

Closing date  
for applications  
31 October  
2019

## Starting Secondary School

Your guide to secondary schools in Newham

Year 7 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)**

A summary of the steps you need to take to apply for a place in Year 7, starting in September 2020.

This applies to children born 1 September 2008 to 31 August 2009.

**REMEMBER** – your chances of getting the school of your preference are better if you apply by Thursday 31 October 2019.

1

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

2

Take time to find out all the academies and schools located in Newham. You can do this by attending as many open days/evenings as you can and by viewing their websites. Don't just focus on the schools you know about or Ofsted reports and league tables as these can be out of date.

3

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

4

Decide the state funded 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

Submit your online application via [eadmissions.org.uk](http://eadmissions.org.uk) by **Thursday 31 October 2019 no later than 11.59pm**. You may wish to apply earlier to avoid the risk of technical issues close to the deadline.

If you apply using the paper Common Application Form (CAF) you will need to:

- hand the form in by **18 October 2019** to a Newham primary school, or
- post the form to Pupil Services, PO Box 69972, London E16 9DG. It must arrive no later than **Thursday 31 October 2019**. See page 76 for information about applying online.

6

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 complete and submit their Supplementary Information Form (SIF).

For Newham Catholic schools your SIF must be received by the school no later than **Thursday 31 October 2019**. If the school you prefer is outside Newham you must check the closing dates.

7

If you are applying for a school outside of Newham you must submit your proof of address to Pupil Services, PO Box 69972, London E16 9DG by **Thursday 31 October 2019**. See page 67

8

Monday 2 March 2020 National Offer Day

- If you applied online via [eadmissions.org.uk](http://eadmissions.org.uk) you will be able to log in and see which school you have been offered from that evening.
- If you applied using the Common Application Form (CAF) your offer for a school will be sent to you via first class post.

# Welcome

Dear parent/carer,

**Starting at secondary school is an important milestone in every child's life.**

This guide will help you find the right Newham secondary school, where your child can flourish.

Here in Newham we have great secondary schools and high ambition for our young people. The majority of our secondary pupils attend a school rated either good or outstanding by Government inspectors Ofsted; and I am proud of the excellent GCSE results that our young people continue to achieve in the borough.

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.

Solid foundations at secondary school are really important in helping our young people progress and succeed in the next stage of their life journey, whether that be education, training, employment or even setting up a business! Here in Newham, we want our young people to have access to the best youth service in London. They have told us loud and clear that expansion of the current youth offer is a priority for them. Despite falling budgets and huge pressures to spend more in other areas, we are committed to investing in our young people. Our expanded youth service and youth empowerment function will be designed for young people and with their input.

More details about our secondary schools are provided in this brochure and we recommend that you visit schools on their open days (see the guide for details).

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 secondary schools and supporting them to achieve their potential.



Rokhsana Fiaz OBE  
Mayor of Newham

# WELCOME

# School Fact Finder

## Routes to Schools

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

The screenshot displays the 'School Fact Finder' interface. On the left, under 'Your Selected Address', the address is listed as 'LONDON BOROUGH OF NEWHAM, NEWHAM DOCKSIDE, 1000 DOCKSIDE ROAD, WEST BECKTON, LONDON, NEWHAM, E16 2QU'. Below this is a 'Search Again' button. Under 'Your Selected School', 'Lister Community School' is listed with the address 'St Mary's Road, London, E13 9AE'. Two route options are shown: a walking route of 2.306 miles and a driving route of 2.371 miles, both with 'View Route' links. On the right, a map shows the area around Newham, London, with a blue line indicating the route from the selected address to Lister Community School. The map includes various landmarks like London City Airport and several roads.

## 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 secondary 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](http://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: Lister Community School

