parents on or before 30 April 2022.

Where it is found that the LDE UTC has made an offer as a result of a fraudulent or intentionally misleading application, which has denied a place in the college to a learner with a legitimate claim, the offer of a place will be withdrawn.

#### 6. Waiting Lists

Waiting lists complying with the LDE UTC's admissions criteria will be applied to all oversubscribed places and not based on the date of application. Waiting lists will be held for a minimum of one term. Where parents have submitted a transfer form before the closing date, but then change

their preference to another school or college after the closing date, this will be treated as a "late" application.

#### 7. In-Year Admissions

Learners will be admitted into the LDE UTC at the start of the Autumn Term in each UTC year although there may be some exceptional circumstances when learners transfer during an academic year. Parents seeking in-year admissions should contact the college directly in the first instance. They will then be directed to the LDE UTC's In-Year Application Form. If the LDE UTC has more applications than places available, then the oversubscription criteria as for ages 13 entry (above) will be applied.

#### Fair Access Protocol information

All local authorities must have a Fair Access Protocol, to ensure that unplaced pupils and vulnerable children and those who have difficulty securing a school place in year, are allocated a place as quickly as possible. This Protocol must be developed in partnership with schools in the area and agreed by the majority of those schools. The London Design and Engineering UTC has adopted the London Borough of Newham's Fair Access Protocol. For full details and more information on how places at this college may be offered via this Protocol visit London Borough of Newham's Fair Access Protocol.

#### 8. Appeals

Any parent or learner refused an offer of a place at the LDE UTC has the right of appeal to an independent appeals panel established by the LDE UTC. Parents and/or learners can lodge an appeal by writing within 20 school days to the LDE UTC Admissions Clerk, who will give them at least 10 school days' notice of their appeal hearing. The appeals timetable is published on the LDE UTC website.

Details on admissions appeals can be found in the school Admission appeals code, which can be found using the following link: [www.gov.uk/government/publications/school-admissions-appeals-code](http://www.gov.uk/government/publications/school-admissions-appeals-code)

Appeals will be coordinated and managed by an independent person.

#### Year 9 Admission for September 2021 Entry - National Offer Day On Time Applicants London Design & Engineering UTC

<b>EHCP</b>	0
<b>LAC/PLAC</b>	0
<b>Sibling</b>	1
<b>Staff</b>	0
<b>Female</b>	27
<b>Random Allocation</b>	72
<b>Total</b>	100

# WE ARE BACKING TALENT.

# WE ARE NEWHAM.



Our £1 million Youth Empowerment Fund is giving out grants to under 25s in order to help them achieve their potential during these difficult times. They will benefit from mentoring sessions, business master-classes and apprenticeship opportunities.

Search 'Youth Empowerment Fund' @ [www.newham.gov.uk](http://www.newham.gov.uk)  
#WEARENEWHAM

People at the Heart  
of Everything We Do





## SECTION 6

### Supporting schools



# SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND)

## Special educational needs and disability (SEND)

If your child has been identified as having SEND, teachers at your child's school can provide extra help where needed.

Through our funding arrangements, pupils with complex SEND are also able to access appropriate provision within their local schools.

All mainstream schools in Newham have children with SEND on roll. Schools have funding to support these children and we provide top-up funding in a small number of cases. We offer appropriate support to the majority of children in local schools. We also reserve a small number of places in schools with resource provisions and there are two special schools.

In a small number of cases we make a detailed assessment of your child's learning needs. The assessment will involve your child, you, the school and a range of other professionals including doctors, nurses, therapists, social workers and educational psychologists.

As a result of this, we may issue an Education, Health and Care plan (EHCP) or a note in lieu. The EHCP will give the child and their parents certain rights to ensure that the support they need is in place and the parents are able to express a preference for the school where their child is educated. The views of the child, young person and their parents/carers are central to that process.

The current funding arrangements to mainstream schools mean children can receive appropriate support without having a statutory assessment and EHCP.

If you apply for a place in a school which has resourced provision, it does not necessarily mean that your child will be placed in that provision, even if they have special educational needs.

