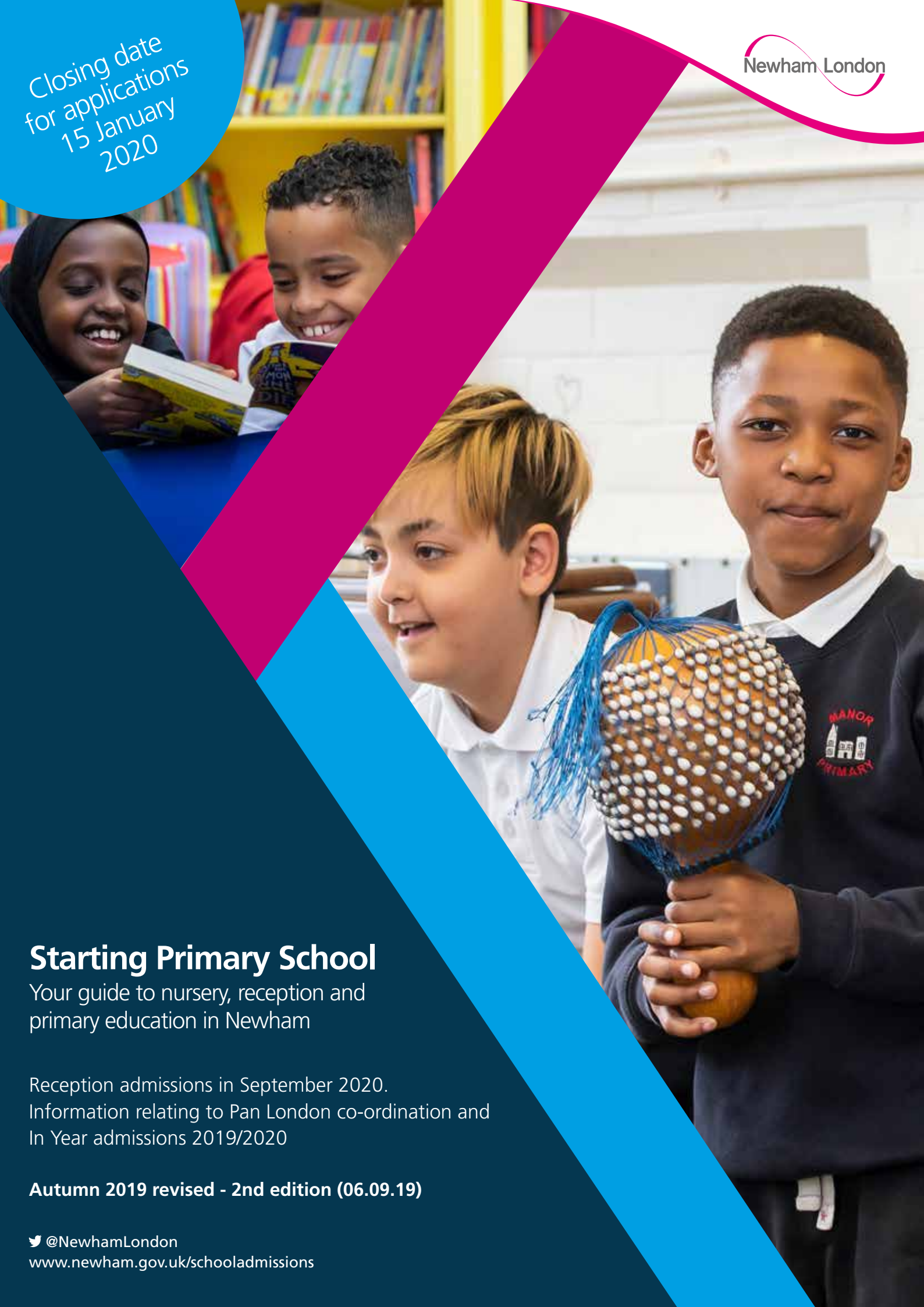
Closing date for applications 15 January 2020

Newham London




# Starting Primary School

## Your guide to nursery, reception and primary education in Newham

Reception admissions in September 2020.
Information relating to Pan London co-ordination and In Year admissions 2019/2020

**Autumn 2019 revised - 2nd edition (06.09.19)**

@NewhamLondon
www.newham.gov.uk/schooladmissions

A summary of the steps you need to take to apply for a place in reception in a Newham primary school for children born 1 September 2015 to 31 August 2016.

**Infant to Junior Transition**

If your child attends a Newham infant school, you must follow the steps below and complete and application for your child to attend a junior school or a year 3 place in a primary school in September 2020. Your child will not automatically move to a junior school.

REMEMBER – your chances of getting the school of your preference are better if you apply by 15 January 2020.

**1** Understand what you need to do to apply for a primary school place.
You can do this by reading through this booklet.

**2** Take time to find out about all the academies and schools located in Newham. You can do this by asking to visit the schools and reading their own prospectuses. You can read Ofsted reports but remember to look at the date of the inspection as this may have been a few years ago meaning a school may have changed significantly since then.

**3** Read about and understand how places are offered at each school you are interested in. You do this by reading their admissions criteria and reviewing the placements for **September 2019** which are published in this booklet. This will help you understand the likelihood of your child being offered a place.

**4** Decide the academies or schools you are going to name as your preferences.
Don't forget to check that you know their location so you know where your child will be travelling to each day.

**5** If you are naming a faith school (voluntary aided) as any of your preferences and want to be considered under the faith based criterion you must submit their Supplementary Information Form (SIF).

For Newham Catholic schools your SIF must be received by the school no later than **15 January 2020**. If the school you prefer is outside Newham you must check the closing dates for their SIFs with the school.

**6** If you are applying for a school outside Newham please submit your proof of address to Pupil Services, PO Box 69972, London E16 9DG by **15 January 2020**.

**7** **16 April 2020 - National Offer Day**

- If you applied online via eAdmissions, you will be able to see which school you have been offered by logging on to eAdmissions (www.eadmissions.org.uk) during the evening.

# Welcome

Dear parent/carer,

**Welcome to Newham's primary schools!**

Starting school is an important milestone in every child's life, as it opens up a world of curiosity, learning and new friends that helps shape them as individuals.

Here at Newham we want your child to settle into school quickly, enjoy their new surroundings and flourish with their education. We also want to make the process as smooth and easy as possible for children, parents, carers and other family members. This guide explains what you need to know to apply for a primary school place for your child in the borough and we hope you find it useful.

As your Mayor, I want our young people to excel and thrive in a safe and clean environment. As such, Newham Council is committed to creating the best possible street environments outside all schools across the borough. We want to make sure that children breathe cleaner air, are safe from cars near the school gates and choose to walk and cycle to school. This will help us create active and healthy environments near our schools.

As you can see, we have high expectations of Newham schools to support our young people to be the best they can be. We are really proud of the achievements of all our young people, and really pleased that a vast majority of primary school children in Newham attend a school that is rated either good or outstanding by Government inspectors, Ofsted. We want all children in Newham to make good progress and aim to ensure they receive high quality teaching at schools in the borough.

More details about our primary schools are provided in this brochure. We recommend that you 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. Also ask them loads of questions!

**Maximise your opportunities by using all 6 of your preferences. We also strongly encourage you to apply online for your child's school place. and when you do, you'll automatically be entered into our prize draw to win a school uniform for your child.**

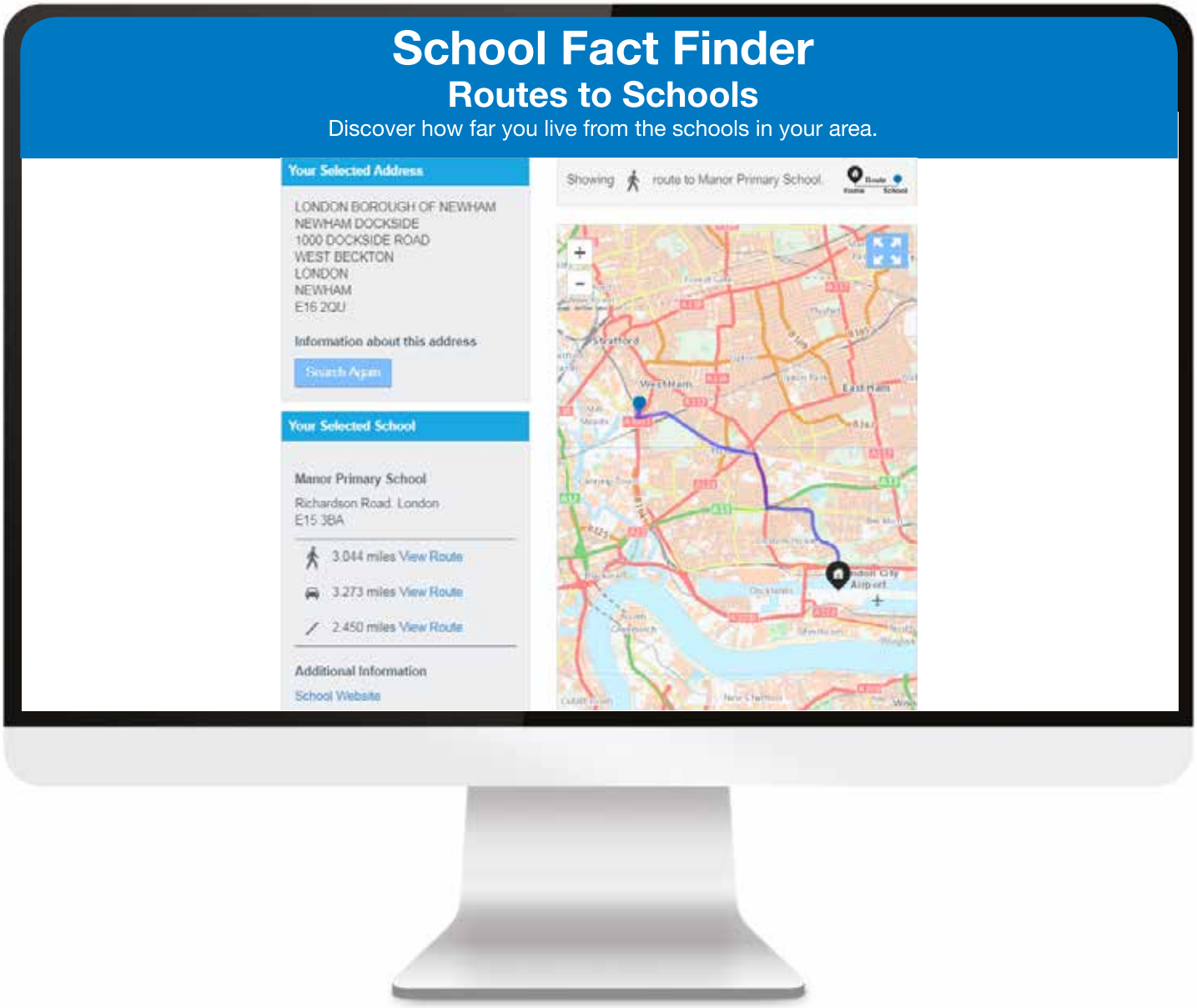
On behalf of all the teachers and governors, we look forward to welcoming your child in the coming months to one of Newham's primary schools and supporting them to achieve their potential.





Rokhsana Fiaz OBE
Mayor of Newham

Welcome




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

## The School Fact Finder can help you.

**You can use the Newham School Fact finder to find:**

- the six primary schools closest to your home located in Newham
- the home to school distances to any academy or school located in Newham
- if your home address is in the Newham Catholic Deanery
- facts and figures about schools in Newham.

## www.newham.gov.uk/schoolfactfinder

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All information in this brochure is correct at time of publishing - August 2019.

Front cover and internal photos: Manor Park Primary School

# Section



Nursery and primary education in Newham

# Early years education

Newham Council offers a Best Start in Life Guarantee to all families living in the borough who are pregnant or have children under five years of age.

The Guarantee will ensure all Newham parents have access to:

- 15 hours of free eligible childcare, with this increasing to 30 hours for working families (see page 9).
- regular Stay and Play sessions every week in each community neighbourhood
- programmes, workshops and sessions offering evidence-based advice and guidance to improve parenting capacity in each neighbourhood
- regular employment advice sessions will be available in each neighbourhood
- in each neighbourhood, a range of family health and development sessions including: antenatal support; the transition to parenthood; the early weeks of life; perinatal wellbeing; breastfeeding initiation; healthy weight and nutrition; managing minor ailments and reducing accidents; and supporting speech and language development.

The Guarantee is delivered in partnership by children's centres, health services including health visitors, libraries, nurseries and early education/childcare providers.

The borough is split into eight community neighbourhood areas, with each area supported by a lead children's centre, and some areas also supported by supporting children's centres. For more information, please visit **www.newham.gov.uk/childrenscentres**

Research has shown that children who have regularly attended activities at children's centres do better at school on average than those who have not.

As a guide, in every community neighbourhood area parents and carers can expect to see at least the below activities on offer:

**Stay and play activities -** parents/carers stay and play with their children, learning how their children learn and develop through play. Activities range from messy play to block building, and heuristic play to mark making.

**Parent workshops –** parents and carers can find out how best to support early learning and development, how to support their child's physical and mental health, learn coping strategies, improve sleep routines, get support with toilet training and much more.

**Triple P –** a parenting programme ranging from individual sessions to a six-week course to learn and then practise new ways to improve parenting skills, confidence and knowledge.

**Bookstart –** free books for all children aged 0-12 months and 3-4 years old to inspire a love of reading.

**Storytelling, singing and rhymes –** these sessions model how to engage children in storytelling, singing and rhymes; this helps communication and language development as well as emotional development.

**Music and movement –** a chance for children and parents/carers to get active using dance and music. A great way to promote physical health development.

**Chatterbox –** an opportunity for assessment and advice for parents/carers who have concerns about their child's speech and language development.

## Nursery education

**Nurseries and nursery classes in primary schools are for three and four year olds, before they start full-time school.** On page 8 you will find information on how to find a nursery place for your child.

### The Early Years Foundation Stage framework

This statutory framework sets the standards that all early years providers must meet to ensure that children learn and develop well. It ensures children are kept healthy and safe and that they have the knowledge and skills they need to start school. The framework is for school leaders, school staff, childcare providers and childminders.

### School inspections

By law, all schools must be inspected by the Office for Standards in Education (Ofsted). This is to make sure schools are working to provide the best education they can. Every school in Newham has been inspected in the last four years. Inspection reports can be obtained by contacting the school direct or by visiting the Ofsted website at **www.ofsted.gov.uk**

## Your child's progress

Teachers keep a regular check on every child's progress to make sure they are doing as well as possible at school. In nursery and primary schools there are four important times when this is done:

- when they start nursery
- when they start primary school
- at the end of Year 2, at about age seven – this is called 'end of Key Stage 1 assessment'
- at the end of primary school, at about 11 years – this is called 'end of Key Stage 2 assessment'.

At the end of Key Stage 2, assessment results for all schools are published each year. The results for summer 2019 are available at **www.ofsted.gov.uk**

### Visiting schools

Most parents are happy for their child to go to their local school. When visiting a school for the first time, you may wish to ask the following questions:

- Where is the school and what staffing does it have?
- What learning resources will my child have access to?
- What will playtime be like for my child?
- Who will look after my child if they feel unwell?
- What school meals are available?
- What support is given to children with learning difficulties or physical disabilities?
- What support is given to very able children?
- How does the school deal with problems such as bullying or discrimination?