Apply by 31 October 2019

Starting secondary school

# Secondary schools in Newham - Open day dates 2019

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

School/Venue	Headteacher	School details	Open evening	Open days
<b>Bobby Moore Academy</b> 	Dr Lawrence Foley	Bobby Moore Academy 23 Marshgate Lane E20 2AA <b>Phone:</b> 020 3146 8000 <b>Email:</b> bmaenquiries@bobbymooreacademy.co.uk <b>Website:</b> www.bobbymooreacademy.co.uk	Thursday 17 October 4.30-6.30pm	Wednesday 2 October Wednesday 9 October Wednesday 16 October 9am-10.45am
<b>Brampton Manor Academy</b>  	Dr D. Olukoshi OBE	Roman Road East Ham E6 3SQ <b>Phone:</b> 020 7540 0500 <b>Email:</b> info@bramptonmanor.org <b>Website:</b> www.bramptonmanor.org	Thursday 26 September 5-7pm	
<b>Chobham Academy</b>   	Michael Whitworth	Chobham Academy 40 Cheering Lane East Village E20 1BD <b>Phone:</b> 020 3747 6060 <b>Email:</b> info@chobhamacademy.org.uk <b>Website:</b> www.chobhamacademy.org.uk	Wednesday 2 October 4.30-7.30pm	
<b>The Cumberland School</b> 	Omar Deria	Oban Close Plaistow E13 8SJ <b>Phone:</b> 020 7474 0231 <b>Email:</b> contact@cumberland.org.uk <b>Website:</b> www.cumberland.org.uk	Tuesday 24 September 4.30-7pm	Monday 30 September - Friday 4 October 9-10am and 10.45am-11.45am
<b>Eastlea Community School</b> 	Stephen Gillatt	Pretoria Road Canning Town E16 4NP <b>Phone:</b> 020 7540 0400 <b>Email:</b> info@eastlea.newham.sch.uk <b>Website:</b> www.eastlea.newham.sch.uk	Tuesday 8 October 4pm-6.30pm	Thursday 3 October 11am-12noon
<b>East London Science School</b>  	David Perks BA (Hons) Oxon	The Clock Mill Three Mill Lane London E3 3DU <b>Phone:</b> 020 8981 2680 <b>Email:</b> info@eastlondonscienceschool.co.uk <b>Website:</b> eastlondonscienceschool.co.uk	Tuesday 15 October 5-8pm	
<b>Forest Gate Community School</b> 	Thahmina Begum	Forest Lane Forest Gate E7 9BB <b>Phone:</b> 020 8534 8666 <b>Email:</b> info@forestgate.newham.sch.uk <b>Website:</b> forestgate.newham.sch.uk	Tuesday 1 October 4.30-7pm	Wednesday 2 October Thursday 3 October 9am-12noon
<b>Kingsford Community School</b> 	Joan Deslandes OBE B.Ed (Hons) MA	Kingsford Way Beckton E6 5JG <b>Phone:</b> 020 747 4700 <b>Email:</b> admin@kingsford.newham.sch.uk <b>Website:</b> www.kingsfordschool.org.uk	Wednesday 18 September 4-7pm	Tuesday 24 September 9am-11am
<b>Langdon Academy</b>  	Jamie Brooks	Sussex Road East Ham E6 2PS <b>Phone:</b> 020 8471 2411 <b>Email:</b> info@langdonacademy.org <b>Website:</b> www.langdonacademy.org	Monday 16 September 4.30-6.30pm	
<b>Lister Community School</b> 	Anthony Wilson	St Mary's Road Plaistow E13 9AE <b>Phone:</b> 020 8471 3311 <b>Email:</b> enquiries@lister.newham.sch.uk <b>Website:</b> www.lister.newham.sch.uk	Wednesday 11 September 5-7pm	Monday 16 - Friday 20 September 9am-11am

## Icon Key



Academy/  
Free school



Sixth Form



LB Newham Maintained  
Community School




University Technical  
College




LB Newham Maintained  
Voluntary Aided Faith Schools





All Through Schools  
(see page 70)

School/Venue	Headteacher	School details	Open evening	Open days
<b>Little Ilford School</b> 	Ian Wilson Helen Marriott	Browning Road Manor Park E12 6JB <b>Phone:</b> 020 8478 8024 <b>Email:</b> info@littleilford.org <b>Website:</b> www.littleilford.newham.sch.uk	Wednesday 9 October 4-6.30pm	
<b>London Design and Engineering - University Technical College</b> 	Geoffrey Fowler	Docklands Campus 15 University Way E16 2RD <b>Phone:</b> 020 3019 7333 <b>Email:</b> admin@ldeutc.co.uk <b>Website:</b> www.ldeutc.co.uk	Wednesday 16 October Thursday 28 November 6-8pm	Saturday 11 January 2020 10am-4pm
<b>Oasis Academy Silvertown</b> 	Johanna Thompson	Rymill Street London E16 2JF <b>Phone:</b> 020 7059 2500 <b>Email:</b> office@oasissilvertown.org <b>Website:</b> www.oasissilvertown.org	Monday 23 September 5-7pm	Wednesday 25 September Thursday 26 September 9-11am
<b>Plashet School</b> (Girls only) 	Rachel McGowan	Plashet Grove East Ham E6 1DG <b>Phone:</b> 020 8471 248 <b>Email:</b> info@plashetnewham.sch.uk <b>Website:</b> www.plashet.newham.sch.uk	Wednesday 25 September 4pm-7pm	30 September 1 October 2 October 3 October 4 October 8.45-10.15am
<b>Rokeby School</b> (Boys only) 	Charlotte Robinson	Barking Road Canning Town E16 4DD <b>Phone:</b> 020 7540 5620 <b>Email:</b> info@rokeby.newham.sch.uk <b>Website:</b> www.rokeby.newham.sch.uk		Saturday 28 September 10am-12noon
<b>Royal Docks Academy</b> 	John Blaney	Prince Regent Lane Custom House E16 3HS <b>Phone:</b> 020 7540 2700 <b>Email:</b> jfaldo@royaldocks.newham.sch.uk <b>Website:</b> www.royaldocks.newham.sch.uk	Thursday 19 September 6.30-8pm	Thursday 13 September 9am - 2pm
<b>Sarah Bonnell School</b> (Girls only) 	Rae Potter	Deanery Road Stratford E15 4LP <b>Phone:</b> 020 8534 6791 <b>Email:</b> info@sarahbonnell.net <b>Website:</b> www.sarahbonnellonline.co.uk	Monday 30 September 4.30-7.30pm	Friday 27 September Friday 4 October Wednesday 16 October 9am-10am
<b>School 21</b>   	Oli de Botton	Pitchford Street Stratford E15 4RZ <b>Phone:</b> 020 8262 2121 <b>Email:</b> info@school21.org.uk <b>Website:</b> www.school21.org	No open days or evenings	
<b>St Angela's Ursuline School</b> (Girls only)  	Mark Johnson BSc	St George's Road Forest Gate E7 8HU <b>Phone:</b> 020 8472 6022 <b>Email:</b> office@stangelas-ursuline.co.uk <b>Website:</b> www.stangelas-ursuline.co.uk	Thursday 3 October 6-7.30pm	
<b>St Bonaventure's</b> (Boys only)  	Christopher McCormack	Bolyen Road Forest Gate E7 9QD <b>Phone:</b> 020 8472 3844 <b>Email:</b> info@stbons.org <b>Website:</b> www.stbons.org	Thursday 10 October	Monday 14 - Friday 18 October 9.30am-11am
<b>Stratford School Academy</b> 	Andrew Seager	Grosvenor Road E7 8JA <b>Phone:</b> 020 8471 2415 <b>Email:</b> stratford@stratfordschoolacademy.org <b>Website:</b> www.stratfordschoolacademy.com	Upton Lane Site Tuesday 17 September 4.30-7.30pm  Grosvenor Road site Monday 7 October 4.30-7.30pm	