All places in resourced provision and special schools are allocated by the 0-25 SEND service following assessments and reviews of the child's needs. Most children can have their needs met in local schools without needing resourced provision or special school places.

## Special Schools

### Children with social, emotional, behavioural and mental health needs

EKO Pathways (formerly Eleanor Smith Special School)

### Children and young people with profound & multiple learning difficulties and autism spectrum condition

JFK has school sites in Beckton, North Woolwich, Plaistow and Stratford.

### Resource provision in secondary schools

The local authority reserves places in seven secondary schools for a small number of pupils with special educational needs.

### Children with complex needs

Eastlea Community School  
Royal Docks Academy

### Children with severe communication difficulties

Cumberland Community School  
Langdon Academy  
Little Ilford School  
Stratford School Academy

### Children with hearing impairment

Lister Community School

The 0-25 SEND service can be contacted on **020 3373 1810** or by post to **SEN section, Newham Dockside, 1000 Dockside Road, London E16 2QU**. Alternatively email [sen@newham.gov.uk](mailto:sen@newham.gov.uk)



**SPECIAL EDUCATIONAL NEEDS DISABILITY  
INFORMATION ADVICE SUPPORT SERVICE**

## PHYSICAL ACCESS

Bobby Moore Academy	1	
Brampton Manor Academy	1	Has lift access in main block only. Some areas adapted to exclude ultra violet light.
Cumberland Community School	1	Also has life skills suite (kitchen, bedroom, study).
Eastlea Community School	1	Has a large site – could be hard for someone who has difficulty walking and does not use a wheelchair.
East London Science School	4	Access via cobblestone bridge. This Academy will have full physical access when they relocate to their permanent site.
Forest Gate Community School	1	Has lift access in one block only.
Harris Academy Chobham	1	
Kingsford Community School	1	
Langdon School	1	Fully wheelchair accessible and has physio and hygiene space. Stair lifts are used which are unsuitable for a high volume of traffic due to slowness.
Lister Community School	1	Has hygiene room jointly with physio space (limits numbers of dependent wheelchair users to 3 or 4.) Has a small lift in the main block – the upstairs of the old block is only accessible by climbing stairs.
Little Ilford School	1	
Oasis Academy Silvertown	3	This Academy will have full physical access when they relocate to their permanent site.
Plashet School (girls)	3	Lift access to part of one block only, stairs to other upper floors. School is spread over a large area making it difficult for pupils with limited mobility.
Rokeby School (boys)	1	
Royal Docks Community School	1	Also has a life skills suite
St Angela's Ursuline School (girls)	3	
St Bonaventure's Catholic	3	Has wheelchair stair lift to one floor only; upper floor and basement Comprehensive School (boys) have stair access.
Sarah Bonnell School (girls)	1	
School 21	1	
Stratford School Academy	1	
<b>Special schools</b>		
John F Kennedy (Post 16 Beckton)	1	
EKO Pathways (formerly Eleanor Smith Special School)	1	
John F Kennedy Academy	1	

### Key to table of physical accessibility

1. Full physical access – physical access to whole curriculum and the building. In addition this would include a physiotherapy exercise space and a hygiene room.
2. Significant physical access – physical access to the majority of the curriculum, may have accessible toilet or physiotherapy exercise space but no hygiene room.
3. Partial physical access – physical access into premises for meetings, limited access around premises and no

- physiotherapy space or hygiene room.
4. No physical access – no significant access.

### Note:

- A hygiene room is a space with a shower, toilet with grab rails and a height adjustable changing bed/physio bed and hand basin.
- Physical access means accessible to wheelchair users and people who use walking aids.



## SCHOOL MEALS

Lunchtime meals are available at all secondary schools in Newham. There has never been a better time for your child to stay for a healthy school lunch.