# Nursery education

## Information and application process

We encourage as many parents as possible to make sure their children have a nursery education.

Nursery education prepares children for school and helps them to pick up basic learning and social skills. We have seven nursery schools, and nursery classes in the majority of the primary schools in Newham. Children are normally offered a place for mornings or afternoons for the whole week.

If you are offered a nursery place, your child must attend regularly. If they do not attend for a prolonged period of time they risk losing their place. Remember, getting a place in a nursery within a school does not mean you will automatically get a place in their reception class. You will need to apply for a reception class for your child to be considered and your child will not get priority for a reception place just because they attend the nursery.

### Register for nursery

Find out which is your local nursery or which one you prefer for your child. You can register your child for a nursery place when they are one year old. If you have recently moved into the borough, you should register as soon as you have moved into your new home. Please remember, it is not 'first come, first served'. Registering early does not mean you will get priority for a place over those families who apply after you. See 'How we offer places' to find out more. Due to high demand we recommend that you register at more than one nursery.

### How to register your child

Make an appointment with the school after your child's first birthday or as soon as you have moved into your new home if this is later. You will need to take the documents listed on pages 41-42.

Explain any circumstances that you feel may give your child priority for a place. Examples include special educational needs or having a brother or sister on roll at the nursery.

### New for September 2020 entry - How to apply for a place

To make the system simpler for nursery entry in September 2020 we are piloting a new application process.

All stated funded nursery schools and schools with nursery classes (see directory on page 76) will be using this new system along with some private nurseries. Check the school's website to be sure of their process.

Parents can apply for a nursery place for September 2020 from **1 January 2020 to 15 May 2020.** Applications after this date will still be accepted but will be considered as late meaning those children will not be offered a place until all the children whose families applied by the closing date have been offered.

The offers will be made to all children by participating schools on 15 June 2020. For more information on this process visit the Newham website and the website of the schools you are considering applying for.

### How we offer places

Each nursery school or class has a limit on how many children it can take. Where there are more applicants than places available the Admissions Committee for the school's Governing Body must apply their published over subscription criteria to determine which children should be offered a place. This is done by putting all applications in a rank order based on their priority group and home to school distance tie break within each group.

For all state funded nursery schools and nursery classes in community schools the order of priority is detailed below. For

all other schools both in and out of Newham check the school's website.

- Children with special educational needs assesed by the Local Authority 0-25 SEND service will be given priority. This will usually be in the local school/class, but may be elsewhere when a child's needs can only be met at those nursery schools/classes.
- Children in the care of the local authority will also be given priority for local nursery schools/classes. If there are more children than the number of places available in other cases, places are offered:
  - first to children who will get one term in nursery before starting primary school
  - then to children who will get two terms in nursery and so on.

In each age group we admit children in this order:

1. Children who live locally and have a brother or sister at the school
2. Children who live locally but do not have a brother or sister at the school
3. Children who live elsewhere in Newham and have a brother or sister at the school
4. Children who live elsewhere in Newham
5. All other children.

**Closing date for nursery on time applications 15 May 2020**

If a decision has to be made between children in one of the groups, a place is given to the child who lives nearest to the school by walking distance (see page 34). If there are any places remaining, then these are offered to other children using rules one, two, three and four (above). When the nursery cannot offer a place, your child will be put on a waiting list for the relevant year group.

**Free early years education for two-year-olds**

Families on a low income may qualify for a free* early education place for children aged two (from the term after their second birthday). To find out if you are eligible please call **020 3373 0980** or visit **www.newham.gov.uk/twoyearoldchildcare**

*A free place means that children can access a total of 570 hours of free early education each year.

**Free early years education for three and four year olds**

All children can receive free* early education from aged three (from the term after the third birthday).

*A free place means that children can access a total of 570 hours of free early education each year. Contact a provider to register or call **020 3373 0980** or email **Family.InformationService@newham.gov.uk** to be sent a directory of Newham providers.

**30 Hours Free Early Education and childcare for working families with three and four year olds**

Many working families will be eligible for 30 funded hours per week (or 1140 hours per year). To apply go to **www.childcarechoices.gov.uk** or call **0300 123 4097**. A directory of Newham providers can be found at **www.newham.gov.uk/30freehours**

To find out more visit **www.newham.gov.uk/schoolfactfinder** or see page 4 for information on how to find your catchment area.



# Reception classes for September 2020
# For children born 1 September 2015 to 31 August 2016

## Information and application process

**Pan-London admission system for children starting school in a reception class in September 2020**

Reception class is the first formal class in school life and is for children who will turn five during the school year. Every year, over 60,000 children living in London and the Home Counties start school in a reception class, many crossing borough boundaries to do so because of parental preference for an out-of-borough school, for example due to work commitments.

All 33 London boroughs together with some councils bordering the capital have been working in partnership to co-ordinate admissions for their infant and primary schools.

**This means:**

- If you are a Newham resident, you only need to apply to Newham Pupil Services (even if you want to apply for a reception class place outside Newham). You can name six state-funded schools (non fee-paying) on your online Common Application Form (CAF). If you wanted to name more than six preferences please contact Pupil Services, **pupil.services@newham.gov.uk**
- If you apply for a school outside Newham we will pass your information electronically via a secure encrypted system onto the other boroughs whose schools you have named. You must find out about the schools by contacting those boroughs and giving us the details of the school on the application form.

The governing bodies of our voluntary-aided (VA) faith schools, academies and free schools as admission authorities will continue to make the decisions on admissions. They will rank numbers for each application so the highest single offer can be made to each child whose family has applied.

To apply and be considered for a faith based place at a voluntary-aided faith school you must complete a Supplementary Information Form (SIF) as well as an online CAF. This is only if you want your child to be considered under priority groups 2 to 10. Should you choose not to submit a SIF your application will still be considered but will automatically be placed in priority group 11. You have the right to name any academies/schools as your preferences but we strongly recommend that you use at least one of your six preferences to name your local non faith school as this is the school where your child will have the highest priority for a place.

All families who apply by the national closing date of **15 January 2020** will receive an offer of one reception class place on 16 April 2020. If we receive your application after 15 January 2020 but before 19 March 2020 you will be offered your place on national offer day 16 April 2020. If we receive your application after 19 March 2020 we will offer by 18 April or within 10 school days.

### What this means for you

You only need to complete one Common Application Form (CAF) for all schools in London and the Home Counties rather than applying separately to each school. You can name any Newham state maintained school on the CAF. Before you name one of Newham's VA Catholic, academy or free schools or Church of England schools on the form, please check their admission criteria on pages 48-59.

If you want to name a faith school (voluntary aided) as a preference you will be expected to complete and return a Supplementary Information Form (SIF) by the closing date if you want to be considered under the faith based criterion.

It is the parent/carer's responsibility to obtain and complete a SIF for each VA faith school that is named on the application form. These forms will not be automatically sent to your home.

**Faith School Supplementary Information Forms (SIF)**

- It is your responsibility, as the parent/carer, to obtain, complete and return any SIFs for the schools you have named as preferences on your application forms whether the schools are in or outside Newham.
- 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 direct to the school by post or by hand.
- Many schools outside of Newham may 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.

## How can you apply?

Applying online is a quick, secure and easy way to submit your child's starting school application form. Apply online at **www.eadmissions.org.uk**

You can review your application form and make changes right up until the closing date. You can also check the outcome of your application on the evening of national offer day on 16 April 2020.

For more information see the back cover of this guide.

## Where can you get a Supplementary Information Form (SIF)?

- If you need a voluntary aided (VA) school's SIF you are responsible for obtaining one for each of the schools you have named on your form. The forms will not automatically be sent to you.
- The SIFs for all Newham VA faith schools are available from the VA schools directly or by downloading a copy from the Newham website.
- For out-of-borough VA faith schools you will need to contact the school directly, contact the borough they are in or visit their borough's website.

## How many school places are there?

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

However, each primary school has a limit on how many children it can take in each year group. This limit for reception called the 'admission number'.

## How do I know which schools are local to my home?

Visit Newham's School Finder **www.newham.gov.uk/schoolfactfinder** or call Pupil Services **020 3430 2000**.

**Parent/carer's legal responsibility**

As a parent or carer you must make sure all your children of legal school age (5-16 years) are educated. The local authority must ensure there are enough primary school places across Newham for all children resident in the borough.

All children must be suitably educated from the first day of the school term after their fifth birthday. This applies even if you think they are too young to go to school or are unhappy with the school offered.

## When will my child's school place start?

All children will be offered a school place that starts in September 2020 if we have received a completed CAF before 15 July 2020. For applications received after this date their start date will be determined by the head teacher of the school they have been allocated.

If you apply from 16 July 2020 onwards your child will usually be given a allocated school within 10 school days of the arrival of your application in Pupil Services.

**To ensure your child has a reception place your application must be received by Tuesday 15 January 2020.**



# Timetable for admission to reception and year 3 classes in September 2020

**1 September 2019** The eAdmissions Pan London portal opens for online applications.
**12 September 2019** This Starting School guide is published online by Pupil Services.

Families with children in year 2 of infant school must apply for a year 3 place in a junior school for September 2020. Other families with a child in year 2 can also apply for a year 3 place for September 2020 BUT only if they want their child to move schools.

A printed copy can be requested by phoning **020 8430 2000**. Printed copies will also be delivered to primary schools in September. **Important date: Wednesday 15 January 2020**

**Please ensure your online application is made by Wednesday 15 January 2020 11.59pm.**

If you do not apply by 15 January 2020 your application will be treated as a 'late application' which means your child will not be considered for any places until all the applicants who applied 'on time' are placed. **A late application means that your child is unlikely to get the school you prefer.**

You should return the completed Supplementary Information Form (SIF) to the VA school direct, and not to Pupil Services.

**Please note**
**We will not reserve (save) your child a place at their local school or their local junior school if they are attending an infant school. Your child will only be considered for a place for your local school if you name it as one of your preferences.**
This also applies to children who attend a nursery class in a primary school. We will not reserve (save) them a reception class place. Your child will only be considered for a place if you name the school as one of your preferences. There is no guarantee you will be given a place at your local school or the school where your child attends nursery even if you apply on time and/or name it as one of your preferences.
All school offers in Newham are conditional which means they can be withdrawn if you have provided false or deliberately misleading information.

**Wednesday 15 January 2020 11.59pm**
Application forms and Supplementary Information Forms (SIF) received after this date will be treated as 'late' and dealt with after the 'on time' applications.

**16 April 2020 - national offer day**
Your child's offer will be available on the eAdmissions portal on 16 April 2020 and you will be able to view your offer during the evening on this date. Newham will send, by 1st class post, the school offer or alternative allocation letter for all 'on time' applicants and late applicants received by 19 March 2020 to the last proven home address supplied to Pupil Services. This school offer will be conditional on you providing the school with proof of address and date of birth (see pages 41-42).

**June/July 2020**
The school where your child has been offered a place will invite you to a welcome meeting where they will tell you more about the school and arrange your child's admission. You will need to provide the school original proof of address and your child's date of birth and provide other documentation from the list on page 41.

**If you change your address**
If your child changes their permanent address before 15 January 2020 and you provide the required proof of your new address (see page 41-42), we will use the new address to determine the school place we allocate. If you do not provide the required proof, we will write to you at your new address but we will use your previous address to determine the school place we allocate. If you change your address or notify us of a recent change after 15 January 2020 we will use it for correspondence only. We cannot use it to determine your home to school distance.

The day after national offer day waiting lists will be created for those children who did not gain a place at their first preference school and at this point we will use your new details to determine your child's rightful place on the list(s).

**Applications or changes received after 15 January 2020**
If we receive your completed form after the closing date of 15 January 2020, it will be a late application.

Late applications are processed in the same way as those received on time, but we offer places to on time

applicants first. Late applicants will be offered the school places remaining after on time applicants.

This means that to have the best possible chance of getting a place at one of your preferred schools, you must ensure you submit your application online or return your form by post to be received by the council by 15 January 2020.

If you send your application form before 15 January 2020 but it is not received by Pupil Services or a Newham primary school until after that date, it will still be treated as a late application, irrespective of when you think we should have received it. We can only back date an application if you have proof of receipt from a Newham nursery, or infant or primary school that shows you submitted a reception class application form before the deadline. No other proof of postage will be accepted.

By applying online you will have a guarantee of knowing when it was received as you will get an acknowledgement email at the time of submission. If you do not receive an email your application will not have been received by Pupil Services, so you must go back and check your application and resubmit correctly.

The table on pages 14-17 shows that the majority of our school places are offered to on time applicants.

### Appeals

If your child does not get a place at your preferred school, you have the legal right of appeal (see page 64).

### Acceptance

We will automatically update our database to show you have accepted the place offered to your child unless the school offered is outside of Newham - this means you don't have to take any action and don't have to worry about losing the place. If you have been offered a school outside of Newham you must return the acceptance slip send with the offer letter to secure your place.

### Refusal

If you have made alternative arrangements for your child's education or you are unhappy with the offer or alternative allocation made, you must take the action as detailed below:

- notify Pupil Services by returning the 'refusal slip' sent to you with the offer letter stating that you **do not want** the school place offered and you want them to withdraw the offer. You must also write to the headteacher of the school offered, to explain that you do not want the place. If you do this, your child will still remain on the waiting list of your preferred school (see page 31) and you must re-apply for a school place before your child reaches compulsory school age (the start of the school term after their fifth birthday) if you have not gained a place from the waiting list or via a successful appeal

OR

- notify Pupil Services by returning the 'refusal slip' sent to you with the offer letter stating that you **do not want** the school place offered and you want them to withdraw the offer and you want your child's application withdrawn so they do not appear on any waiting lists. You must also write to the head teacher of the school offered to explain that you do not want the place. If you do this you must re-apply for a school place before your child reaches compulsory school age (the start of the school term after their fifth birthday, see page 20 for full details) if you have not already arranged suitable education for your child.

You can instruct us to withdraw the school offered, by ticking that section on the 'acceptance/refusal slip' sent with the offer letter or sending a written request for us to withdraw the offer. However, we will not offer you another school place if you do not gain one from the waiting list of your preferred schools or via a successful admission appeal. You will need to re-apply to get a new alternative offer. You can re-apply as soon as you wish but you must apply before the start of the term after your child's fifth birthday.

If you re-apply and we still cannot offer a place at one of your preferred schools in accordance with our admission arrangements (see pages 20-37), we will offer the closest school to your home that has a place available. It is possible that the new allocated school will be further from your home than the previous school offered as that place will have already been offered to another child.

### Deferred entry and part time arrangements

See page 32.

**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, as with parental preference, 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.