 Academy schools are state-funded schools and independent of local authority control.

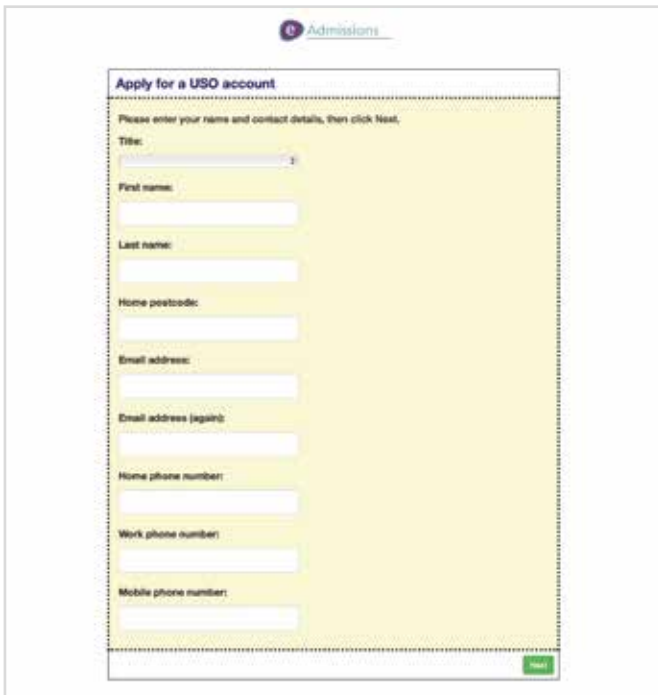
 Free schools are a type of academy. These are state funded and non profit making and are independent of local authority control.

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

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

# Apply Online for a SAFE and SECURE application process

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



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

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

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

Username:

Password:

Application Reference Number:

Email address:





# Section

Secondary Education in Newham



**Introduction by the  
Executive Principal  
Dr Lawrence Foley**

### **VISION AND ETHOS**

Our vision is that the education we provide to our pupils is both emancipatory and empowering. We believe firmly that every pupil at Bobby Moore Academy has a birthright to a world class education, and that the end goal of education should be to

furnish pupils with choice. This belief is founded upon an absolute conviction that each of our pupils has the capacity to become knowledgeable, articulate, compassionate and industrious young people. We are committed to the communities we serve, and encourage our pupils to think of themselves as future leaders within these communities.

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

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

**Courage:** A transformative educational experience takes one out of oneself and into new experiences, some of which can be daunting. It is our vision that each of our pupils personifies courage, that they are not afraid to try new

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

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

### **CURRICULUM AND ACHIEVEMENT**

Bobby Moore Academy is a new school with a traditional curriculum. We want our pupils to stand on the shoulders of giants, to enter the great debates that have defined our shared heritage, and to have full access to the arts. Our school boasts superb sports facilities, dedicated Art, Design Technology and Science rooms, and a learning environment to match the very best in the world. Our ICT suites complement our core subject offer of English, Mathematics, Science, History, Geography, Spanish, RE, PE, Music, Art and Design and Drama.

Our dedicated primary site is equipped with specialist Art and Science rooms too, something which is rare in primary schools. We offer an extensive range of co-curricular activities including performing arts, sports clubs/teams, creative arts and debating.

In the secondary phase, all pupils will have a caring tutor within a house system to foster a culture of mutual respect and teamwork. This will ensure that they develop a sense of ownership, responsibility and pride in their academy and their community.



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

### **ETHOS AND AIMS**

Choosing a secondary school for your child is perhaps one of the most important decisions you will ever make. At Brampton, we do our utmost to ensure that all children make progress academically and socially.

Brampton is a successful multicultural school with high academic and social standards. We offer a range of co-curricular opportunities to provide our children with a well rounded education.

In line with our school motto 'success through effort and determination', we treat our pupils as individuals and work extremely hard to ensure that their progress and happiness go hand in hand. **Our highly-qualified staff have a simple mission: to ensure that no child is left behind.**

### **SPECIALISM AND CURRICULUM**

We offer a broad and balanced curriculum designed to meet the needs of each pupil. Literacy, Numeracy and Lifelong skills are paramount in enabling our students to become confident and active citizens. Our curriculum is as follows:

#### **Key Stage 3**

- English
- Mathematics
- Biology, Chemistry and Physics
- Computer Science
- History and Geography
- French, German and Spanish
- Art, Drama, Dance and Music
- Physical Education
- Religious Studies
- Citizenship/PSHE
- Design and Technology

#### **Key Stage 4**

All subjects from KS3 plus further options in:

- Business Studies
- Economics
- Sociology
- Psychology

#### **Sixth Form**

Our Sixth Form is selective with a focus on academic A level subjects which will enable our students to gain places at Russell Group Universities, including Oxbridge.