All parents/carers of children in Newham should register for free school meals (even if they do not think they are currently eligible) so we can automatically review your eligibility every week. Don't worry, your school can help you with the registration process or you can visit [www.newham.gov.uk/fsm](http://www.newham.gov.uk/fsm)

**Remember not all children in secondary schools in Newham receive a free school lunch like they do at primary school. So if you have not already applied, submit the application as soon as possible, to see if they are entitled to free school meals at secondary school.**

## HELP YOUR CHILD'S SCHOOL GET EXTRA FUNDS

**A child's school could get extra funds of £955 from the Government known as Pupil Premium, if their parents/carers apply for free school meals and they are assessed as being in receipt of one of the qualifying benefits.**

## ELIGIBILITY

Your child may receive free school meals if you get any of the following benefits:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Your child might also get free school meals if you get any of these benefits and your child is both:

- younger than the compulsory age for starting school
- in full-time education

If your child is eligible for free school meals they'll remain eligible until they finish the phase of schooling (primary or secondary) they're in or 31 March 2022.

## EXTENSION OF FREE SCHOOL MEALS ELIGIBILITY

During the coronavirus (COVID-19) outbreak, the Government is temporarily extending free school meal eligibility to include some children of groups who have no recourse to public funds (NRPF).

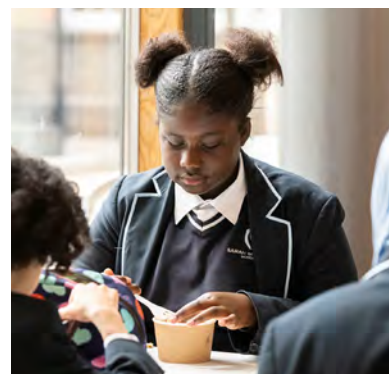
These groups are:

- children of Zambrano carers
- children of families with no recourse to public funds with a right to remain in the UK on grounds of private and family life under Article 8 of the European Convention on Human Rights
- children of families receiving support under Section 17 of the Children Act 1989 who are also subject to a no recourse to public funds restriction
- These groups are subject to a maximum household income threshold of £31,500 per year for London, and £28,200 for areas outside of London. See the London/outside London section if you are unsure as to which threshold would be applicable for your circumstances. These thresholds are subject to review.

The Government is also temporarily extending eligibility to children of a subset of failed asylum seekers supported under Section 4 of the Immigration and Asylum Act 1999. This group is not subject to a maximum household income threshold due to the fact that these families are not able to work.

### Nutritional guidelines

All our school menus should follow the standards laid down by the Department for Education's School Food in England Standards March 2019.



## GETTING TO SCHOOL EVERY DAY

All Local Authorities in England must have a home-to-school travel and transport policy to meet the requirements of The Education and Inspections Act 2006 sections 508B and 508C relating to home to school travel arrangements. These sections place a duty on local authorities to ensure that suitable travel arrangements are made, where necessary to facilitate a child's attendance at school meaning the 'relevant educational establishment' for the child.

The law states in order to comply with our home-to-school travel and transport statutory duties London Borough of Newham must:

- Promote the use of sustainable travel and transport and
- Make transport arrangements for all eligible children.

The duty applies to "home-to-school" at the start of the day, and "school-to-home" travel arrangements at the end of the day. It does not relate to travel between school sites or other educational institutions during the school day or to and from extra-curricular activities, these are the responsibility of the child's education provider.

To comply with the statutory legal framework, the London Borough of Newham has formulated this home-to-school travel pass policy which forms part of the CYPs Home to school travel and transport policy suite:

**[photocard.tfl.gov.uk](https://photocard.tfl.gov.uk)**

This has been developed in conjunction with Transport for London's ZIP Oyster photo card scheme.

### Scope

This policy only applies to children and young people who are:

- Newham residents
- Not eligible for free travel assistance under the current ZIP oyster photo card scheme
- Of school age.

And whose parents/carers apply for a free travel pass for the sole purpose of travelling to and from school in term time.

### Transport for London (TfL): ZIP oyster photo card scheme

All parents/carers are expected to determine their child's entitlement to free or discounted travel under the current Transport for London (TfL) ZIP oyster photocard scheme before applying through the London Borough of Newham.

For more information about ZIP Oyster visit;

**<https://tfl.gov.uk/fares/free-and-discounted-travel>** or ask at your local station.

### Getting to school

Parents/carers are responsible for ensuring their children attend school regularly and arrive on time each day.