# ‘On Time’ reception offers and alternative allocations for September 2019

| Establishment | Admission Number | Actual Places | On Time Applications | EHCP | Currently or Previously Looked After | SEN Resource |
|---|---|---|---|---|---|---|
| Altmore Infant School | 150 | 150 | 263 | 0 | 1 | 0 |
| Avenue Primary School | 120 | 120 | 182 | 0 | 0 | 0 |
| Bobby Moore Academy | 60 | 30 | 125 | 0 | 0 | 0 |
| Brampton Primary School | 120 | 120 | 358 | 0 | 0 | 2 |
| Britannia Village Primary School | 60 | 60 | 205 | 0 | 0 | 0 |
| Calverton Primary School | 90 | 90 | 127 | 0 | 0 | 2 |
| Carpenters Primary School | 60 | 60 | 115 | 0 | 0 | 0 |
| Central Park Primary School | 120 | 120 | 283 | 0 | 0 | 0 |
| Chobham Academy | 90 | 90 | 251 | 0 | 1 | N/A |
| Cleves Primary School | 60 | 60 | 255 | 0 | 1 | 3 |
| Colegrave Primary School | 90 | 90 | 208 | 0 | 1 | 2 |
| Curwen Primary School | 120 | 120 | 220 | 0 | 0 | 0 |
| Dersingham Primary School | 90 | 90 | 187 | 0 | 0 | 0 |
| Drew Primary School | 60 | 60 | 94 | 0 | 0 | 0 |
| Earlham Primary School | 60 | 60 | 182 | 0 | 0 | 0 |
| Ellen Wilkinson Primary School | 60 | 60 | 201 | 0 | 0 | 0 |
| Elmhurst Primary School | 120 | 120 | 343 | 0 | 0 | 0 |
| Essex Primary School | 120 | 120 | 240 | 0 | 0 | 2 |
| Gainsborough Primary School | 60 | 60 | 64 | 0 | 0 | 2 |
| Gallions Primary School | 90 | 90 | 109 | 0 | 0 | 2 |
| Grange Primary School | 30 | 30 | 65 | 0 | 0 | 0 |
| Hallsville Primary School | 60 | 60 | 169 | 0 | 0 | 0 |
| Hartley Primary School | 120 | 120 | 246 | 0 | 0 | 0 |
| Kaizen Primary School | 60 | 60 | 121 | 0 | 0 | 0 |
| Keir Hardie Primary School | 60 | 60 | 139 | 0 | 0 | 0 |
| Kensington Primary School | 90 | 90 | 212 | 0 | 0 | 0 |
| Langdon Academy | 90 | 90 | 111 | 0 | 0 | 2 |
| Manor Primary School | 60 | 60 | 67 | 0 | 0 | 0 |
| Maryland Primary School | 60 | 60 | 163 | 0 | 0 | 0 |
| Monega Primary School | 90 | 90 | 164 | 0 | 0 | 0 |
| Nelson Primary School | 120 | 120 | 224 | 0 | 1 | 0 |
| New City Primary School | 90 | 90 | 142 | 0 | 0 | 0 |
| North Beckton Primary School | 90 | 60 | 139 | 0 | 0 | 2 |
| Odessa Infant School | 90 | 90 | 117 | 0 | 1 | 0 |
| Park Primary School | 90 | 90 | 230 | 0 | 0 | 0 |
| Plaistow Primary School | 60 | 60 | 183 | 0 | 0 | 0 |
| Portway Primary School | 120 | 120 | 97 | 0 | 0 | 0 |
| Ranelagh Primary School | 60 | 60 | 90 | 0 | 0 | 2 |
| Ravenscroft Primary School | 90 | 90 | 134 | 0 | 2 | 2 |
| Roman Road Primary School | 90 | 60 | 114 | 0 | 0 | 0 |

| Sibling | Staff Child | Service Children | All Other | Local Authority Alternative Allocation | Total | Criterion of Final Offer | Distance of Final Offer (miles) |
|---|---|---|---|---|---|---|---|
| 48 | 0 | 0 | 96 | 2 | 147 | N/A | N/A |
| 34 | 1 | 0 | 30 | 2 | 67 | N/A | N/A |
| 3 | 0 | 0 | 27 | 0 | 30 | All Other Pupils | 8.554 |
| 42 | 1 | 0 | 75 | 0 | 120 | All Other Pupils | 0.619 |
| 26 | 0 | 0 | 34 | 0 | 60 | All Other Pupils | 2.42 |
| 14 | 2 | 0 | 18 | 0 | 36 | N/A | N/A |
| 22 | 0 | 0 | 30 | 0 | 52 | N/A | N/A |
| 38 | 1 | 0 | 60 | 0 | 99 | N/A | N/A |
| 38 | 1 | N/A | 28 | N/A | 90 | All Other Pupils | 1.102 |
| 21 | 0 | 0 | 35 | 0 | 60 | All Other Pupils | 0.319 |
| 22 | 0 | 0 | 44 | 1 | 70 | N/A | N/A |
| 52 | 2 | 0 | 60 | 0 | 114 | N/A | N/A |
| 36 | 0 | 0 | 22 | 3 | 61 | N/A | N/A |
| 17 | 0 | 0 | 28 | 0 | 45 | N/A | N/A |
| 15 | 0 | 0 | 38 | 4 | 57 | N/A | N/A |
| 13 | 1 | 0 | 46 | 0 | 60 | All Other Pupils | 0.789 |
| 57 | 0 | 0 | 63 | 0 | 120 | All Other Pupils | 0.429 |
| 43 | 1 | 0 | 54 | 1 | 101 | N/A | N/A |
| 12 | 0 | 0 | 10 | 0 | 24 | N/A | N/A |
| 22 | 1 | 0 | 26 | 0 | 51 | N/A | N/A |
| 9 | 0 | 0 | 11 | 0 | 20 | N/A | N/A |
| 26 | 0 | 0 | 34 | 0 | 60 | All Other Pupils | 0.986 |
| 43 | 0 | 0 | 39 | 1 | 83 | N/A | N/A |
| 17 | 0 | 0 | 33 | 0 | 50 | N/A | N/A |
| 17 | 0 | 0 | 22 | 0 | 39 | N/A | N/A |
| 27 | 1 | 0 | 62 | 0 | 90 | All Other Pupils | 1.216 |
| 11 | 0 | 0 | 5 | 0 | 18 | N/A | N/A |
| 6 | 0 | 0 | 13 | 0 | 19 | N/A | N/A |
| 19 | 0 | 0 | 33 | 0 | 52 | N/A | N/A |
| 29 | 1 | 0 | 29 | 3 | 62 | N/A | N/A |
| 34 | 0 | 0 | 34 | 0 | 69 | N/A | N/A |
| 26 | 1 | 0 | 26 | 1 | 54 | N/A | N/A |
| 16 | 1 | 0 | 39 | 1 | 59 | N/A | N/A |
| 11 | 0 | 0 | 39 | 0 | 51 | N/A | N/A |
| 31 | 0 | 0 | 47 | 2 | 80 | N/A | N/A |
| 22 | 0 | 0 | 28 | 0 | 50 | N/A | N/A |
| 10 | 0 | 0 | 15 | 1 | 26 | N/A | N/A |
| 21 | 0 | 0 | 22 | 0 | 45 | N/A | N/A |
| 31 | 1 | 0 | 31 | 0 | 67 | N/A | N/A |
| 14 | 0 | 0 | 25 | 0 | 39 | N/A | N/A |

| Establishment | Admission Number | Actual Places | On Time Applications | EHCP | Currently or Previously Looked After | SEN Resource |
|---|---|---|---|---|---|---|
| Rosetta Primary School | 90 | 90 | 192 | 1 | 0 | 0 |
| Royal Wharf Primary School | 60 | 60 | 44 | 0 | 0 | 0 |
| St Stephen's Primary School | 90 | 90 | 411 | 0 | 0 | 0 |
| Salisbury Primary School | 90 | 90 | 167 | 0 | 0 | 0 |
| Sandringham Primary School | 120 | 120 | 320 | 0 | 1 | 2 |
| School 21 | 75 | 80 | 239 | 0 | 1 | 0 |
| Scott Wilkie Primary School | 60 | 60 | 80 | 0 | 0 | 0 |
| Selwyn Primary School | 60 | 60 | 137 | 0 | 0 | 1 |
| Shaftesbury Primary School | 90 | 90 | 276 | 0 | 0 | 0 |
| Sheringham Primary School | 90 | 90 | 228 | 0 | 0 | 0 |
| Sir John Heron Primary School | 60 | 60 | 133 | 0 | 0 | 2 |
| Southern Road Primary School | 90 | 90 | 140 | 0 | 0 | 0 |
| Star Primary School | 90 | 90 | 172 | 0 | 1 | 0 |
| Tollgate Primary School | 60 | 60 | 185 | 0 | 0 | 3 |
| Upton Cross Primary School | 60 | 60 | 138 | 0 | 0 | 0 |
| Upton Cross Primary School - Kirton Road Site | 90 | 90 | 106 | 0 | 0 | 0 |
| Vicarage Primary School | 120 | 120 | 218 | 0 | 0 | 0 |
| West Ham Church Primary School | 45 | 45 | 84 | 0 | 0 | 0 |
| William Davies Primary School | 30 | 30 | 129 | 0 | 0 | 0 |
| Winsor Primary School | 90 | 90 | 176 | 0 | 0 | 0 |
| Woodgrange Infant School | 120 | 120 | 224 | 0 | 0 | 0 |
| St Antony's Catholic Primary School | | | | | | |
| St Edward's Catholic Primary School | | | | | | |
| St Francis' Catholic Primary School | | | | | | |
| St Helen's Catholic Primary School | | | | | | |
| St Joachim's RC Primary School | | | | | | |
| St Luke's Primary School | | | | | | |
| St Michael's Catholic Primary School | | | | | | |
| St Winefride's RC Primary School | | | | | | |
| Out of Borough Schools | N/A | N/A | 387 | N/A | N/A | N/A |
| Total | 5520 | 5435 | 4221 | 1 | 11 | 31 |

**FOR FAITH S**

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

**2.** Actual Places – the number of places available at the school for Year 7 for September 2019

**3.** 'On Time' applications – the number of families who applied by the closing date and named the school as one of their preferred schools

**4.** 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

**5.** Looked after or previously looked after– children in the care of a local authority

**6.** Children placed in SEN resource provisions without an EHCP as determined by the 0-25 SEND service

**7.** Sibling – children offered a place who have a sibling on roll at the

| Sibling | Staff Child | Service Children | All Other | Local Authority Alternative Allocation | Total | Criterion of Final Offer | Distance of Final Offer (miles) |
|---|---|---|---|---|---|---|---|
| 30 | 2 | 0 | 46 | 0 | 79 | N/A | N/A |
| 0 | 0 | 0 | 44 | 0 | 44 | N/A | N/A |
| 35 | 1 | 0 | 54 | 0 | 90 | All Other Pupils | 0.324 |
| 21 | 0 | 0 | 28 | 0 | 49 | N/A | N/A |
| 47 | 2 | 0 | 68 | 0 | 120 | All Other Pupils | 0.399 |
| 29 | 0 | 0 | 50 | 0 | 80 | All Other Pupils | 0.812 |
| 10 | 0 | 0 | 22 | 0 | 32 | N/A | N/A |
| 23 | 1 | 0 | 23 | 0 | 48 | N/A | N/A |
| 31 | 2 | 0 | 48 | 7 | 88 | N/A | N/A |
| 40 | 0 | 0 | 50 | 0 | 90 | All Other Pupils | 0.67 |
| 30 | 3 | 0 | 25 | 0 | 60 | All Other Pupils | 0.717 |
| 26 | 0 | 0 | 30 | 0 | 56 | N/A | N/A |
| 42 | 3 | 0 | 28 | 0 | 74 | N/A | N/A |
| 23 | 1 | 0 | 33 | 0 | 60 | All Other Pupils | 3.873 |
| 21 | 0 | 0 | 25 | 1 | 47 | N/A | N/A |
| 17 | 0 | 0 | 24 | 4 | 45 | N/A | N/A |
| 48 | 0 | 0 | 64 | 4 | 116 | N/A | N/A |
| 11 | 0 | 0 | 23 | 0 | 34 | N/A | N/A |
| 11 | 1 | 0 | 18 | 0 | 30 | All Other Pupils | 0.284 |
| 27 | 0 | 0 | 54 | 1 | 82 | N/A | N/A |
| 32 | 0 | 0 | 87 | 1 | 120 | N/A | N/A |

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| | | | | | | | |
|---|---|---|---|---|---|---|---|
| N/A | N/A | N/A | N/A | N/A | 127 | N/A | N/A |
| 1549 | 32 | 0 | 2255 | 40 | 4261 | | |

school who is reasonably expected to be on roll in year groups Sept 2019

**8.** Staff Child

**9.** 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)

**10.** 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)

**11.** Total – the total number of 'on time' applicants offered a place at the school on National Primary School Offer Day (16 April 2019)

**12.** The priority group (criterion) of the final place offered

**13.** 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.

# Apply Online for a SAFE and SECURE application process

## The easiest way to apply for your child's primary school is to do it online at 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

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 2



## Determined School Admission Arrangements Infant, Junior, Primary and Secondary

For entry from September 2020

# London Borough of Newham
# How places are offered: Determined Admission Arrangements and Over-subscription Criteria

## For entry from September 2020 onwards

**London Borough of Newham apply the same arrangements for Primary and Secondary schools**

* Some references may not apply to your child

**These are the Determined Arrangements for:**
Altmore Infant School Primary School, Bobby Moore Academy, Brampton Primary School, Britannia Village Primary School, Carpenters Primary School, Park Primary School, Cleves Primary School, Colegrave Primary School, Curwen Primary School, Dersingham Primary School, Drew Primary School, Earlham Primary School, Ellen Wilkinson Primary School, Elmhurst Primary School, Essex Primary School, Gainsborough Primary School, Gallions Primary School, Grange Primary School, Godwin Junior School, Hallsville Primary School, Hartley Primary School, Kaizen Primary School, Keir Hardie Primary School, Kensington Primary School, Langdon Academy, Lathom Junior School, Manor Primary School, Maryland Primary School, Monega Primary School, Nelson Primary School, New City Primary School, North Beckton Primary School, Odessa Infant School, Park Primary School, Plaistow Primary School Portway Primary School, Ranelagh Primary School, Ravenscroft Primary School, Roman Road Primary School, Rosetta Primary School, St James' CofE Junior School, St Stephen's Primary School, Sandringham Primary School, Scott Wilkie Primary School, Shaftesbury Primary School, Sir John Heron Primary School Road, Star Primary School, Upton Cross Primary School, Vicarage Primary School Ham Church and William Davies Primary School



### Introduction and overview

All admissions authorities for state funded schools in England must comply with the current Schools Admissions Code December 2014 which is produced by Department for Education and 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 the children who must be offered any 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 works in partnership with LB Newham officers to agree the content of this policy.

Formal consultation for these arrangements was completed between 5 December 2017 and 31 January 2018. LB Newham consulted with:

[1] 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.

a) parents of children between the ages of two and eighteen;
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 who are 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.

Consultation was completed via the Newham website and email to the head teachers of all the schools located in Newham and heads of admissions in neighbouring local authorities.

These admission arrangements have been formulated to ensure they comply with the Equality Act 2010[1] 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.

The only exception to the above discrimination provisions, which existed under previous legislation, permits gender discrimination for admissions to single-sex schools.

## Publication and availability

These determined arrangements will be published in hard copy and electronic versions of the LB Newham's composite prospectuses Starting Primary School and Starting Secondary School autumn 2019 edition. They can also be found on the Newham website and the websites of:

- Newham community schools
- Newham voluntary controlled schools
- Academies located in Newham whose governing bodies have adopted these.