### **ACHIEVEMENTS**

**We are a high attaining school rated outstanding in all categories by Ofsted in 2012 & 2018.** Our students make outstanding progress in their learning because we focus on what matters: good behaviour; discipline and excellent teaching. Our GCSE and A level results have consistently been in the top 1% of all schools nationally. Beyond academic achievements, your child will get a well rounded and personalised programme to support and nurture them into confident learners.

### **PASTORAL CARE**

At Brampton, we are very proud of the high quality of care and guidance we provide to our pupils. There is a strong pastoral team who work actively to promote the social, emotional and mental wellbeing of your child.





Introduction by the  
Principal  
**Michael Whitworth**

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

deemed to be Outstanding by Ofsted.

## ETHOS AND AIMS

We have three key aspirations for all students attending Chobham:

- to achieve the best possible qualifications in order to help prepare for a successful life after leaving school
- to develop effective lifelong learning skills and a love of learning
- to develop excellent social and communication skills.

In addition, we want all Chobham students to be kind and considerate young people who respect others and the world around them.

## CURRICULUM

We want all students at Chobham to enjoy learning and to be appropriately challenged so that they fulfil their potential. To make this a reality, lessons are well planned



and differentiated so that every child is able to fully engage with their learning.

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

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

The subject curriculum at Chobham is broad and balanced. We recognise the key importance of core subjects but also value the arts, media, computing, languages and business as GCSE choices. We offer a three year GCSE curriculum so that all students have the opportunity to study their chosen subjects in the maximum depth.

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

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

## ACHIEVEMENTS

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

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

On leaving Chobham almost all of our Sixth Formers go on to university, many to Russell Group institutions. As part of the Harris Federation we are able to access outstanding careers guidance for students in Years 11 and 13. We also have excellent links with UCL, Harris Manchester College (Oxford) and Churchill College (Cambridge).

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



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

I am incredibly proud to lead a highly aspirational school, working tirelessly to provide life changing opportunities to the young people of our community.

Since joining The Community Schools Trust just over a year ago, we have a renewed focus on academic rigour which has seen us become the most

improved school in Newham for GCSE results. Working closely with Forest Gate Community School, consistently the top performing school in Newham and among the best in the country for GCSE results, we have created a culture of high expectation among our students.

Nowhere is that better demonstrated than in our Prestigious Colleges programme which this year saw Year 11 student, Maheraj Ahmed, win a place at Prince Harry and William's old school, Eton College.

Maheraj's mother, Rani praised the school for this: "We are very lucky because Maheraj goes to the best school in the area. They have changed our son's life. We are very grateful."

He was quickly followed by fellow Year 11, Alwiya Mohamed, who won a scholarship to Kings College Wimbledon.

We have made incredible strides in the last 12 months, but we are not at the end of our journey. We will match the academic standards of our partner, Forest Gate Community School, and become among the very best - not just in Newham or London but the entire country.

We look forward to welcoming you.

## CURRICULUM

Both in and outside the classroom, students are given opportunities to develop confidence, independence and resilience. Our passionate and skilled staff are dedicated to helping all students reach their potential.

We are among just a handful of schools in the country

using the award winning and highly innovative Dynamic Progress Report (DPR). It focuses on encouraging students to have high expectations and aspirations and ensures they are fully equipped for the challenges of the 21st century.

## ACHIEVEMENTS

Achievement is the cornerstone of The Cumberland School's ethos. Our commitment to academic excellence derives from the personal conviction of the Head of School and his team. Our achievements include:

- The most improved school in Newham for GCSE results in 2018, according to the Department for Education.
- Last year, grades 5 and above in English and maths jumped by a record 8%.
- Year 9 student, Kalkidan Biruk, had her poem published in the 'First Story' anthology.
- Year 11 student, Maheraj Ahmed, won a £76,000 scholarship at Eton College thanks to our Prestigious Colleges programme.
- Year 11 student, Alwiya Mohamed, won a £43,000 scholarship at Kings College Wimbledon thanks to our Prestigious Colleges programme.
- Year 11 student, Przemyslaw Glowacki, won a place at the country's leading stage schools BRIT School as well as successfully auditioning for The National Youth Theatre.
- Year 7 student artwork was selected by City Hall for the Fourth Plinth Schools Award 2019.

## PASTORAL CARE AND ETHOS

Our students learn in a stimulating and welcoming environment where they feel safe and supported. We also take a rigorous, and consistent approach to behaviour management, expecting the very highest standards at all times. All students at our school receive a free hot breakfast everyday to ensure they start the day engaged and ready to learn. Our school community is indeed a determined and ambitious one. Our students learn that determination and ambition are the true pathway to success.

Open Evening: Tuesday 24 September 4.30-7pm  
Open Morning tours: Monday 30 September - Friday 4 October  
9am-10am and 10.45am-11.45am



Introduction by the Headteacher  
**Stephen Gillatt**

*“High achievement always takes place in the framework of high expectation.”*  
**Charles F. Kettering**

**ETHOS AND AIMS**

Our aim is for all students, regardless of their starting point, to achieve their full potential. We ensure that all students are academically

challenged in a safe, supportive and fully inclusive environment. We care deeply about every child in our care. This is reflected in our motto: **‘being successful and feeling successful’**. All of our dedicated staff work together to ensure that our students are successful individuals that enter into their future careers with their understanding deepened, their minds enriched, and their hearts inspired.