When deciding which schools to apply for, we recommend that parents/carers consider:

- Home-to-school distance
- The possibility to walking or cycling to school each day
- Transport requirements and any escort arrangements
- Cost of travel
- Impact of travelling to a school on the child, for example travel time and potentially adverse weather conditions
- Connecting with school friendship groups out of school hours.

We want you to promote sustainable travel by encouraging more families to choose to walk or cycle to school. To do this we are committed to making our streets safer and healthier to encourage families to walk or cycle to school. Our Healthy School Streets programme aims to improve the air outside schools across the borough and are safe from cars near the school gates.

We understand that where it is not possible for a family to walk or cycle the cost of transport may be a financial worry.

The Education Act 1996 and the Education and Inspections Act 2006, states Local Authorities have a duty to provide assistance with travel to and from qualifying schools/college for children and young people aged 5-16 in certain circumstances.

### Eligibility criteria for travel arrangements.

The London Borough of Newham has a duty to provide free travel arrangements to residents of the borough who apply and meet the following criteria:

All pupils of compulsory school age (5-16) if their nearest suitable school for pupils.

For these purposes the Department for Education recognises the nearest suitable school as the nearest qualifying school with places available that provides education appropriate to the age, ability and aptitude of the child, and any special educational needs that the child may have.

### Statutory home to school walking distances eligibility:

Below the age of eight - is beyond two miles

Between ages of eight and 16 is beyond three miles

### Unsafe route eligibility:

All pupils of compulsory school age who:

- Cannot reasonably be expected to walk to their nearest suitable school because the nature of the route is deemed unsafe to walk.  
and
- There is no reasonable alternative route, within the statutory walking distance, that it would be safe for them to walk.

### Extended rights eligibility:

Some families may qualify under the extended eligibility rights. These provide free travel arrangements where pupils are entitled to free school meals or their parents are in receipt of maximum Working Tax Credit if the:

- Nearest suitable school is beyond two miles (for children over the age of eight and under 11)
- School is between two and six miles (if aged 11-16 and there are not three or more suitable nearer schools)
- School is between two and 15 miles and is the nearest school preferred on the grounds of religion or belief (aged 11-16).

### How we calculate home to school walking distance.

The London Borough of Newham uses an Industry Leading and Council-approved Geographical Information System (GIS) to calculate shortest walking distance measurements from a child's home to school. This system provides distances in miles and yards to three decimal places using a routing database system, based upon two-dimensional maps. Contour, elevation or terrain is not taken into account when the distances are measured.

All calculations are based on the child's home address held by their school. Where this does not agree with the address on the application for a travel pass review, we will contact both the family and their child's schools to establish the correct home address and why the two are not the same.

Other addresses cannot be considered.

Applicants to check their home to school distance by visiting: <https://www.newham.gov.uk/schoolfactfinder>

### Discretionary entitlement

The law provides local authorities with discretionary powers to go beyond their statutory duties and provide transport for children who are not entitled to free travel or transport.

### Application process

Newham parents/carers whose children cannot secure free travel assistance under the current Transport for London ZIP Oyster can choose to apply for a free travel pass to London Borough of Newham.

We do not automatically check the eligibility of all children. Only parents/carers who apply can have their child's cases for a free travel pass considered.

### Before applying

For an application to be considered a child must be:

- A Newham resident, living in Newham for the majority of the week where they will be expected to attend school the next day
- Of school age (from the September for the academic year that a free travel pass is being requested)

- Attending a state-funded schools, not a private fee paying school or receiving Elective Home Education (home schooling).

Before applying it is recommended that parents/carers consider the points below, as these are likely to mean they may not be entitled to a free travel pass. Even if they apply to a child it does not mean a parent/carer cannot apply

- The school they are attending is quite close to your home address
- The school they are attending is a significant distance from your home address, but you named this school as a preference above closer schools
- Your child attend child is attending a school outside of Newham.