All arrangements including 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

This document should be read in conjunction with:

- Pan London scheme for 2020 entry
- School Standards Framework Act 1998
- School admissions code (2014)
- School admissions appeals code (2012)
- Advice on admission of summer born children (2014)
- Admission of Crown Servants (2015)
- Children missing education (2016)
- Crime and Disorder Act 1998 (section 16)

## Compulsory school age and school leaving age

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.

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:

- stay 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

Where a person with parental responsibility fails to comply with the regulations in relation to their child receiving suitable education appropriate local or legal action will be taken.

## 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 prosecution.

## Local Authority responsibility

The introduction of academy schools means that the local authority no longer maintains 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.

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.

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 LB Newham, or the child being out of education, we reserve the right to apply on their behalf. This will result in their child being allocated a placement 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. 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 provide information on the schools that can meet the child's needs. A place will then be offered at the school closest to their home that can meet their needs and has a place available.

## 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.

## Published Admission Number (PAN)

The Published Admission Number (PAN) is the number of places available in a school for each normal point of entry. This is calculated using a Department for Education capacity formula. 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 UTCs
**Year 12** – for sixth form



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 cases 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.

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.

The admissions numbers (AN) for entry in the academic year are shown in appendix 1.

## Special Educational Needs Resource Units

Special Educational Needs resource units are located within a number of our schools. Each is 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.

## Additional places and capping

In the event of an unexpected and significant increase to

the school aged population, in particular year groups that occurs too late to be addressed as part of the Council's formal place planning strategy, to ensure we can 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 admission authorities located in Newham.

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.

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 and over allocation 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.

### Normal Admissions (also known as planned 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 by letter and in an electronic communication where the family have applied using the Pan London eAdmissions portal.

The outcome for Newham residents will be sent by Pupil Services even where the offered school is not located in Newham.

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

For 'In Year' admissions to all year groups and for Year 7 and reception entry in September 2020, where the application is being submitted after 31 August 2020:

- Newham residents wanting to apply for any schools located in Newham except Chobham Academy must use LB Newham's 'In Year' common application form (CAF) www.newham.gov.uk/admissions
- 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 except Chobham Academy must apply direct to LB Newham Pupil Services www.newham.gov.uk/admissions. 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) for the schools they would prefer their child to attend, using our common application form (CAF) – these cannot be referred to as choices as that would indicate one will definitely be offered when supply and demand means this is not always possible. 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 **www.newham.gov.uk/admissions**, or requested by phone on **020 8430 2000** or by post from:

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

### Children from overseas

Applications for children who have come from outside the UK are dealt with in accordance with the latest European Union law or Home Office rules for non-European Economic Area nationals.

In accordance with UK Visa and Immigration (previously UK Border Agency) guidance all children and young people of compulsory school age resident in Newham will be offered a school place or education otherwise irrespective of their immigration status. This includes children from families with no recourse to public funds.

### 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 provided 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 midnight 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. All applicants are posted an outcome letter using 1st class post on national offer day. Where the application was made online, via the Pan London eAdmissions portal the outcome will be available online during the late afternoon/early evening.

**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.

**Primary (Reception and Year 3, where the child attends an infant school)**
**National closing day** – 15 January, preceding the academic year of entry. Applications received by LB Newham Pupil Services by midnight 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.

All applicants are posted an outcome letter using 1st class post on national offer day. Where the application was made online, via the Pan London eAdmissions portal the outcome will be available online during the late afternoon/early evening.

**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 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 5 -10 school days.

**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 for, 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 the:

- school closest to their home;

**OR**

- school where their child formerly attended;

**OR**

- school where their child attends Saturday school or other clubs/extended services;

**OR**

- school where their siblings or relatives are or used to be on roll;

**OR**

- faith school linked to the place of worship where they practise;

**OR**

- school where their parent/carer works.

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

Newham 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 their 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.



Primary to secondary school transition applications for Year 7 admission in the next academic year received by the published national closing date 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.

Reception applications for admission in the next academic year received by the published national closing date 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 back dated 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 one of the faith based criterion of a voluntary aided school's oversubscription criteria where the applicant has completed and submitted the schools Supplementary Information Form (SIF). These are available from the school and must be returned direct to the school not Pupil Services and not as an attachment to your eAdmissions applications. Where a SIF is not received 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 holydays 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 **www.dioceseofbrentwood.net/**

### 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 schools' admission 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/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 Children

For the purposes of school admissions, looked-after children are children who are looked after by an English local authority within the meaning of section 22 of Children Act 1989, and previously looked-after children are those who were looked after by a local authority in England and leave care due to an adoption, special guardianship or child arrangements order. This does not include children adopted from 'state care' outside England.

### 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:

a) 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;

b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

For normal admissions: reception, infant to junior transition and primary to secondary transition, the parent/carer must have been in the school's employment (category a) or have a contract to start in the schools employment (category b) on the national closing date 31 October (secondary) or 15 January (primary) for the application to be considered an on time 'Staff Child'.

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, proof of employment 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 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 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 the 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. 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 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 on the application form, in the appropriate section or the name provided is not the one used to register the child at their school, sibling priority may not be granted. Sibling details entered in the reasons for wanting a place will not be considered.

The 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.

A sibling connection does not count when the sibling is attending the school's nursery class, even where it is an All through school with a nursery, irrespective of their age.

For admission purposes a siblings is defined as each of two or more children having one or both parents in common;

This includes;

- Brother
- Sister
- Adopted siblings[2],
- Step-sibling through marriage,
- Common law step-siblings
- Children subject of a residence order and foster children (only those "looked after" by any local authority).

Examples of those who will not be considered as siblings

- Cousins, aunties, 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 who share the same child minder or private fosterer.

If a child awaiting a school offer or is 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) of the sibling's enrolment details for the child's priority for a place from the waiting list to be changed to include their new sibling priority.

[2] An adoption order is an order under Section 46 of the Adoption and Children Act 2002. 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. 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). Note; in order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989. As this Act applies to England and Wales, a child has to be looked after by an English or Welsh local authority in order to be given highest priority. In addition, in order to fall within the definition of a previously looked after child, an adopted child must have been adopted under the Adoption and Children Act 2002 but as this Act did not come fully into force until December 2005, it is not possible for a child to have been adopted under that Act prior to then. This means that children adopted between 1989 and December 2005 under the Adoption Act 1976 will not be entitled to be prioritised in Group However, as residence orders and special guardianship orders were brought into force by the Children Acts 1989 and 2004 and there was no applicable legislation before these Acts all children subject to a special guardianship order or residence order in place immediately after being looked after will be place in priority group 1 above

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 )** 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

For reception for the following September twins, children from multiple births and siblings who are not twins but are born in the same academic year 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.

For Year 7 for the following September twins, children from multiple births and siblings who are not twins but are born in the same academic year will be admitted over the 30 class limit if one of the children in the sibling group is the final child is to be offered a place.

For 'In year' admissions outside the normal admission round, twin, a child from a multiple birth or a sibling who is not a twin but born in the same academic year may not be allocated a place over the school's admission number if only one sibling can be offered. 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 process.

### Priority areas

For Sarah Bonnell School admissions the borough 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, the priority area does not follow the borough boundary it follows natural and manmade features. No other Newham maintained non faith secondary school has a priority area.

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.

Applicants can find out if the child's home address 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 Chobham Academy) do not have catchment areas.

### Parish Catchments (Faith schools only)

This has fixed boundaries determined by the Diocese of Brentwood (Catholic schools) or Diocese of Chelmsford (St. Luke's Church of England primary school) and 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 8430 2000** for help and advice.

More information on Parish catchments is available in the admission arrangements for each of our faith schools which can be found 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 September to July. This is what 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,

**OR**

- An address registered with the Council as empty or derelict

**OR**

- A tenant's address, where the property owned by the parent/carer and rented to a third party,

**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

**OR**

- Second or other additional property's owned by the child's family, which do not have other tenants and where the child is not resident for at least 6 months of the academic year.

**OR**

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

And these will not 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 was 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.

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 maybe 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)** 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 of 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)**, the Council cannot be held responsible for letters 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 latest Special Education Needs and Disability regulations.

Placements in special schools and resource units located in Newham are determined outside of these arrangements using the LB Newham SEND published protocols.

All other children with recognised SEN will be placed under these arrangements.

## School placements

All placements are determined by the school's admissions authority, not LB Newham (unless an own admission authority school has devolved responsibility to the LB Newham) but the London Borough of Newham will determine the highest single offer that can be made to all applicants and send the offer letters on behalf of the admission authority as part of co-ordination.

## 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 is 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. If the child does 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 parent/carers secure education otherwise and later want 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.

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 offer letter. This means parent/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 advices 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 conditional offer/allocation letter.

Parent/carers must contact the named school to arrange admission within three school days from receipt of the school offer letter to arrange an admission meeting. At this meeting parent/carers must provide acceptable proof of their child's date of birth and address which 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 teachers agrees to their request.

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.

However, parents may request that their child is exceptionally admitted outside their age group. The admission authority of a school 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 proceeding 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 2020, if a parent wants them to start reception in September 2021 they can submit their application by 15 January 2020 with a request for 2021 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 proceeding the September of the usual year of entry, if the request for later admission is refused by an Admissions Authority.

**Example** - for a summer born child who based on their date of birth is due to start in reception in September 2019, if a parent wants them to start reception in September 2020 they can submit their application by 30 September 2019 with a request for 2020 start date

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

In Newham primary head teachers will normally meet with any parent who request summer born entry with, where possible, their early years 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 approves the request, the parent will be advised to re-apply in the following year and provide a copy of the decision. However there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year. 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.

Parent/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.

* The Local Authority is the admission authority for community and voluntary controlled schools. The Governing Body is the admission authority for all other schools. Any decision is applicable only to the school for which the admission authority is responsible.

### 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 parent/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 Pupil Services 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/carers 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, 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 send an automatic weekly email

advising the applicant of the child's waiting list position. This service can only be provided if we have a current valid email address and the applicant has not opted out of the emails.

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.

Where a school has a Resource Provision, children requiring a place in that unit will be added to the waiting list as detailed above but will also be added to the separate waiting list for the Provision. Only children identified by the High Needs Funding Panel can be added to the Resource Provision waiting list. If a place becomes available in the Resource Provision the child who is number one on the Resource Provision will be offered the place and not the child who is number one on the main school waiting list.

## 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.

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.

Parent/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 LA will make their decision as to whether to grant the second appeal based on the significance of the change.



## Fair Access Protocol

The Council is legally required to have a fair access protocol. This explains that children who come under certain vulnerable groups, for example, children in the care of a local authority; without a school place; who are the main carer in their family; with physical disabilities; and those who are from traveller families, will be given priority admission to a school if necessary. These children will be given priority over the children on a school's waiting list. Where a Newham child cannot be placed in any school in the borough due to a shortage of school places, a place will be offered in accordance with this protocol.

As specified in the Department of Education's School Admissions Code – December 2014 consideration is given to all vulnerable and hard to place pupils, which must include:

Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;

a) Children who have been out of education for two months or more;
b) Children of Gypsies, Roma, Travellers, refugees and asylum seekers;
c) Children who are homeless;
d) Children with unsupportive family backgrounds for whom a place has not been sought;
e) Children who are carers;
f) Children with special educational needs, disabilities or medical conditions (but without a Statement or Education Health and Care Plan).

Newham also considers other vulnerable groups under

this protocol and may add new vulnerable and hard to place groups as agreed by the council's Admissions Forum and the CYPS Pupil Placement Panels (all head teachers and senior CYPS education officers are members of this panel).

A copy of our latest Fair Access protocol is available on the Newham website or by calling 020 8430 2000.

### Home to school distance - Tie Break

If we have to decide between applicants in any of the above admissions criterion the tie break 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 drawing lots, 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.

### Home to school distance calculations: Tie break for each oversubscription criterion where there are more applicants in that criterion group than places (except Stratford School Academy who uses random allocation)

**Shortest walking distance and straight line measurement 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 and straight line measurement 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 only)**

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 Newham docks
- Footpaths not approved by the LA



**Route (straight line distance only for East London Science School and St. Joachim's Catholic Primary School)**

The straight line distance 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 a straight line as the crow flies route to the end

point 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 an 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.

**Second stage tie break (all schools)**

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 tie break purposes, is the entrance for the official postal address except for the following schools which 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 tie breaks.

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.



# London Borough of Newham
# School Admission Oversubscription Criteria
# For entry from September 2020

Children with Statutory Statements of Special Educational Needs or Education Health and Care Plans will have a school named in their statement/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 children and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements or special guardianship order[1])
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 are reasonably expected to still be on roll at the time of admission in the school.
And then
**Priority 4:** Children whose parent/carer (with legal 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 tie break 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.

[1] An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A 'chid arrangements' 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. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals t o be a child's special guardian (or special guardians).
Note; in order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989. As this Act applies to England and Wales, a child has to be looked after by an English or Welsh local authority in order to be given highest priority. In addition, in order to fall within the definition of a previously looked after child, an adopted child must have been adopted under the Adoption and Children Act 2002 but as this Act did not come fully into force until December 2005, it is not possible for a child to have been adopted under that Act prior to then. This means that children adopted between 1989 and December 2005 under the Adoption Act 1976 will not be entitled to be prioritised in Group 1. However, as child arrangements orders and special guardianship orders were brought into force by the Children Act's of 1989 and 2004 and there was no applicable legislation before these Acts all children subject to a special guardianship order or child arrangements order in place immediately after being looked after will be place in priority group 1 above

# Appendix 1

## Determined Admission Numbers for September 2020

| Year Group 7 | | Year Group 7 | |
|---|---|---|---|
| Bobby Moore Academy | 180 | Lister Community School | 270 |
| Brampton Manor Academy | 300 | Little Ilford School | 300 |
| Chobham Academy (see 1 below) | 90 | Oasis Academy Silvertown (see 5 below) | 120 |
| The Cumberland School | 300 | Plashet School | 300 |
| East London Science School (see 4 below) | 120 | Rokeby School | 180 |
| Eastlea Community School | 240 | The Royal Docks Community School | 240 |
| Forest Gate Community School | 270 | Sarah Bonnell School | 270 |
| Kingsford Community School | 330 | School 21 (see 3 below) | N/A |
| Langdon Academy (see 2 below) | 270 | Stratford School Academy | 300 |
| London Design and Engineering UTC | N/A | St. Angela's Ursuline | 192 |
| | | St. Bonaventure's Catholic Comprehensive School | 210 |

**Notes (must be read in conjunction with the Additional Places and Capping on page 54)**

**All through schools (admission from year 7 only)**

1. **Chobham Academy** - only 90 of the 180 roll for September are initially available for open application for primary to secondary transition. The first 90 of the 180 are taken by the Academy's year 6 pupils, who automatically move into year 7. If the any of the year 6 move to another school, their place will become available to the next child with the highest priority.

2. **Langdon School Academy** – only 90 of the 360 roll 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 automatically move into year 7. If the any of the year 6 move to another school, their place will become available to the next child 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 the any of the year 6 move to another school, their place will become available to the next child with the highest priority.

**Accomodation**

4. **Brampton Manor Academy** - the published expansion work is in progress. Upon completion this is expected to increase the schools Admission Number to 420 for Year 7.

5. **East London Science School** – until the academy moves into their permanent accommodation it is possible that the Admission Number maybe lower than determined, due to the capacity constraints of any temporary accommodation.