We embed a love of learning in our students, as well as equip them with the resources they will need to face the challenges of the 21st century. At this school there will be no limits on what we feel pupils can achieve.

**SPECIALISM AND CURRICULUM**

As a result of the Building Schools for the Future programme, we have excellent facilities. These include a fully refurbished technology suite, enabling us to deliver a breadth of technology subjects, including: electronics, textiles, resistant materials, graphics and catering. Students follow a broad and balanced curriculum at Eastlea.

We have a two-year Key Stage 3, where students study a range of subjects including the core of: Maths, English and Science. We also offer History, Geography, Computer Science, French, Spanish, Drama, Music, Art, D&T, and PE. We have fantastic sporting facilities and an abundance of safe outdoor space for our students to enjoy. At Key Stage 4, students follow five different pathways depending on their prior attainment and Progress 8 considerations. We offer all of the subjects studied at Key Stage 3, in addition to: Mandarin (enrichment class), GCSE ICT, Citizenship, Graphics, Catering,

Electronics, Business Studies, Sociology, RE, and GCSE PE.

We also offer extra Literacy and Numeracy for those students who need it.

**ACHIEVEMENTS**

At Eastlea, standards have been increasing steadily in the last few years. We have strong partnerships with outstanding local schools and top independent schools that provide our students with the opportunity for scholarships. We offer GCSE Computer Science and have been recognised by the DfE for excellence in the teaching of this subject.

We are extremely proud of our very active Student Voice who are involved with Amnesty Youth Group, LGBT Group, Eco-Champions and News Reporters. We have a dedicated professional, from the world of business, working with our More Able Students (MAS). They are provided with high quality enrichment opportunities that support their aspirations towards the Russell Group Universities. Our students learning Mandarin visited China in both 2016 and 2018 and are visiting again this year, 2019.

**PASTORAL CARE AND DISCIPLINE**

Eastlea is a caring community that values the individual learner. We operate a pastoral system led by a mentor who knows and supports each learner in a clear and structured way.

The year groups are supported by a non-teaching Student Services Manager so that the pastoral needs of all of our students are fully met. At Eastlea, we have very high expectations for all of our students.

We have a culture of high aspiration and high expectation that instils a belief in all of our students that they can achieve no matter what.

Our school policies reinforce clear and fair discipline procedures that are designed to support the needs of our diverse student population. The school strives for excellence in all areas. Like all good parents, we want our students to be happy and successful, we provide high quality challenge and support that make this a reality. We demand outstanding behaviour from our students through positive reinforcement and consistent implementation of simple rules.

At Eastlea, we create a safe and caring environment where all students can learn, thrive and be successful. We expect the very best for, and from, our students. We will always go above and beyond to provide an outstanding learning experience for your child. At this school there are no limits to what a child feels that they can achieve.



Introduction by the Headteacher  
**David Perks**  
BA (Hons) Oxon

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

**ETHOS AND AIMS**

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

grounded in the disciplines of mathematics, physics, chemistry and biology taught by experienced subject specialists from Year 7. We offer a rigorous academic curriculum including the arts, humanities, languages and classics. There is a big emphasis on computer science from Year 7 with pupils studying coding, robotics and web design. The sports department uses first-class facilities at West Ham (3G Astro) as well as off-site swimming, rowing, basketball and athletics.

**SPECIALISM AND CURRICULUM**

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

We are looking forward to our second set of GCSE results this summer. Our pupils worked extremely hard we expect great things from them. We are also admitting the second cohort into our Sixth Form which is expanding rapidly. Work is progressing over the summer to expand our facilities for Year 10 and 11, including new classrooms and an event space. We are fitting out two new laboratories in the Sixth Form.

Our enrichment curriculum is unique. We offer all Year 7 and 8 pupils a school trip to a museum, gallery or university once a week. We also organise a wide range of weekly external speakers, visits and other activities for Years 9 - 11. Enrichment Fortnight in May involved ten days of school trips for Years 7 - 10. Year 9 are also offered the chance to participate in Duke of Edinburgh Awards scheme.

A particular highlight for me was taking Year 7 to Oxford University. It was a delight to see pupils talking to undergraduates from Wadham College about their aspirations to study at a top university. Our exchange trip to China took pupils to Beijing this year. We also ran our first Ski trip to France. We were exceptionally proud of Year 9 this year who raised £4,000 for the London Air Ambulance and Great Ormond Street Hospital charities in a single day as part of our Young Apprentice Competition.

**PASTORAL CARE**

We expect our pupils to expect a lot of themselves, not only academically but also in how they conduct themselves at school, with their families and in the community through their outward appearance and behaviour. We expect all our pupils to exhibit the best scholarly behaviour. Our uniform is an outward expression of the pride we have for ourselves and our school.

Homework is replaced by ‘prep’ completed at school for Years 7 and 8. We celebrate the achievements of pupils and take a great pride in progress made through hard work. We pride ourselves in the care we offer our pupils. If they experience difficulties we work hard to resolve problems and ensure that every pupil can make the best progress possible.





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

*“The best performing school in Newham.”*

**Ofsted Outstanding**

Forest Gate Community School is a member of the Community Schools Trust, working to improve the life chances of all children in the local community.