To check a shortest walking distance from a child's home to school in Newham visit:

Secondary - <https://www.newham.gov.uk/homepage/171/secondary-school-fact-finder>

Primary <https://www.newham.gov.uk/homepage/172/primary-school-fact-finder>

### How to apply:

It is recommended that all families apply in July, for a free travel pass to start for the new academic year but applications can be processed throughout the year for new arrivals or families who move home.

Online: [photocard.tfl.gov.uk](https://photocard.tfl.gov.uk)

OR

Call: **020 8430 2000** for a paper application form.

### How long do applications take to process:

In most cases applications are processed within 15 working days, but this may be extended if further information is required.

### What information is considered?

- Child's age
- Child's home to school shortest walking distance
- Is the school the child is attending in Newham
- Is the school they are attending nearest to their home address
- Was the school they are attending one of their parents preferred schools
- Could they have been offered a place at a nearer school, if it had been named on their school application
- Does the child attend a Resource Provisions for their Special Educational Needs
- Has the child changed their home address since starting at their current school
- What was the child's home to school distance before they move



- Has the parent/carer applied for free schools meals for the child
  - Is the child entitled to free school meals
  - Has the child been temporarily rehoused by the council
  - Is the child studying for GCSE's
  - Is the child attending their school for religious or philosophical reasons
- This is not an exhaustive list.

### Notification of outcomes

Outcome notifications are sent by post or email; the letter will clearly advise, if the child is entitled to free travel pass.

If yes (eligible), the letter will advise:

- Entitlement start and end dates (passes will generally have an end date being the last school day in July of the school year that the free travel pass is being issued for)
- Eligibility criterion
- When and how the child will receive their free travel pass
- Conditions of use
- Renewal information

If no (not eligible) the letter will advise:

- Detailed reasons for non-eligibility
- How to request a review of their application by a senior officer.

### Review and independent appeals

Families who apply for free travel assistance and do not meet the eligibility criteria outlined in this policy will have their application refused. For these families the Department for Education expects the Local Authority to adopt their recommended appeals process to support continuity of approach. The London Borough of Newham has adopted this two stage approach.

A parent/carer has 20 working days from receipt of our request for a free travel pass decision to make a written request asking for a review of the decision.

The review request should outline the areas of the decision they wish to challenge on:

- The travel arrangements available
- Their child's eligibility
- The distance measurement in relation to the statutory walking distances
- The safety of the route
- Their current benefits
- Religious or philosophical reasons.

It should also provide detail of their specific challenges and provide supporting evidence where available.

To request a stage one review or independent appeal, parents/carers must submit their application in writing by completing and submitting our Travel

Pass review or appeal application forms located on the Newham website

### Withdrawing entitlement

#### Child meets Transport for London's ZIP Oyster photo card scheme.

If a child in receipt of a free travel pass issued by London Borough of Newham subsequently becomes eligible under the Transport for London's ZIP Oyster card scheme, the free travel pass will be withdrawn by the London Borough of Newham at the end of the current school term or academic school year.

### Breach of the Transport for London's Young Persons Behaviour Code

If any child or young person living in Newham fails to follow the Young Person's Behaviour Code, commits a crime on London's public transport network or premises or if Transport for London believe they have behaved in an antisocial way, any free travel pass or other financial support with travelling to and from school may be withdrawn.

### Failure to attend school - nonattendance

Where a child or young person in receipt of a free travel pass issued by London Borough of Newham fails to attend school on a regular basis and as a result has high level of non-attendance their continuing entitlement to their free travel pass may be reviewed and their pass may be withdrawn.

### Applications made using fraudulent or deliberately misleading information.

Where it appears that a free travel pass has been issued based on fraudulent or deliberately misleading information a full investigation will be conducted and any free travel pass may be withdrawn.



## SCHOOL ATTENDANCE MATTERS

Newham Children and Young People's Service (CYPS) is committed to helping children and young people benefit from their education so they have the best chances in life irrespective of their race, culture, gender or disability.

We aim to work in partnership with families and schools to raise the profile of good attendance and punctuality. Good habits of attending school regularly and on time prepare children for life as adults in the world of work. Children also learn better and socialise better when they attend regularly. They develop confidence and friendships, and are able to feel part of school life. They also achieve much better results when they do their exams.