6. **Oasis Academy Silvertown** – currently situated in temporary accommodation on Rymill Street, London has been granted permission to build a brand new permanent base in the borough until the academy moves into their permanent accommodation it is possible that the Admission Number maybe lower than determined, due

| Reception | | | |
|---|---|---|---|
| Altmore Infant School | 150 | Park Primary School | 90 |
| Avenue Primary School | 120 | Plaistow Primary School | 60 |
| Brampton Primary School | 120 | Portway Primary School | 120 |
| Britannia Village Primary School | 60 | Ranelagh Primary School | 60 |
| Calverton Primary School | 90 | Ravenscroft Primary School | 90 |
| Carpenters Primary School | 60 | Roman Road Primary School | 90 |
| Central Park Primary School | 120 | Rosetta Primary School | 90 |
| Chobham Academy | 90 | Royal Wharf | 60 |
| Cleves Primary School | 60 | School 21 | 75 |
| Colegrave Primary School | 90 | St. James' CoE Primary School | N/A |
| Curwen Primary School | 120 | St. Stephen's Primary School | 90 |
| Dersingham Infant School | 90 | Salisbury Primary School | 90 |
| Drew Primary School | 60 | Sandringham Primary School | 120 |
| Earlham Primary School | 60 | Scott Wilkie Primary School | 60 |
| Ellen Wilkinson Primary School | 60 | Selwyn Primary School | 60 |
| Elmhurst Primary School | 120 | Shaftesbury Primary School | 90 |
| Essex Primary School | 120 | Sheringham Academy | 90 |
| Gainsborough Primary School | 60 | Sir John Heron Primary School | 60 |
| Gallions Primary School | 90 | Southern Road Primary School | 90 |
| Godwin Junior School | N/A | Star Primary School | 90 |
| Grange Primary Schools | 30 | Tollgate Primary School | 60 |
| Hallsville Primary School | 60 | Upton Cross Primary School | 150 |
| Hartley Primary School | 120 | Vicarage Primary School | 120 |
| Kaizen Primary School | 60 | West Ham Church Primary School | 45 |
| Keir Hardie Primary School | 60 | William Davies Primary School | 30 |
| Kensington Primary School | 90 | Winsor Primary School | 90 |
| Langdon Academy | 90 | Woodgrange Infant School | 120 |
| Lathom Junior School | N/A | St. Antony's Catholic Primary School | 60 |
| Manor Primary School | 60 | St. Edward's Catholic Primary School | 60 |
| Maryland Primary School | 60 | St. Francis' Catholic Primary School | 60 |
| Monega Primary School | 90 | St. Helen's Catholic Primary School | 60 |
| Nelson Primary School | 120 | St. Joachim's Catholic Primary School | 60 |
| New City Primary School | 90 | St. Luke's CoE School | 30 |
| North Beckton Primary School | 90 | St. Michael's Catholic Primary School | 30 |
| Odessa Infant School | 90 | St. Winefride's Catholic School | 50 |

The educational establishments listed may increase if new free schools open after publication of the December 2020 admissions consultation.

The Determined Admission numbers may increase as a result of any permanent expansions agreed via formal consultation after publication of the admissions consultation.



# 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 maybe 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

Parents who have moved from overseas to reside in England with their children may express a preference for their children to attend a maintained school or academy under the normal admission arrangements described in this Code **regardless of their immigration status.** This includes the children of asylum seekers; parents who have limited leave to enter or remain in the UK; and teachers coming to the UK with their children on a teacher exchange scheme.

### UK Visa and Immigration

The law requires all children of compulsory school age to have access to education. Because of this, compulsory school age education does not count as public funds for the purposes of the Immigration Rules.

If a person has been granted leave to study at an independent fee-paying school but studies at a local education authority (LEA) funded state school instead, they may have breached their conditions of stay in the UK. You must consider refusing on general grounds.

This means even if a Passport or Visa is stamped 'No Recourse to Public Funds' the child must still be admitted by the named school, if all other admission requirements are met.



### 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**

- **European Economic Area* (EEA) Identity Cards**

**OR**

- **Official Documentation from the National Asylum Seeker Service** indicating they are supporting the family e.g. ARC application registration card

### Application Registration Card (ARC)

ARC is a credit card sized document issued to asylum applicants after screening to show that they have applied for asylum. It is also used as evidence of identity, immigration status and entitlements in the UK. It holds identifying information including fingerprints and reporting arrangements in a microchip within the card.

**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 parent/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:** 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 speak English).

Full Name
Address
Language
Relationship to the Child
Home Number
Mobile Number

**Closing date for application 15 January 2020**

### 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.


Blast
off
into a
good
How did you feel after reading the book?

Newham London

# **Vaccines save lives.**
# Is your child protected against preventable illness?



Vaccinations prevent a range of illnesses and are free for all children.

To keep your family one step ahead, contact your GP, practice nurse or school nurse to check when their next vaccinations are due.

For more information, visit **www.nhs.uk/vaccinations** or contact the school health team, on **schoolhealth@newham.gov.uk** or **020 3373 3034 / 07976 717 030** (Monday to Friday, 9am-5pm).

NHS
Newham
Clinical Commissioning Group

# 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 15 January 2020
- you will receive an email during the evening of 16 April 2020 informing you of your child's offer.

To apply online you need to register at **www.eadmissions.org.uk** after **1 September 2019** to create a password and start your application.

To make sure you apply on time, apply online **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 16 April 2020. 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.**







## 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 Google mail 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 15 January 2019 for Primary applications.
- We recommend Google Mail. 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 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 April for Reception 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 and 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 the '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: 316-2019-09-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:

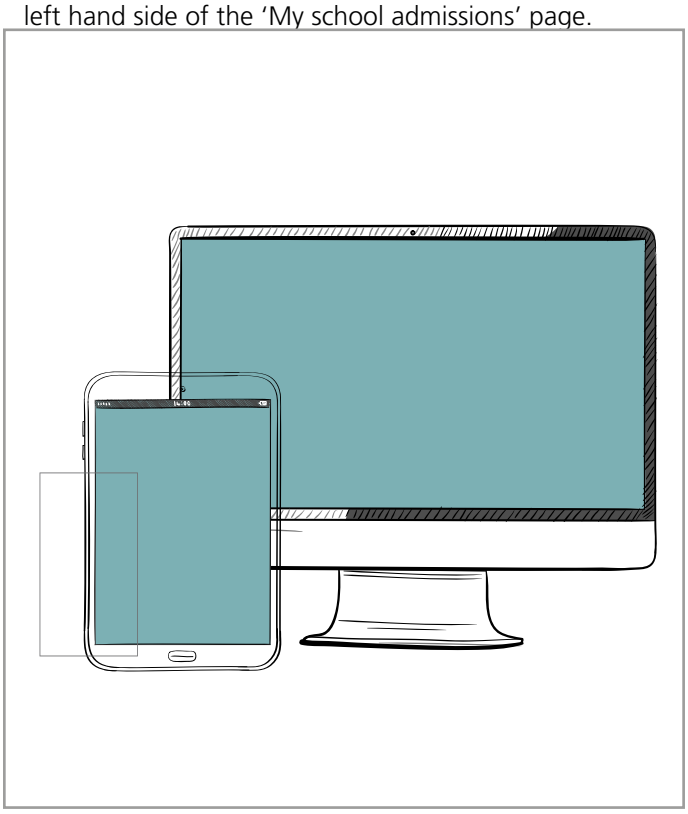
- Confirmation of your child's address and their date of birth.
- Information to support your application such as doctor's letters if you have applied under the medical criterion.
- Information to confirm your child was looked after or previously looked after.
- Information to confirm that you are a 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.



**Staff child** (See pages 26-27)

**Siblings**

Only siblings reasonably expected to be on roll at St Luke's when the child for whom a place is being sought is due to start. Sibling priority can only be granted where it forms part of the oversubscription criteria and the applicant has supplied the full name and date of birth of the sibling on the application form in the appropriate section.

The named sibling must be living at the same address as the child for whom the application is being made and at the time of application. This connection does not count when the sibling is attending the school's nursery class irrespective of their age

For admission purposes a sibling is defined as each of two or more children having one or both parents in common. This includes:

- brother and sister;
- adopted siblings;
- step-children through marriage;
- common law step-children;
- half-siblings;
- children subject of a residence order and
- foster children (only those "looked-after" by any local authority).

Examples of those who will not be considered as siblings:

- Cousins, aunties, uncles, friends, other family members living in the same home;
- Other children living in the same household who are not included in the list above;
- Children who share the same child minder or private fosterer.

If a child awaiting a school offer from St. Luke's CEVA School or is on the school waiting list, has a sibling who has started at the school since the submission of their application their parent/carer must notify school in writing of the sibling's enrolment details for the child's priority for a place from the waiting list to be changed to include their sibling priority.

**Service child** (See page 27)

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

(See page 28)

**Home address and change of home address**

A child's home address is where they reside for the majority of the school year, being September to July.

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,

**OR**

- An address registered with the Council as empty or derelict

**OR**

- A tenant's address, where the property owned by the parent/carer and rented to a third party,

**OR**

- Another family members/friends 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

**OR**

- Second or other additional property's owned by the child's family, which do not have other tenants and where the child is not resident for at least 6 months of the academic year.

**OR**

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

And these will not be used for the purposes of allocating school places.

**Verification of home address**

(See page 29)

**Change of home address**

(See page 29)

**Acceptances and refusals**

For normal admissions where a place for St Luke's is offered Pupil Services will automatically register

your acceptance on their records – unless you fully complete and return the refusal section of the offer letter. This means parent/carers can be confident that their offered place is secured.

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 advices on next steps.

For 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.

**Summer born children and request for admission outside a child's year group** (See page 32-33)

**Waiting lists** (See page 33)

**Independent admission appeals** (See page 64)

**Fair Access Protocol** (See page 34)

## Home to school distance – Tie Break

If we have to decide between applicants in any of the above admissions criterion the tie break 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 drawing lots, the first name drawn will be offered the place.

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.



## Shortest walking distance and straight line measurement

**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 is 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.

## 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 are 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 Newham docks
- Footpaths not approved by the LA

## Second stage Tie Break

St. Luke's School adopts the LA's system of calculation where 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 adult independent of the St. Luke's CEVA Primary School 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 St. Luke's CEVA Primary School or have any involvement with the admissions processes.

St Luke's is a Church of England voluntary aided primary school. The governors admit 30 pupils to each year group. If there are more applications for places than the number of places available places will be offered according to the following order of priority:

Children with an Education Health Care Plans who name the school will be admitted to the school before any other applicants are considered ahead of the following categories and will count towards the 30 places available. If there are more applicants than places the governors' Admission Panel allocate places according to the following over subscription criteria – in order of priority:

1. Children Looked After and those who ceased to be looked after because they were adopted, or because they became subject to a residence order or a special guardianship order.
2. Children whose parent or carer who have a practising membership of St Luke's Church, Victoria Dock.
3. Children whose parent/carer have a practising religious membership of a Church of England church.
4. Children who have a sibling on roll at the school who is reasonably expected to still be on roll when they start.
5. Children of parent/carer who are directly employed by the school.
6. Children whose parent/carer have a practising membership of another Christian church or practice another faith.
7. Service children
8. All other children



# Admission arrangements for academy and free schools

## Chobham Academy - Admission arrangements for 2020

### Nursery provision

1. The Academy Nursery has an agreed admission number of 52 full-time equivalent pupils. The nursery school will be split into two sessions (Morning and Afternoon) – 52 applicants will be accommodated in each session in a mixture of full-time and part-time places.

**Admission to the nursery does not guarantee admission to the Academy's Primary provision, and a separate application must be made for transfer from the Nursery to the Primary provision.**

If undersubscribed, all applicants will be admitted. If oversubscribed, the following criteria will apply in the order of priority shown.

### Nursery provision oversubscription criteria

2. Looked after children or previously looked after children as defined in the Schools Admissions Code, and any child adopted prior to December 2005.

2.1 Children who, on the date of admission, will have an older sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them at the same address at the date of their entry to the Academy) in the nursery or in years R-6 of the Academy. Proof of the sibling relationship will be required (short birth certificates).

2.2 Children of staff at the school 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, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrative skill shortage.

2.3 Children who live in East Village by random allocation. Proof of residence will be required (Council Tax bill, utility bill).

2.4 The remaining places will be offered to pupils who live nearest to the front gates of the Nursery phase site of the Academy, that is distance from the Academy entrance in a straight line. Proof of residence will be required (Council Tax bill, utility bill).

### Oversubscription criteria

3.1 When the Academy is oversubscribed, after the admission of pupils with Statements of Special Educational Needs or Education Health Care Plans where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in priority order:

(1) Looked after children or previously looked after children as defined in the Admissions Code and any child adopted prior to December 2005.

(2) Pupils who, on the date of admission, will have an older sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them at the same address at the date of their entry to the Academy) in the nursery or in years R-6 of the Academy. Proof of the sibling relationship will be required (short birth certificates).

(3) Children of staff at the school 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, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

(4) Children who live in East Village. See page 4 to use the school fact finder to see the catchment area.

(5) Other children.

If in categories 2-5 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line. This is measured by using a computerised GIS and a centre point supplied by the Ordnance Survey determines the start point of the measurement from the home address. Where the child lives in a block of flats with a communal entrance the centre point used is the central point of the block of flats and not the individual flat. If children are tied for the final place(s) to be allocated within a single block of flats, priority for the final place(s) will be determined by random allocation. Proof of residence will be required (council tax bill, utility bill). Random allocation will be used as a tie-break in categories 2-5 above to decide who has highest priority for admission if the distance between a child's home and the Academy is equidistant in any two or more cases.

3.2 The Academy will not admit over 30 pupils to any infant class unless the last place would be awarded to a pupil who has a sibling born on the same date and both children are applying for admission. In that case both children would be admitted.

3.3 Once offered a place, parents may defer their child's entry to the reception class until the child reaches compulsory school age, and parents can also ask that their child attends on a part-time basis until they reach compulsory school age.

### Primary aged provision

4.1The Academy has an agreed admission number of 90 pupils. The Academy will accordingly admit at least 90 pupils in the relevant age group each year if sufficient applications are received;

4.2 The Academy may set a higher admission number as its Published Admission Number (PAN) for any specific year.

The Academy is not required to consult on any proposed increase to the PAN, however it must notify the local authority of the increase and specify the changes on the Academy website.

If oversubscribed, the following criteria will apply.

### Waiting lists

5.1 The Academy will operate a waiting list for each year group. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

If a parent wishes his or her child to remain on a waiting list after January 1st in any academic year they will need to write to the academy and request this.

5.2 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. Where in-year or late applications are made and a request made to be added to the waiting list the rank order of children on the waiting list will be recalculated using the oversubscription criteria.

### Appeals

6.1 The school will offer an appeal to anyone refused admission. The appeal will be before an independent appeals panel constituted in accordance with the School Admission Appeals Code. If refused admission you should contact the academy to lodge an appeal.

# School 21 - Admission oversubscription criteria for entry from September 2020

### School 21

School 21 is a state-funded, independent, non-selective, mixed, all-through school for children aged 4-18 years, with an admission number of 75 in Year 7 and Reception. Children who enter in Reception are guaranteed a place in the secondary school. All other applications for places at the school will be considered in accordance with the arrangements set out below.

Priority 1: Looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)[1].
And then
Priority 2: Children who at the time of admission will have a sibling (see below) in the school.
And then
Priority 3: Other children, whether or not they live in Newham.