As a learning community, we

have extremely high aspirations, expectations and ambition for our pupils. Families joining us next September can expect a rigorous approach to academic standards.

They can expect a school that is built upon the belief that there are no barriers to success.

As a school, we found that while our exam results were comparable – and in some instances better – than the top independent schools, our students were not benefiting from the cultural experiences that often sets privately educated pupils apart when applying for the best universities and jobs. That is why we have invested in our students’ cultural capital by introducing them to great works of art and literature through targeted study sessions.

There are also residential and day trips to art galleries, museums and historical sites.

As an Outstanding school, we are always looking at ways to improve and broaden the horizons of our pupils.

We have run a scholarship programme over the previous five years that has seen pupils win places at the top independent sixth forms in the country, including two at Eton College and Winchester College. A total of 20 students have left the school on scholarships.

As a NACE accredited school, we pride ourselves on offering a range of bespoke academic programmes that challenge and engage our most gifted students.

We believe that many children are capable of high achievement, given the right learning environment and opportunities.

High-achieving students can follow our Pathway X programme, allowing them to sit their exams early.

### ACHIEVEMENTS

Forest Gate Community is an Ofsted-rated Outstanding school currently ranked fourteenth-best nationally for GCSE results.

Detailed below are some of our latest achievements:

- Moving from Ofsted-rated Requires Improvement to Outstanding in a single visit in 2016
- Ranked in the top 50 schools for progress 3 years running
- Winner of the Evening Standard Best School in Challenging Circumstances Award in 2017
- Nominated for Secondary School of the Year by the TES, 2017 and 2019
- A scholarship programme that has seen two pupils win a place at Eton College
- The National Association for Able Children in Education (NACE) accreditation
- World Class School Quality Mark
- Recognised by campaigners for its work with FGM awareness.

Our grades in 2018:

- 64% of pupils achieved English and Maths at grades 5 or above
- 55% of our students gained 7-9 in English

### PASTORAL CARE

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

This is why we actively encourage our students to take part in extracurricular activities. This includes sports teams, music lessons, drama clubs, school concerts and plays.

We also have a breakfast club, offering free meals to all, where students can complete homework with the support of teachers.

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





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

**ETHOS AND AIMS**

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

as effective global citizens who are passionate about learning. Kingsford recognises that education must be collaborative and learning is strengthened through partnerships with parents, leading businesses and prestigious universities.

**PROGRESS AND ACHIEVEMENT**

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



**SPECIALISM AND CURRICULUM**

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

**BUSINESS LINKS**

Kingsford has excellent links with businesses which allow Kingsford pupils to network with accomplished people. Links with blue chip companies – including Barclays, HSBC, Google and law firms – allow pupils to gain practical insight into corporate environments via career insight days and tailored learning opportunities.

**EVERY CHILD, EVERY LESSON, EVERY DAY**

Kingsford’s highly qualified staff use a range of tailored approaches to teaching. Lessons are differentiated to meet pupils’ individual needs. Challenging and engaging lessons encourage collaboration alongside independent research, learning projects and other activities to extend learning.

**GLOBAL OUTLOOK**

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



Introduction by the  
Principal  
**Mr Jamie Brooks**

## ETHOS AND AIMS

Langdon Academy is so much more than a good secondary school.

In the view of Ofsted (May 2019), it is a place with “high quality teaching and subject leadership” where “teaching is highly effective and sharply meets pupils’ needs”. It is a place where “pupils behave

well”, “work hard in lessons” and “are keen to succeed” and a place where leaders “strive to ensure that all pupils reach the highest academic and social standards of which they are capable”.

Our motto, ‘Progressio Cum Populo’ (Progress with the People), guides us to work in partnership with students, families and staff and strongly to promote our core values of respect, equality, honesty, community, fairness and inclusion. Langdon is a happy and harmonious academy with strong discipline and high expectations, where outstanding effort and determination from students and staff underpins our success. We are partners with Brampton Manor Academy.



## SPECIALISM/CURRICULUM

As an ‘all-through academy’ for students aged 4-16, our own primary pupils are automatically entitled to secondary places and have priority over others.

Our strong academic tradition has delivered success in the English Baccalaureate over several years and now across all subjects. The curriculum and timetable has bespoke pathways for learners, with many progressing to Brampton Manor Sixth Form.

Langdon has a ‘resourced provision’ for students with ASD and a sporting specialism, with highly-skilled teachers and coaches and impressive facilities on our vast greenfield site.

## ACHIEVEMENTS

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

Smaller than average class sizes and focused, individual support to all students, regardless of their needs, helps us to continue to break our previous records. With many of our former students now attending top universities, including Oxford and Cambridge, there really is no ceiling on student achievement at Langdon.

In addition to impressive academic and sporting achievements, our students develop personal qualities of reliability, integrity, honesty and leadership with many showing these through their involvement as Prefects, Sports Leaders, ‘Franklin Scholars’, ‘Anne Frank Ambassadors’, or members of the School Council.

## PASTORAL CARE AND DISCIPLINE

Visitors to Langdon always comment on the politeness and courtesy of our students and on the calm ethos that exists in classrooms and around the school.

We expect all students to embrace the values and standards of our Academy and believe that strong discipline and high expectations provide the foundation for academic success.

Our form tutors, pastoral leaders and support staff build excellent relationships with families and work in partnership with them to ensure that pupils are supported in all aspects of their development.