### **Parents'/carers' legal duty to ensure their child is educated when they reach compulsory school age**

Parents of children of compulsory school age are required to ensure that they receive a suitable education by enrolling their child at a school or by providing a suitable education otherwise than at school, i.e. Elective Home Education. Failure to comply with this duty can lead to prosecution under Section 443 of the Education Act 1996 and a School Attendance Order will be issued.

### **Parents'/carers' responsibility in securing regular attendance: what the law says**

Section 444 of the Education Act 1996 states:

(1) If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, the parent/carer is guilty of an offence.

(1A) If in the circumstances mentioned in the above section (1), the parent knows that their child is failing to attend regularly at the school and fails to cause him to do so, the parent is guilty of an offence.

**If found guilty of an offence the parents/carers can be fined up to £2,500 and/or face a custodial sentence of up to three months.**

### **Local authority responsibilities are:**

- to take legal action where parents fail to ensure their children attend school regularly and punctually (this can include issuing Penalty Notices, see below)
- to make arrangements for the provision of suitable education at schools or otherwise for children of compulsory school age who may not be able to attend school for reasons such as illness or exclusion
- to identify, locate and arrange education for children who may be missing from education (CME)
- to ensure that the children of parents who have

elected to home educate receive a suitable and efficient education

- to take legal action where parents fail to secure suitable education for their children by enrolling their child at a school, or otherwise.

### **Monitoring of school attendance**

Schools are required to take attendance registers twice a day. If a pupil is absent, schools must indicate in their register whether the absence is authorised by the school, or unauthorised. Parents/carers are responsible in law for ensuring their children attend school. Children should attend school in accordance with the rules prescribed by the school, which means your child should attend school unless their absence is authorised by the school.

The local authority monitors the attendance rates in schools, and advises on policy, procedures and practice to improve attendance. Newham Council's Attendance Management Service helps schools to comply with legal duties in relation to attendance, absence, pupil registration and off-rolling.

### **Penalty notices**

Penalty Notices can be issued for a range of reasons related to unauthorised absence, including when your child is very late to school. A Penalty Notice requires a fine of £60 to be paid by each parent, for each child, within 21 days. If the fine is not paid within 21 days, but paid within 28 days, the fine rises to £120 per parent, per child. If the fine is not paid at all, the parents will be prosecuted for their child's unauthorised absence from school.



### **Leave (including holidays) during term-time**

There is no entitlement to leave of absence in term time. Head teachers may, in exceptional circumstances, authorise a leave of absence, in which case the date of return must be specified. All requests for leave must be made formally in writing to the headteacher. Your child's school will have a form you can use to request leave, and make sure you clearly state the exceptional reasons for your child's absence from school.

Should you request for leave be rejected by the headteacher and you still take your child away from school, this absence will be marked as "Unauthorised". The consequences of this may include the issuing of penalty notices.

Your child's place at school could be at risk if you fail to return to school on time, or if you fail to provide a date of return.

### **Children missing from education (CME)**

Children who are not enrolled in school or in any form of education may be at greater risk from abuse or exploitation. If you are aware of a child who you believe is not attending school, please notify us via email at **childrenmissingeducation@newham.gov.uk** or by telephoning the Attendance Management Service on **020 3373 0390**.

### **Child employment, performance licensing and chaperone licensing**

If your child wants to take part in performing, entertainment or modelling, their agency must obtain a Performance Licence from the local authority. People who wish to accompany children who are performing are called chaperones. They also must be licensed by the local authority.

If school-age children want to do paid work the employer must apply for a Work Permit. Hours of work are strictly limited for school-age children, and they are prohibited from certain types of employment.

Further information is available from the website or the

the Attendance Management Team on **020 3373 0390** or by emailing **child.employment@newham.gov.uk**



### **Safeguarding Children in Newham**

Newham Children's Social Care works with families and partners to ensure the wellbeing and safety of children and young people as well as to enable parents to look after their children safely.