School 21 commissions the Newham Independent Admissions Appeals Service (NIAAS) to administer the appeals process
**For full admission arrangements see page 20.**



[1] An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A 'residence 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. 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).

# Primary schools - In Year applications (mid term or mid phase)

## Admissions in the school year

**Finding a place at a primary school if you have just moved into Newham or want your child to start at a Newham school**

As a parent or carer, you must make sure all your children of legal school age (5-16 years) are educated. The local authority must ensure there are enough primary school places across Newham for all children residing in the borough.

### 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. You can name up to six state funded schools (non fee-paying) on the Common Application Form (CAF). You can download the form online at **www.newham.gov.uk/inyear** or call **020 8430 2000** to request one.

The governing bodies of voluntary-aided faith schools, the academies and free schools, will make decisions on their own admissions, but will advise us and we will let you know the results.

**For admissions for September 2014 onwards, the governing bodies of the state-funded independent schools within Newham have the right to withdraw from the 'In Year' co-ordination process at any time. Check their website for the latest information.**

To apply to a voluntary-aided faith school you must complete a Supplementary Information Form (SIF) as well as a CAF if you want to be considered for priority in groups 2-10.

You have the right to name any schools among your six preferences but we strongly recommend that you use one to name your catchment school as this is the school where your child will have the highest priority for a place.

You will receive the offer or alternative allocation of a primary school place usually within ten school days of your application being received by Pupil Services if your child lives in Newham and is not on roll at a school in Newham and has not been offered or allocated a place that is still available to you.

You can download a primary school In Year admission form from **www.newham.gov.uk/inyear** or phone **020 8430 2000.**

If you make an In Year application you should:

- 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
- for the school year 2018/19, if you want to apply for a school outside of Newham in another London borough you must check the schools website for the process
- if you live outside of Newham and want to apply for a school or academy located in Newham you must apply using the Newham 'In year' CAF and we will tell you and your home borough the outcome of your application
- when you have completed the admission form, return it to **Pupil Services, PO Box 69972, London E16 9DG**

We aim to process your application within five days of receipt by Pupil Services, which may be a few days after it is received in a council office. This means it should be on our database within seven working days of you posting it, if you use first class post.

We then aim to have a decision from all the schools you have named as your preferred schools within ten school days of the schools receiving your application. 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.

**In Year admissions**

Every year Newham's Pupil Services receive over 5000 new In Year (also known as 'mid term' or 'casual') admission applications from parents/carers for children who have recently moved into or returned to Newham or just want their child to attend school in Newham for the first time.

If you live in Newham and want to apply for an out of borough school check that school's website for the process. The admission arrangements for the 2019/20 school year can be found at **www.newham.gov.uk/changingschools** or call **020 8430 2000.** Do not refer to the admission arrangements in this guide as they are for the academic year 2020/21.

### What happens next?

There is no guarantee that we will be able to offer you a place at your preferred schools, as many schools will be full when you apply.

Your child will be offered a place at the school you prefer if there is a place available.

If there are no suitable vacancies for your child at your preferred school, 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 to your final preference named on the application form.

If we cannot offer a place at any of your preferred schools and your child lives in Newham we will allocate an alternative place at the closest school to your home address that has a suitable vacancy.

This school may not be near to your home as the schools near your home may not have any vacancies in your child's year group. We will also put your child on the waiting list at your preferred school (see waiting lists, page 32).

# Changing primary schools within Newham

## Admissions for school year 2019/20

**How to transfer your child from one primary school, located in Newham, to another**

**Think before you transfer**
This is a big step to take. Please think very carefully before you decide to move your child from one school to another. You could be damaging your child's chances of doing well at school.
Stability in your child's life is important and remaining in the same school is part of this stability. Moving to another school means that your child will have to get used to new routines, new rules, new teachers and making new friends. They may find it harder to concentrate on their school work.
If you are trying to change your child's school because they are having problems, please speak to the school first before applying for a transfer, as the school may be able to resolve the problem so your child does not have to go through the upheaval of changing schools. **So please think very carefully before requesting a transfer to another school. Is moving school really in the best interests of your child's education?**

### How to transfer

We recommend that before you ask for a transfer, you discuss your reasons with senior staff at your child's present school. They will be happy to talk over any concerns and help put matters right. If you have done this but still want to move, you should:

- decide which school you would like your child to go to. We recommend that you visit any school you are considering, and make an appointment before you go
- obtain an In Year application form. **www.newham.gov.uk/inyear** or from the school you would like to attend or by calling **020 8430 2000**
- take your completed transfer application to the school your child currently attends. This will give you another chance to discuss the issue with the school staff and consider whether the move is in the child's best interests. The school will send the form back to us.

Pupil Services will then send you a letter acknowledging your transfer application form if they are unable to offer your child a new school place within 10 days of them receiving the form.

We will meet your preference for a different school as long as that school has a place in your child's year group. If that school does not have a place, your child will be put on its waiting list and MUST continue at their present school in the meantime.

If you do not get a letter offering your child a new school place or an acknowledgement letter within 15 working days of you giving the form to your child's current school for posting, please call Newham Council on **020 8430 2000** who will investigate what has caused the delay.

Please note we cannot guarantee that we will be able to offer your child a place in another school. If your preferred schools are full, your child cannot be transferred. We recommend that you always name up to six preferences as this will give us more schools to consider for your child's transfer. If you do not get a transfer immediately, naming more schools will mean your child is on more waiting lists.

### Infant to junior transition

If your child is in a Year 2 class at an infant school they will be moving to Year 3 in a junior school in September. To find out the process speak to staff at your child's current school.

### How we offer places

School places are offered as detailed on page 36.

If you want your child to go to a voluntary-aid (VA) school, you must also name the VA schools you would like your child to transfer to on the transfer form as all applications for these schools must be made via Pupil Services. This means you cannot apply to the school directly. In addition to this form, you must complete a SIF for each VA faith school you have named and return each SIF directly to the schools.

### Waiting lists

Please see waiting list information on page 32.

### Academies and free schools located in Newham

If you want to apply for your child to move from their current Newham primary school to an academy free school you must name them on your Newham application form even if you are planning to move outside the borough.

### Schools outside of Newham

If you want to apply for a school outside of Newham, you must visit the website for the borough where the school is located for the application process.

**For admissions for September 2014 onwards, the governing bodies of the state funded independent schools within Newham have the right to withdraw from the 'in year' co-ordination process at any time. Check their website for the latest information at the time when you are applying.**

# Admission appeals

### How to appeal for a place at a school or academy located in Newham

If you have been refused a place at any school that you have named on your most recent school admission application you have the legal right to appeal against the decision and have your case heard by an Independent Appeal Panel. Our appeals process is fully compliant with the Department for Education School Appeals Code.

**If your child has an Education, Health and Care Plan (EHCP) you cannot use the process outlined in this section. Parent/carers whose children have EHCP can appeal to the First-tier Tribunal (Special Educational Needs and Disability) against decisions made by Local Education Authorities in England about their children's education. To lodge the appeal you must contact the Council's Special Educational Needs (SEN) section.**

You can only appeal for a place at a school where you have expressed a preference and been refused a place. You cannot appeal for a school if you have not made an application for it.

You can normally only appeal for the same school once for each academic year. In exceptional circumstances you may be able to appeal more than once, if there are significant changes to your personal circumstances. A change or significant change to your personal circumstances does not mean you will automatically be given a second appeal. The school's admission authority will decide if a second appeal can be granted.

You cannot have an independent appeal for a place in a nursery class or nursery schools, as this is not statutory education.

If you want to appeal for a place at any school in Newham, including an academy or free school based in Newham (except Chobham Academy) you must complete the Council's appeal form or send in a letter of appeal detailing all your reasons – these are known as your written representations.

You must send your appeal to:
Newham Independent School Appeals Service (NISAS)
1000 Dockside Road
London E16 2QU

**To appeal for Chobham Academy or a school that is in another borough you must check their website for details of their appeal process.**
**Your school application outcome letter will tell you how to appeal if you wish to do so.**

### When will my case be heard?

**Statutory timetable**

For 'on time' school applications made in the normal admissions round, appeals will be heard within 40 school days of the deadline for lodging appeals.

For 'late' school applications, appeals should be heard within 40 school days from the deadline for lodging appeals where possible.

If you lodge your appeal after the relevant deadline your appeal will be heard within 30 school days of the appeal being lodged.

'Normal' admissions are applications for reception, primary to secondary, infant to junior and 14-19 transition for entry in September 2020.

For infant to junior transition and reception the national closing date is **15 January 2020**.

The deadline for lodging reception appeals for September 2020 entry will be **Friday 8 May 2020**.

For in-year admissions, appeals will be heard within 30 school days of the appeal being lodged. There is no closing date for lodging an 'in year' application, the only requirement is that you have not withdrawn your application for the school you are appealing for.

If you withdraw your application for the school you are appealing for before the hearing your appeal will be cancelled.

### What can't I appeal for?

You do not have a right of appeal for:

- different year group
- SEN resource provision
- special school
- summer born deferment
- alternative provision.

However, you may make a complaint in accordance with the relevant published complaints procedure.

### How do I appeal?

Before deciding whether to appeal, you will probably want to think about the school's published policy for admitting pupils, your reasons for wanting your child to attend the school, your child's view of what school they should attend and how strong your case is.

If you are not offered a place at the school you have named as your first preference, or any other schools where you named as preferences on your most recent application, visit **www.newham.gov.uk/schoolsappeal** or call **020 8430 2000** for details.

If you decide to proceed and lodge an appeal, upon receipt of your appeal NISAS will send you an acknowledgement which will also outline the next steps.

## What happens next?

**Ten working days before your hearing:**

You will receive a letter from NISAS who are independent of the admission authority, telling you where and when your appeal will be heard. It will usually be during office hours at Newham Dockside, Newham Town Hall or another suitable venue.

You will also be sent a statement from the admission authority explaining why your child could not be offered a place at the school you are appealing for.

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

To be guaranteed for consideration by the Independent Panel you must submit any written representations for receipt by NISAS at least 24 hours before the hearing. Any new evidence received after this date or presented as oral (spoken) representations during the hearing may not be considered or may result in a fresh date being set before your hearing starts or an adjournment on the day.

## Who is present at an Independent Appeal Panel?

The school's admissions authority, or the clerk acting on behalf of the admissions authority, must appoint an independent appeal panel that comprises a chair and at least two other panel members. In Newham the panel is made up of three independent people and our panels will consist of the following persons, with at least one from each category:

a) Lay people (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)

b) 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.

If you know one of the panel members you must declare this to NISAS before the hearing starts, advising them of how you know them.

Admissions authorities will ensure that panel members are independent and retain their independence for the duration of their service.

One of the panel members will be the Chair; they are responsible for the conduct of the hearing including introducing the parties and explaining the roles of the clerk and the panel, explaining how the hearing will be conducted, and ensuring that the parties have sufficient opportunity to state their case.

Also in the room will be an independent clerk and the admission authority's Presenting Officer.

The clerk's role is to provide an independent and impartial service. They will provide an independent source of advice (or information on how to 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 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 being heard and about the school.

At some appeals there may be an observer, who could be there for training purposes to ensure proceedings are being carried out correctly – they will play no part in the hearing.

## What happens at the hearing?

The hearing is quite informal. You are strongly advised to attend. You can take a friend or relative if you wish, but remember that the hearing is informal and legal representatives are rarely needed. A friend, relative or representative could be a locally elected politician, or an employee of the local authority, such as an educational social worker, SEN advisor or learning mentor, provided this will not lead to a conflict of interest. If your English is limited please bring along an adult who can translate for you. Admission authorities cannot allow an employee of the school you are appealing for or a member of the admissions authority concerned to attend as your representative.

If it is not possible for you to attend, you may make your case in writing to be considered in your absence. If you do not attend your case will be presented for you using your exact words from your written representations.

## Multiple 'Group' Appeals

Multiple appeals are when a number of appeals have been received in relation to the same school. Admission authorities must take all reasonable steps to ensure that multiple appeals for a school are heard by one panel with the same members. Where 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 those appeals until all the appeals have been heard.

Multiple appeals may be heard either individually or in groups. Hearing multiple appeals individually means holding a series of consecutive appeal hearings. The panel must ensure that the presenting officer does not produce new evidence in later appeals that was not presented in earlier appeals as this would mean that appellants whose cases were heard earlier in the process would not have the opportunity to consider and respond to the new evidence. If new evidence comes to light during the questioning

of the presenting officer, the clerk must ensure that the panel considers what bearing that evidence may have on all appeals.

### The order of the hearing for single (non grouped appeals) is normally:

1 Introductions
2 The Chair of the appeal panel explains the process to you
3 The Presenting Officer from the admission authority explains why your child could not be admitted to that school
4 You have the opportunity to ask questions on the admissions authority's statement to the officer from the parent, carer, friend or representative
5 You or your friend or representative explains why they think the child should be admitted to the school. You may give any evidence that may help your case
6 The Presenting Officer can ask you questions
7 The Presenting Officer from the admissions authority will sum up their case
8 The panel members can ask questions at any time throughout the hearing
9 You are then given the opportunity to sum up your case
10 If the Chair is happy that everyone has had an opportunity to sum up their case you and the Presenting Officer from the admission authority will be asked to leave.

For group appeals the order of the hearing is the same but the Presenting Officer will state his case to a group of parents/carers all appealing for the same school, in the same year group. As a group you will then have an opportunity to question the Presenting Officer; all parties will hear the questions and the answers. Following this grouped stage each parent/carer will then have a private hearing where they present their own case.

### How does the panel make its decision?

Apart from appeals to reception and Year 1 and 2 classes (see below), the panel has to go through a two-stage process:

**Stage 1**: It finds 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

it finds that the admission of additional children would not prejudice the provision of efficient education or efficient use.

**Stage 2:** If the appeal panel is satisfied with the admissions authority's case, it then looks at the case presented by the parent/carer.

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.

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 which 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.

### Admission appeals to a Reception class, Year 1 and Year 2

Regulations made under Section 1 of the School Standards and Framework Act 1998 limit the size of an infant class (a class in which the majority of children will reach the age of 5, 6 or 7 during the school year) to 30 pupils per school teacher. Only in very limited circumstances can admission over the limit be permitted.

The School Standards and Framework Act 1998 (SSFA 1998) subsequently amended by The Education Act 2002, placed a duty on local authorities and the governing bodies of maintained schools to limit the size of infant classes to 30 pupils per teacher. The infant class size limit was imposed in relation to the 2001/02 school year and subsequent years.

As a result of Infant Class Size Legislation, the appeal panel is limited in the way they can make a decision on your appeal. This significantly reduces the possibility of your appeal being successful.

Where a child has been refused admission to a school on infant class size prejudice grounds, an appeal panel can only offer a place to a child where it is satisfied that either:

**FACT A** whether the admission of an additional child/ additional children would breach the infant class size limit;

**FACT B** whether the admission arrangements (including the area's co-ordinated admission arrangements) complied with the mandatory requirements of the School Admissions Code and Part 3 of the School Standards and Framework Act 1998;

**FACT C** whether the admission arrangements were correctly and impartially applied in the case(s) in question;

Then the panel goes on **FACT D** Did the Authority act "unreasonably". The word "unreasonable" is a legal "test word".