Introduction by the  
Headteacher  
**Anthony Wilson**

## ETHOS AND AIMS

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

member of our community. Every child gets individual support, tailored to their needs. Our results, which have improved over the past 6 years and remain significantly above national average, highlight the effectiveness of our approach.

In December 2018, Ofsted inspectors found that the school had maintained the Good quality of education and 'made strong progress in many aspects of the school's provision' since the previous inspection in September 2013. Our many strengths were highlighted, including how pupils are 'courteous and articulate' and 'say they enjoy school and value the wide range of opportunities they are given'.

We are extremely proud of the fact that increasing numbers of parents are making Lister their first choice!

## SPECIALISM AND CURRICULUM

Lister aims to provide a broad and rich curriculum for our students, ensuring rigour for all. We have excellent teaching in the traditional academic subjects, alongside opportunities to study Computing, Dance, Drama, Business Studies, Photography, Mandarin and more. Science is a particular strength. We have achieved outstanding results in Biology, Chemistry and Physics, helping us support those students with aspirations to study medicine.

Our more able students have special enrichment opportunities to extend and challenge them, including visits to hear leading authors, and trips to Russell Group Universities. Students can also access programmes such as

the Access Project, which provides one to-one tuition for those planning to apply to top universities. This targeted work has helped us to greatly increase the proportion of our students achieving the top grades at GCSE.

Music is a great success story at Lister. As the first school to be chosen as a partner in the Music in Secondary Schools Trust, we have one of the best-resourced music departments in London. All students in Years 7 and 8 have their own instruments, we have a school orchestra and our students take part in a host of exciting performances each term; last year's Community Opera won the 'Outstanding Music Initiative' award at the National Music Teacher Awards and will be performed at the Royal Albert Hall next. Our Lower School Baccalaureate ensures that students are challenged and enthused during the first two crucial years of their secondary education.

## PASTORAL CARE AND DISCIPLINE

New students are warmly welcomed into the school and participate in an Induction Week which allows students to familiarise themselves with the school, meet their teachers and get to know other members of the school community.

Lister operates a House system, where students are placed in mixed age groups for tutor time and House activities. Older students welcome the chance to support and advise younger students, and younger students gain advice and guidance from the older students. Our House system means that even in this large school, every student feels at home in their House, and parents can always contact someone in the House team who really knows their child.

Please feel free to contact the school to arrange a visit and meet the Headteacher.





**Introduction by the Headteacher  
Ian Wilson**

*“Learning together, achieving together, succeeding together.”*

**ETHOS AND AIMS**

Little Ilford is an inclusive school which seeks to ensure that its students have the knowledge and skills to prosper in the 21st Century. We expect high standards of achievement and

conduct. Our students are encouraged to be polite and articulate, able to hold their own in any company. We seek to foster students’ aspirations through our links to the City, trips to Russell Group Universities, educational visits and our comprehensive extra-curricular programme. We aim to recruit knowledgeable teachers with a passion for their subjects and a commitment to the Newham community. We place considerable emphasis on outstanding attendance and punctuality so that our students can maximise the learning opportunities that are available to them.

**SPECIALISM AND CURRICULUM**

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



entry to the best sixth form provisions.

**Years 7 and 8**

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

**Years 9, 10 and 11**

Our Key Stage 4 curriculum takes into account the strengths and interests of our pupils. Your child will be able to study a range of GCSE subjects including the subjects studied at Key Stage 3 (listed above) as well as GCSE courses in Media Studies, Sociology and Sports Studies, depending on their individual needs and abilities. Most students will be encouraged to complete the English Baccalaureate, which includes English, Maths, Science, a modern foreign language and History or Geography.

**ACHIEVEMENTS**

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

**PASTORAL CARE AND DISCIPLINE**

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



Introduction by  
the Principal  
**Johanna Thompson**

## ETHOS AND AIMS

Oasis Academy Silvertown is a growing secondary academy located south of the Royal Docks. By September 2019 we will have our full complement of year groups.

Our mission is to ensure every student at the academy, regardless of background

or ability, is "Ready for university, ready to lead." This is underpinned by our core values: Be proud, be professional, be nice, be independent and be resilient. OAS is part of the Oasis family of schools and our students, staff and community benefit hugely from being part of this family. We are a small school, with 3 forms of entry in Year 7. Our small size supports with our "family" feel, and makes Oasis Academy Silvertown a safe, nurturing, academic environment where our high expectations and community focus allow every student to experience success.

We support all students, including those with special educational needs and disabilities, through creative teaching methods and the effective use of technology.

## SPECIALISM AND CURRICULUM

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

Oasis Academy Silvertown offers your child:

- a balanced curriculum with a rigorous focus on literacy and numeracy. e.g. all students complete weekly class guided reading sessions with their learning coach
- the following National Curriculum subjects: English, Maths, Science, PE, History, Geography, Drama, Art, Music, Religious Education, Personal Social and Health Education and a modern foreign language
- an opportunity to develop skills in creative and performing arts

- an extended school day with additional lessons, homework club and extra-curricular activities until 4.15pm daily.

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

Our students will:

1. Receive careers advice education and guidance tailored to their needs such as an annual whole school "Futures Week", and weekly compulsory careers enrichment for all students. We also partner with employers, including London City Airport, East London Business Alliance, Barclays Bank and others.
2. Access a broad and stimulating range of enrichment activities linking with exciting opportunities in the local area such as watersports, on the dock, enterprise projects, "The Brilliant Club" and termly whole school enrichment days.
3. Regularly visit a range of organisations, companies or charities in the Docklands area.
4. An annual residential trip in Year 7.
5. Visit theatres, museums, art galleries and concerts.
6. Be given the opportunity to develop and discover talents in a range of areas including leadership.
7. Opportunities to give back to their local community. We aim to raise students' aspirations, broaden their horizons and offer clear pathways into higher education and fulfilling employment.