Families, neighbours, professionals and members of our communities all play a vital role in supporting children. Most children in our society grow up in a safe protected environment, but a minority do not and need extra help to keep them safe. The aim of the social care service is to maximise capacity in families through support from all staff whether social workers, outreach workers and family support workers. We focus on keeping children in their families and communities wherever possible. Where this isn't possible, we may need to bring a child into care and ensure they are kept safe throughout their childhood elsewhere – this may include through adoption or in foster care.

Working closely with other practitioners in health, schools and the police and other community organisations, we provide a range of services to promote the wellbeing and safety of children in their families.

**<https://www.newham.gov.uk/Pages/Services/Child-protection.aspx>**



## SCHOOL HEALTH SERVICE

The School Health Service believes every child and young person in Newham deserves the best start in life. We are a team of qualified nurses, nursery nurses, school health screeners and school health assistants with specialist training in public health for children, young people and families and part of the wider Children's Health 0-19 Service and HeadStart.

We work with children, young people and their families and with schools, Health Visitors, local hospitals, maternity services, GPs and Social Care to deliver the Healthy Child Programme. The Healthy Child Programme 5 - 19 years is the early intervention and prevention public health programme.

### School Entry Health Assessment

Before your child starts secondary school we will ask them to complete an online school entry health assessment (SEHA). This is a series of questions about their health and wellbeing. We will contact you if there are any long-term health needs and will provide them with support or signpost them to other services identified any concerns or worries so we can discuss them further.

The information you or your child provides us is confidential and not shared with your child's school unless you give us consent. We will first contact you to discuss before we share any information.

### What we do

The School Health Service aims to improve the health and wellbeing of all children and young people and can provide face-to-face and virtual support in the following areas:

- emotional health and wellbeing
- school readiness and transition to secondary school
- managing complex and additional health needs
- monitoring growth and development
- vision and hearing screening
- support with growing up and preparing for adulthood.

We also offer support when more help is needed with:

- specific parenting issues
- additional and long-term health conditions
- accident prevention
- emotional health and wellbeing
- domestic abuse
- bullying
- dealing with exam stress
- special educational needs
- drugs and alcohol misuse
- looked after children and young carers.

We also provide health promotion sessions in primary and secondary schools on a variety of topics including:

- healthy eating
- oral hygiene
- puberty
- hygiene.

### Long-Term Health Conditions and Individual Health Care Plans

If your child has a long-term health condition we will meet with you to complete an Individual Health Care Plan. These are written and agreed in partnership with yourself, your child's school, your child's GP and any other health professionals who may be involved in the care of your child's condition.

This support is provided when:

- medication is required in school and/or
- daily support in school is required and/or
- there is a risk for the need of emergency intervention.

### Community events

The School Health team is often present at community events.

We coordinate and take part in the 'Live your Best Life' health fairs held in schools and local Youth Zones where young people can come and get advice about transitioning from children to adult health services.

Young people can get advice about:

- future employment
- emotional health and wellbeing
- screening programmes
- oral hygiene
- travel vaccinations
- keeping safe.

### Referrals

We accept referrals from schools, Social Workers, GP and all other health professionals and from parents/carers and children and young people themselves. You can either fill in a referral form online which can be found on our website: [www.newham.gov.uk/schoolhealthreferral](http://www.newham.gov.uk/schoolhealthreferral) or just contact us using the details below:

- Email [SchoolHealth@newham.gov.uk](mailto:SchoolHealth@newham.gov.uk)
- Call us on **07970813937**

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## NOTES



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- your child's details are safe and secure
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- you can log in and change your school preferences any time right up until 11.59pm on **Sunday, 31 October 2021**
- you can log in on the evening of national offer day **1 March 2022** to find out your child's offer.

**To apply online you need to register at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) after 1 September 2021 to create a password and start your application.**

After you have submitted your application successfully you will receive a reference number that looks like this: 316-2022-09-E-001234. If you do not receive a reference number, your form has not been submitted. You should log in to review your application and submit it again.

You can attach documents to support your reasons for choosing your preferred schools.

## **For applicants of voluntary-aided faith schools**

**You MUST NOT attach Supplementary Information Forms (SIF) to your online application. These must be sent by post or handed in at the relevant school.**

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