The threshold for finding that an admission authority's decision to refuse admissions was not one that a

reasonable authority would have made is high. The panel will need to be satisfied that the decision to refuse to admit the child was 'perverse in the light of the admission arrangements' i.e. it was 'beyond the range of responses open to a reasonable decision maker' or 'a decision which is so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had applied his mind to the question could have arrived at it'.

The "facts of the case" include the published admissions arrangements, the internal operation of the school and your own circumstances. It is for the Appeal Panel to decide whether it was unreasonable or perverse. The allocation of an alternative school is not part of the process when deciding places at your chosen school.

When multiple appeals are grouped, the presenting officer's case is usually heard in the presence of all the appellants at the beginning of the hearing (or sometimes at the start of each day when a hearing runs over a number of days). The appellants' cases are then heard individually without the presence of other appellants.

In multiple appeals where a number of children would have been offered a place under and to admit that number would seriously prejudice the provision of efficient education or efficient use of resources, the panel must proceed to the second stage.

The decision of the Independent Appeal Panel is binding on the admission authority.

However, if you feel that the correct procedures for your appeal were not followed, you may complain to the Local Government Ombudsman in respect of maintained schools.

If the Ombudsman agrees with your complaint, they may make recommendations for a suitable remedy. For example, they may recommend that an appeal is reheard by a different panel and with a different clerk. The Ombudsman is not able to overturn the appeal panel's decision.

Appellants considering making a complaint can contact Local Government Ombudsman.
Call **0300 061 0614**
Visit **www.lgo.org.uk**
Email **advice@lgo.org.uk**
or write to them at:
Local Government Ombudsman
PO Box 4771
Coventry CV4 0EH

The Secretary of State cannot review or overturn an appeal decision relating to a maintained school. An appeal panel's decision can only be overturned by the courts where the appellant or admission authority is successful in applying for a judicial review of that decision.

## Education Funding Agency

**This section only applies for academies and free schools.**
If you have appealed for a place at an academy located in Newham and you are concerned the appeal did not comply with the Code or was set up incorrectly, and this affected the outcome of the appeal, you can complain to the Education Funding Agency (EFA) within six months of the date of the appeal hearing. The EFA will investigate the complaint on behalf of the Secretary of State if it considers there are sufficient grounds to do so.

You can submit your completed complaint form by email to: **academyquestions@efa.education.gov.uk** or online at **www.gov.uk/schools-admissions/complain-about-the-appeals-process**

The Secretary of State for Education has no power to review the decisions of individual appeal panels.

**To appeal for a place in a state funded independent school within Newham or a school outside of Newham, you will need to check the school's website to find out how to appeal. However, the timeline and order of appeal will be the same.**

**For Appeals heard up to 18.07.2019**

| Admission Appeals Results | | | |
|---|---|---|---|
| **Year Group** | **Appeals Heard** | **Upheld** | **Not Upheld** |
| Reception 2019-2020 | 48 | 2 | 46 |
| Reception 2018-2019 | 70 | 5 | 65 |
| 1 | 7 | 0 | 7 |
| 2 | 4 | 0 | 4 |
| 3 | 1 | 0 | 1 |
| 4 | 0 | 0 | 0 |
| 5 | 4 | 0 | 4 |
| 6 | 0 | 0 | 0 |
| **Total** | **134** | **7** | **127** |

## For further information

Please visit the following websites:
Primary and secondary school admissions and appeals: a guide for parents **www.direct.gov.uk**
Advisory Centre for Education **www.ace-ed.org.uk**
Coram Children's Legal Centre **www.childrenslegalcentre.com**

# Special educational needs (SEND) and physical access needs

### 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.



The SEN section can be contacted on **020 3373 1810** or by post to **0-25 SEND service, Newham Dockside, 1000 Dockside Road, London E16 2QU**. Alternatively email **sen@newham.gov.uk**

**Resourced provision in primary and nursery schools**
The local authority reserves places in 16 primary schools and one nursery school for a small number of pupils with special educational needs. For September 2018 two new provisions have opened and one existing provision has expanded.

**Primary Schools**

**Children with complex needs**
Brampton Primary School
Cleves Primary School
Colegrave Primary School
North Beckton Primary School
Sir John Heron Primary School

**Children with severe communication difficulties**
Calverton Primary School
Essex Primary School
Gainsborough Primary School
Gallions Primary School
Langdon Academy
Ranelagh Primary School
Ravenscroft Primary School
Sandringham Primary School
Tollgate Primary School

**Children with complex speech and language difficulties**
Nelson Primary School

**Children with hearing impairment**
Selwyn Primary School

**Nursery School**
**Children with complex needs**
Ronald Openshaw Nursery and Education Centre

**Special Schools**
**Children with social, emotional, behavioural and mental health needs**
EKO Pathways (formerly Eleanor Smith Special School)

**Children with profound and multiple learning difficulties and pupils with multiple or complex needs**
John F. Kennedy Special School

# School meals

Lunchtime meals are available at all of our primary schools. There has never been a better time for your child to stay for a school lunch. Every primary school child has the opportunity to have a free school lunch in all primary schools located in Newham. All parents/carers of children in Newham must register for a free school meal (even if they are not currently eligible) in order to receive a free meal. Don't worry, your school will advise you about their registration process or visit **www.newham.gov.uk/fsm**

### 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.

### Primary school meals

Pupils are able to choose from a selection of hot meals. A pasta-based or rice-based main meal choice is usually available.

Daily menu choices are displayed to assist pupils with their meal choices and staff are always available to help.

Meals in most schools are provided in accordance with "Food for Life" accreditation.

## Help your child's school get extra funds

**If you apply for free school meals for your child(ren) and you are assessed as being in receipt of the qualifying benefits your school will receive an extra £1320 from the Government called Pupil Premium.**



## 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 4 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 will remain eligible until they finish the phase of schooling (primary or secondary) they are in or until 31 March 2022.

# Travelling to primary schools



## Why walk to school?

There are many benefits. Here are just some of them:

**1. Fitness and wellbeing**

Most of us are very aware that childhood obesity is rising fast. Children need at least an hour of physical activity per day and walking to school is a great way to get some of that exercise.

When planning your walking journey to school, it may be possible to find a route which is quiet or traffic-free, and walking through green spaces such as parks can make you feel calmer and happier.

**2. Concentration at school**

Evidence shows that children who are physically active on the way to school burn off some of their excess energy, and are more able to settle down and focus well in lessons.

**3. Road safety skills**

Good habits learned young are learned well. Teaching your child to walk safely to school will stand them in good stead for the rest of their life.

**4. Socialising and independence**

If your child is able to walk to school with friends, they will have extra time in the day to build friendships, and feel comfortable around other people.

**5. It's better for the environment if children don't travel to school in a car or on a bus.**

## Travel assistance for pupils with complex Special Educational Needs and Disabilities (SEND)

A small number of pupils with SEND receive assistance with home to school transport. This may be in the form of independent travel training, personalised payments, walking escort, bus pass or transport. Initial enquiries about this assistance should be made to:
0-25 Travel Assistance Service
**Telephone: 020 3373 1630**
**Email:** travelassistance@newham.gov.uk
**Application link**- www.newham.gov.uk/schooltravel

## Free bus and travel pass policies for schools – September 2018

**1. Mayor of London's free bus pass scheme**

1.1 The Mayor of London has implemented a scheme whereby all school children up to the age of 18 years old will be eligible for a free bus pass. Children between the ages of 5 and 10 years old can get free travel on the tube, DLR, trams and London Overground as long as they are travelling with an adult or using a 5-10 Zip Oyster photo card. Therefore the Council's travel assistance policy below will not apply unless a pupil falls outside of the Mayor of London's free bus pass scheme. Parents/carers wishing to be considered under Newham Council's scheme for a Free London Transport Travel Pass must provide evidence to show that their child is ineligible under the Mayor of London's free bus pass scheme, unless they fall under the exceptions mentioned below.






**2. London Borough of Newham free travel pass scheme**

This scheme does not cover free travel passes or travel assistance for parents/carers or escorts.

To apply for a pass under the Newham scheme, the child must attend or be due to start at a state funded school – the scheme does not apply to children attending: nursery schools, nursery classes in primary schools, special schools or fee paying independent schools or nurseries.

The nearest suitable school referred to in 2.3 is taken to mean the nearest suitable school with places available that is within the statutory home to school distances for free travel and provides education appropriate to the age, ability and aptitude of the child, and any physical access or special educational needs that the child may have.

This scheme is not intended to provide free travel passes or travel assistance to children who attend, or are due to attend, a school for which their parent has expressed a preference (named on their application form). This does not mean the child will be automatically refused. Parents still have the right to apply and for their case to be considered. However if Newham can allocate the child a place within the statutory distances (see 2.3 below) the application will be refused even if this alternative allocation is not accepted. In all cases where a travel pass is granted, the child's eligibility will be reviewed at the end of each school term to determine if they still qualify for the free travel pass or free travel in the next school term.

2.1 Provided they are not eligible under the Mayor for London's bus pass scheme, the policy laid out below will apply.

2.2 For all pupils, except those who have an Education Health Care Plan, for whom a separate policy exists, the policy laid out below will apply. In all instances the cheapest form of travel is expected to be taken.

2.3 Except in the situations described in paragraph 3, a free travel pass will only be issued if:

- The distance between home and school is two miles or more for children aged under 8 or three miles or more for children aged 8 or over, as measured by the shortest available walking route; and
- no place can be found in a suitable school less than two miles away for children under 8 or less than three miles away for children aged 8 or over.

2.4 The authority will not regard a school as automatically unsuitable because it does not provide the kind of religious education that is preferred by the parents/carers or because it does not comply with the parents'/carers' philosophical beliefs. So, for example, a school would not automatically be considered unsuitable because it is a mixed school when the parents/carers would prefer a single-gender school, or they prefer a mixed school and the school offered is a single-gender school. However, in considering each application, the authority will consider all relevant factors and have regard to any wish of the parents/carers for their child to be educated at a school where the religious education is that of the religion or denomination to which the parent adheres and/or their philosophical concerns.

2.5 Children whose family are, as a result of the decision of their housing authority, temporarily re-housed in Newham by another local authority, will not be considered if they are in Year 10 or 11 and are within reasonable daily travelling distance of their existing school and over three miles away from it. This is designed to facilitate school attendance, and avoid disruption to the education of pupils in their last two years of secondary education who may be unable to gain access to a similar range of curriculum subjects, or similar syllabi, in a local school.

2.6 Children whose family is temporarily re-housed in bed

and breakfast accommodation in another London borough under the Housing Act 1996, by Newham Housing Services will only be considered if they are in Years 10 or 11; have been attending a Newham school for at least one term; and they have a school attendance record of at least 90 per cent. If the child's school attendance drops below 90 per cent and/or the school reports problems with lateness, the offer of travel assistance will be removed.

2.7 Children that are temporarily re-housed as detailed in paragraphs 2.5 and 2.6 will be considered for a travel pass under this policy where this is assessed as a significantly quicker way to complete a home to school journey.

**3. Additional support for families on low income**

3.1 Under the Education and Inspections Act 2006, provided the pupil does not fall under the Mayor for London's Free Bus Pass Scheme, the local authority (LA) will also take into account the following factors for families that are defined as on low income. Low income families for this purpose are defined by the government's Department for Education (DfE) as when the child are entitled to free school meals or their parents/carers are in receipt of the maximum level of Working Tax Credit.

3.2 Primary aged children: the two mile limit for providing transport costs, mentioned in paragraph 2.3 above, is extended to include children up to the age of 11 years attending their nearest suitable school.

3.3 Secondary aged children – support with transport costs will be provided to any one of the nearest three suitable schools, where the home to school distance travelled is between two and six miles:

- Where the nearest suitable school is preferred on the grounds of religion or belief, support with transport costs will be provided if the school is between two and 15 miles from the family home.
- In this context, based on case law, the DfE suggests that for 'belief' to be considered, it must attain a certain level of cogency, seriousness, cohesion and importance; be worthy of respect in a democratic society; and not be incompatible with human dignity or the fundamental rights of the child.

Examples of the types of beliefs that are not included are:

- A wish to attend a particular category of school e.g. foundation, grammar, etc
- preference for a particular type of management or governance which does not affect the curricula or teaching at the school
- a belief that a child should be educated privately
- a wish that a child must be taught in a particular language
- objection to having to wear a school uniform
- a wish for single sex or co-educational education, where this is not based on the parent/carer's religious views.

**4. Appeals**

4.1 Appeals will be considered if the parent/carer feels that the above policy has not been applied correctly. A Principal Officer will consider each pupil's particular circumstances on their merits and take account of any representations made to them.

To appeal, a parent/carer must put this in writing to **Pupil Services, PO Box 69972, London, E16 9DG**. There is no independent appeal for free travel pass unsuccessful applications.



**If a free travel pass is issued and then lost, stolen or defaced children will not be issued with a new travel pass by Newham for the current school term. This means it is very important for children to take responsibility for any pass that is issued to them. Parents/carers must immediately notify Newham Pupil Services of any loss or damage that renders the travel pass unusable and it will be expected that the family will fund the child's travel for the remaining school days of that term. If the child loses their Oyster Card the travel pass must not be used until a replacement Oyster Card has been issued by Transport for London.**

# Promoting good school attendance and reducing absence




**Safeguarding Newham Children**

Newham Children's Social Care works with families and partners to ensure the wellbeing and safety of children and young people and 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 and 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 is not possible we may need to bring a child into care and ensure they are kept safe throughout their childhood elsewhere – which 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.

**www.newham.gov.uk/Child-protection**

Newham Children's and Young People's Services (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 and should begin early on, as soon as a child starts to attend nursery or school. Children also learn better and socialise better when they attend regularly. They develop confidence and friendships, and are able to feel part of the life of the school. 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 (5-16 years) are required to ensure that they receive a suitable education by regular attendance at school or otherwise. 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. All young people are expected to remain in education or training until age 18.

**Important Note:** From 1 September 2015, any child whose attendance is less than 90% will be considered a persistent absentee and schools may initiate attendance proceedings. 10% absence equates to half a day missed every week, which has a significant impact on progress and attainment.

## Parents'/carers' responsibility in securing regular attendance: what the law says

(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 them 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

- To take legal action where parents fail to secure suitable education for their children by attendance at school, or otherwise
- To satisfy itself the home education provided is suitable
- 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).

## 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. Attendance should be as near to 100 per cent as possible.

The local authority monitors the attendance rates in schools, and advises on policy, procedures and practice to improve attendance and for letting the school know if the child is unable to attend due to illness or some other unavoidable reason. Newham Council's Attendance Management team helps schools to comply with legal duties in relation to attendance and absence.

## Penalty Notices

Penalty Notices can be issued for a range of reasons related to attendance and punctuality. 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 the non-attendance. Please note: the government has changed the timescales for payment, to enable prosecutions to be brought more quickly, when necessary.

## Holidays during term-time

From September 2014, head teachers in Newham can no longer authorise up to 10 days' term-time leave. Penalty Notices can be issued if you take your child out of school in term-time and the pupil's school place may be at risk.

## 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 **www.newham.gov.uk/attendance**, via email at **cme@newham.gov.uk** or by telephoning the Attendance Management Service on **020 3373 0390.**

## Child employment, performance licensing and chaperone licencing

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 licenced 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 Attendance Management Service on **020 3373 0390**.



# School Health Service

The School Health Service believe 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 0-19 Children's Health Service.

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

When your child is starting school we will ask you to complete a school entry health assessment (SEHA). This is a series of questions about your child's health and wellbeing. We will contact you if there are any long-term health needs or if you have identified any concerns or worries so we can discuss them further.

The information you provide on this form 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.

## National Child Measurement Programme (NCMP) and Hearing and Vision Programme

During your child's first year of school, we will see them for the National Child Measurement Programme (NCMP), this is where we obtain their growth measurements (height and weight) and calculate their Body Mass Index (BMI). We will also perform a hearing and vision test to identify any hearing and/or vision loss and make the necessary referrals to specialist services for ongoing support. There are some eye conditions that can be improved if they are identified and treated before the age of 8 and it is important to identify any hearing and/or vision loss early to minimise the impact on their learning and development.

We will write to you before starting either of these programmes and give you an opportunity to opt-out if you do not want us to include your child in either of them.

You will receive written feedback about your child's results, receive further advice and advise you if it has been necessary to make onward referrals.

## What we do

In addition to the screening programmes, the School Health Service provides 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 well-being
- 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 are often present at community events such as The Newham Show, if you see us there come and say hello!

## 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/schoolhealth** or just contact us using the details below:

- **Email SchoolHealth@newham.gov.uk**
- **Call us on 020 3373 3034**

# Section 3



Directory of children's centres, nurseries, infant, junior, primary and free schools/academies located in Newham

# For current details visit 'Get information about schools'

| School | DFE | Head Teacher | Address | Telephone | Website |
|---|---|---|---|---|---|
| **Beckton and Royal Docks** | | | | | |
| Ellen Wilkinson Primary School | 2090 | Sue Ferguson | Tollgate Road E6 5UP | 020 7511 9414 | www.ellenwilkinson.newham.sch.uk |
| Gallions Primary School | 2098 | Shazia Hussain | Warwall E6 6WG | 020 7476 1252 | www.gallions.newham.sch.uk |
| North Beckton Primary School | 2092 | Alison Helm | Harrier Way E6 5XG | 020 7473 3344 | www.northbeckton.newham.sch.uk |
| Winsor Primary School | 2077 | James Dawson | East Ham Manor Way E6 5NA | 020 7476 2323 | www.winsor.newham.sch.uk |
| **Canning Town and Custom House** | | | | | |
| Britannia Village Primary School | 2099 | Linda May Bingham | Westwood Road E16 2AW | 020 7511 5412 | www.britannia-village.newham.sch.uk |
| Calverton Primary School | 2089 | Caroline Crompton | King George Avenue E16 3ET | 020 7476 3076 | www.calverton.newham.sch.uk |
| Drew Primary School | 2016 | Emma Peltier | Wythes Road E16 2DP | 020 7476 1727 | www.drew.newham.sch.uk |
| Edith Kerrison Nursery School | 1000 | Jo Aylett | Sophia Road E16 3PB | 020 7476 1735 | www.edithkerrison.newham.sch.uk |
| Hallsville Primary School | 2030 | Keri Edge | Radland Road E16 1LN | 020 7476 2355 | www.hallsville.newham.sch.uk |
| Keir Hardie Primary School | 2032 | Violet Otieno | 13 Robertson Road E16 1FZ | 020 7476 1284 | www.keirhardie.newham.sch.uk |
| Ravenscroft Primary School | 2055 | Simon Bond | Carson Road E16 4BD | 020 7476 2454 | www.ravenscroft.boleyntrust.org |
| Rosetta Primary School | 2059 | Lindsay Bradbury | Sophia Road E16 3PB | 020 7476 5308 | www.rosetta.boleyntrust.org |
| Scott Wilkie Primary School | 2088 | Keri Edge | Hoskins Close E16 3HD | 020 7474 4138 | www.scottwilkie.newham.sch.uk |
| St Joachim's RC Primary School | 3506 | James Allen | Shipman Road E16 3DT | 020 7476 1658 | www.st-joachims.newham.sch.uk |
| St Luke's Primary School | 3300 | Matthew Hipperson | Ruscoe Road E16 1JB | 020 7476 3559 | www.st-lukes.newham.sch.uk |
| Star Primary School | 2066 | Lisle Von Buchenroder | Star Lane E16 4NH | 020 7476 5336 | www.star.newham.sch.uk |
| Royal Wharf Academy | TBC | Linda May Bingham | c/o Westwood Road, E16 2AW | 020 7511 5412 | www.britanniaeducationtrust.com |

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|---|---|---|---|---|---|
| **East Ham** | | | | | |
| Altmore Infant School | 2000 | Sarah Rowlands | Altmore Avenue E6 2BX | 020 8472 3555 | www.altmore.newham.sch.uk |
| Brampton Primary School | 2004 | Kevin Reid | Masterman Road E6 3LB | 020 8472 0830 | www.bramptonprimary.co.uk |
| Central Park Primary School | 2097 | Darren Williams | Central Park Road E6 3DW | 020 8472 5588 | www.centralpark.newham.sch.uk |
| Cleves Primary School | 2091 | Sarah Lack | Arragon Road E6 1QP | 020 8472 6298 | www.cleves.newham.sch.uk |
| Hartley Primary School | 2034 | Leilah McClay | Hartley Avenue E6 1NT | 020 8472 2523 | www.hartley.newham.sch.uk |
| Langdon Academy | 4005 | Jamie Brooks | Sussex Road E6 2PS | 020 8471 2411 | www.langdonacademy.org |
| Lathom Junior School | 2037 | Sarah Rowlands | Lathom Road E6 2DU | 020 8472 0386 | www.lathom.newham.sch.uk |
| Nelson Primary School | 2094 | Fiona Cullen | Napier Road E6 2SE | 020 8472 0642 | www.nelson.newham.sch.uk |
| Oliver Thomas Nursery School | 1006 | Julie Humpries (Manager) | Mathews Avenue E6 6BU | 020 8552 1177 | www.oliverthomas.org.uk |
| Roman Road Primary School | 2058 | Asif Mahmood | Roman Road E6 3SQ | 020 7476 1602 | www.romanroad.newham.sch.uk |
| St Michael's Catholic Primary School | 3507 | Katy Ward | Howard Road E6 6EE | 020 8472 3964 | www.st-michaels.newham.sch.uk |
| St Stephen's Nursery School | 1004 | Neena Lall | Whitfield Road E6 1AS | 020 8586 0147 | www.st-stephens-nurserychildrencentre.org.uk |
| St Stephen's Primary School | 2069 | Neena Lall | Whitfield Road E6 1AS | 020 8472 7575 | www.st-stephens-primary.org.uk |
| Vicarage Primary School | 2093 | Shabana Khan | Vicarage Lane E6 6AD | 020 8472 0674 | www.vicarage.newham.sch.uk |

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| **Forest Gate** | | | | | |
| Earlham Primary School | 2017 | Natalie Robinson | Earlham Grove E7 9AW | 020 8534 6127 | www.earlham.newham.sch.uk |
| Elmhurst Primary School | 2018 | Shahed Ahmed | Upton Park Road E7 8JY | 020 8472 1062 | www.elmhurstprimary.co.uk |
| Godwin Junior School | 2024 | Sine Brown | 31 Cranmer Road E7 0JW | 020 8534 7601 | www.godwin.newham.sch.uk |
| Kay Rowe Nursery School | 1001 | | Osborne Road E7 0PH | 020 8534 4403 | www.kayrowe.newham.sch.uk |
| Odessa Infant School | 2049 | Clare Barber | Odessa Infant School Wellington Road E7 9BY | 020 8534 7967 | www.odessa.newham.sch.uk |
| Sandringham Primary School | 2096 | Robert Cleary | Sandringham Road E7 8ED | 020 8472 3800 | www.sandringham.newham.sch.uk |
| Shaftesbury Primary School | 2064 | Geoff Hadlow | Shaftesbury Road E7 8PF | 020 8472 0761 | www.shaftesburyprimaryschool.hitssports.co.uk |
| St Antony's Catholic Primary School | 3511 | Angela Moore | Upton Avenue E7 9PN | 020 8552 3670 | www.stantonyscatholicprimary.co.uk |
| St James' CofE Junior School | 3000 | Shirleyann Jones | Tower Hamlets Road E7 9DA | 020 8534 4030 | www.st-james.newham.sch.uk |
| William Davies Primary School | 2065 | Sally Norris | Stafford Road E7 8NL | 020 8472 3864 | www.williamdavies.newham.sch.uk |
| Woodgrange Infant School | 2025 | Sarah Soyler | Sebert Road E7 0NJ | 020 8534 2120 | www.woodgrange.newham.sch.uk |

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| **Manor Park** | | | | | |
| Avenue Primary School | 2001 | Hafise Nazif | Meanley Road E12 6AR | 020 8553 5682 | www.avenue.newham.sch.uk |
| Dersingham Primary School | 2015 | Lando Du Plooy | Dersingham Avenue E12 5QJ | 020 8478 2133 | www.dersingham.newham.sch.uk |
| Essex Primary School | 2095 | Cecilia Mojzes | Sheridan Road E12 6QX | 020 8472 0322 | www.essex.newham.sch.uk |
| Kensington Primary School | 2036 | Ben Levinson | Kensington Avenue E12 6NN | 020 8470 2339 | www.kensington.newham.sch.uk |
| Monega Primary School | 2041 | Elizabeth Harris | Monega Road E12 6TT | 020 8472 0533 | www.monega.boleyntrust.org |
| Salisbury Primary School | 2061 | Andrea Choppy | 495 High Street North E12 6TH | 020 8478 6059 | www.salisbury.newham.sch.uk |
| Sheringham Nursery School & Children's Centre | 1005 | Julian Grenier | Sheringham Avenue E12 5PB | 020 8553 2479 | www.sheringham-nur.org.uk |
| Sheringham Primary School | 2080 | Katherine Sewell | Sheringham Avenue E12 5PB | 020 8478 4244 | www.sheringhamprimaryschool.com |
| Sir John Heron Primary School | 2101 | Victoria Broughton | School Road E12 5PY | 020 8514 9860 | www.sirjohnheron.newham.sch.uk |
| St Winefride's RC Primary School | 3508 | Paul Underwood | Church Road E12 6HB | 020 8478 0510 | www.st-winefrides.newham.sch.uk |

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| **Plaistow** | | | | | |
| Curwen Primary School | 2012 | Paul Harris | Atlas Road E13 0AG | 020 8472 0290 | www.curwen.newham.sch.uk |
| Grange Primary School | 2026 | Dellis Smith | Suffolk Road E13 0HE | 020 7476 5146 | www.grange.newham.sch.uk |
| Kaizen Primary School | 2102 | Barbara Sims | Cumberland Road Playing Field E13 8LH | 020 7473 6890 | www.kaizen.newham.sch.uk |
| New City Primary School | 2047 | Caroline Stone | New City Road E13 9PY | 020 8472 2743 | www.newcity.newham.sch.uk |
| Plaistow Primary School | 2104 | Janine St Pierre | Junction Road E13 9DQ | 020 8548 5620 | www.plaistow.newham.sch.uk |
| Portway Primary School | 2010 | Jacqueline Waine | Stratford Road E13 0JW | 020 8472 7142 | www.portway leadinglearningtrust.org |
| Selwyn Primary School | 2081 | Emma Nicholls | Cecil Road E13 0LX | 020 8471 6173 | www.selwyn. leadinglearningtrust.org |
| Southern Road Primary School | 2083 | Gavin MacGregor | Southern Road E13 9JH | 020 8471 9048 | www.southernroad.newham. sch.uk |
| St Edward's Catholic Primary School | 3503 | Chris Mabey | Green Street E13 9AX | 020 8472 4337 | www.st-edwards.newham.sch.uk |
| St Helen's Catholic Primary School | 3505 | Gael Hicks | Chargeable Lane E13 8DW | 020 7476 1785 | www.st-helens.newham.sch.uk |
| Tollgate Primary School | 2071 | Tom Canning | Barclay Road E13 8SA | 020 7476 1848 | www.tollgate.boleyntrust.org |
| Upton Cross Primary School | 2073 | Nick Turvey | Churston Avenue E13 0RJ | 020 8552 1081 | www.uptoncross.newham.sch.uk |

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| **Stratford and West Ham** | | | | | |
| Carpenters Primary School | 2006 | Diane Barrick | Friendship Way E15 2JQ | 020 8534 4759 | www.carpenters.newham.sch.uk |
| Colegrave Primary School | 2079 | Tahreem Shaz-Vennus | Henniker Road E15 1JY | 020 8534 0243 | www.colegrave.newham.sch.uk |
| Gainsborough Primary School | 2022 | Lisa Christall | Gainsborough Road E15 3AF | 020 7476 3533 | www.gainsborough.newham.sch.uk |
| Manor Primary School | 2038 | Kate McGee | Richardson Road E15 3BB | 020 8534 2238 | www.manor.newham.sch.uk |
| Maryland Primary School | 2039 | Lisa Somerville | Gurney Road E15 1SL | 020 8534 8135 | www.maryland.newham.sch.uk |
| Park Primary School | 2051 | Natasha Ttoffali | Mathews Park Avenue E15 4AE | 020 8534 4065 | www.park.newham.sch.uk |
| Ranelagh Primary School | 2043 | Shella Lawrenson | Corporation Street E15 3DN | 020 8534 4364 | www.ranelagh.newham.sch.uk |
| Rebecca Cheetham Nursery and Children's Centre | 1002 | Rohan Allen | Marcus Street E15 3JT | 020 8534 3136 | www.rebeccacheetham.newham.sch.uk |
| Ronald Openshaw Nursery School | 1003 | Alison Lentz | Education Centre Henniker Road E15 1JP | 020 8534 6196 | www.ronaldopenshaw.newham.sch.uk |
| School 21 | 4001 | Oli de Botton | 91 Pitchford Street E15 4RZ | 020 8262 2121 | www.school21.org.uk |
| St Francis' Catholic Primary School | 3510 | Natasha Scott | Bow Street E15 1HB | 020 8534 0476 | www.st-francis.newham.sch.uk |
| West Ham Church Primary School | 3001 | Paulette Bailey | Portway E15 3QG | 020 8534 3904 | www.westham.newham.sch.uk |
| Chobham Academy | 4003 | Michael Whitworth | 40 Cheering Lane E20 1BD | 020 3747 6060 | www.chobhamacademy.org.uk |
| Bobby Moore Academy | 4011 | Dr Lawrence Foley | 23 Marshgate Lane E20 2AA | 020 3146 8000 | www.bobbymooreacademy.co.uk |



# DON'T LIMIT YOUR OPPORTUNITIES.

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

@NewhamLondon
www.newham.gov.uk/schooladmissions

Newham London

# Applying Online

@NewhamLondon
www.newham.gov.uk/schooladmissions

**Applying for your child's primary school place online at www.eadmissions.org.uk is easy, secure and fast.**

**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 up until **11.59pm on 15 January 2020**
- you will receive an email during the evening of **16 April 2020** informing you of your child's offer.

**To apply online you need to register at www.eadmissions.org.uk after 1 September 2019 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: 316-2019-09-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 faith schools**

You MUST NOT attach Supplementary Information Forms (SIF).
These must be sent by post or handed in at the relevant school.

**To make sure you apply on time, apply online**

**www.eadmissions.org.uk**

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