## ACHIEVEMENTS

We are proud of the progress and high standards found within OAS. We have received very positive feedback from the Department for Education, the Oasis Trust and Ofsted. Our Ofsted visit in May 2017 was very successful, "good with outstanding features", and our current students are making progress above national expectations.

## PASTORAL CARE AND DISCIPLINE

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



Introduction by the  
Headteacher  
**Rachel McGowan**

## ETHOS AND AIMS

We are a highly successful, oversubscribed comprehensive girls' school situated in the heart of East Ham. 'Working together to promote and celebrate achievement' underpins all we do. Our 1,440 students are highly motivated and keen to achieve their

potential but their success does not happen accidentally. We are a school where everyone is encouraged to be inquisitive in their learning. We employ a strategic set of interventions to target learning at the individual level.

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

## SPECIALISM AND CURRICULUM

Our young women receive specialist teaching in all subjects. We have over a hundred teachers all of whom are subject specialists and over 80% of our teachers have taught at Plashet for more than 7 years with many being here much longer. This means we have stable and expert staff across all subject areas who are able to offer quality of provision for meeting each girl's specific learning needs.

Our curriculum is knowledge-led and there is a distinct focus on substantive versus disciplinary knowledge. As a specialist girls school we are committed to science and maths being a fundamental part of our curriculum and developing the next generation of female STEM leaders.

## ACHIEVEMENTS

Our last two Ofsted inspections, in 2005 and 2008, deemed Plashet to be outstanding and led us to be included in Ofsted's 'Twelve outstanding secondary schools – Excelling against the odds' report. Our inspectors

commented 'Plashet is a happy and harmonious place' and 'Students' achievement is outstanding because GCSE results are very high compared with the national average'. Outstanding achievement at Plashet is in our DNA. The examination results achieved by our girls as well as the progress they make have, for the last eight years, placed us in the top 3% of schools nationally.

## PASTORAL CARE

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

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

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

Having achieved their potential at Plashet, the majority of our students continue their learning in post-16 education in high achieving 6th forms and colleges. When they leave us, they are confident, proud of their gender as well as their cultural and religious backgrounds and ready to grasp the opportunities life beyond Plashet offers them.





Introduction by the  
Headteacher  
**Charlotte Robinson**

## ETHOS AND AIMS

Our vision is that when our students leave Rokeby, they will be fully equipped to take the next step, either into further education or the world of work. We strive to have an outstanding reputation for educating boys to become accomplished, ambitious young

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

They will be multi-skilled, numerate, literate and most will be multilingual. They will be financially astute, enterprising, creative, adventurous and keen to play a major part in the communities where they live and work.

They will embody our values; Respect, Success, Passion for Learning, Personal Challenge and Harmony.

## CURRICULUM

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

Years 7, 8 and 9: All students study English, Maths (including personal finance), Science, French/Spanish, Technology, Computer Science, PE, History, Geography, RE, Art, Music, Drama and Dance.



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

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

## ACHIEVEMENTS

“You and your team have created a school community that is welcoming, caring and outreaching. Pupils value their education, themselves and others because you and your team have high aspirations for them. This is underpinned by the school’s values of ‘respect, success, passion for learning, personal challenge and harmony’. “ Ofsted 2018.

At GCSE for the past three years our students have made more progress than boys nationally in both English and maths. We are in the top 5% of schools nationally for progress in maths. Exam success is only one measure of our achievement; our students have made many significant achievements in other areas. These include sport, public speaking and enterprise initiatives.

Our highest achieving students go on to study A levels at prestigious schools and colleges.

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

## PASTORAL CARE AND DISCIPLINE

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

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



Introduction by  
Executive Headteacher  
**Mr John Blaney**

Royal Docks Academy is part of Burnt Mill Academy Trust (BMAT). The Trust is proud to be made up of primary and secondary schools in Harlow, Epping and Stansted and has a reputation for transforming education and results for young people and is committed to work with Royal

Docks to provide an exceptional education for young people in this area.

## ETHOS AND AIMS

As well as maintaining our safe, positive and family-friendly environment, we are determined that our pupils leave us equipped to take their place in the competitive world in which they live.

Our aim is to ensure that the number of pupils achieving GCSE grade 5 in English and maths should be well above the national average. We want all pupils to leave having made excellent progress throughout their time with us. Teaching at the academy will be outstanding across all of the subjects and we make sure that behaviour is excellent at all times.

We have a 'BELIEF' that every pupil can achieve great things if they Behave, have high Expectations of themselves, work hard and Learn every lesson, every day.

We will provide extra support through our Interventions programme for those who need it and ensure that every pupil is treated equally and fairly.

## CURRICULUM

We provide a curriculum that suits the needs of each individual in the school with high levels of challenge to encourage and support pupils to aspire to further and higher education and the world of work. We have reviewed our curriculum and now offer a curriculum that

is academic and incorporates a wide-range of subjects that will engage pupils and give them the qualifications they need to be successful and financially secure.

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

Royal Docks has secured a wide range of partnerships that support us in fostering aspiration and ambition. The East London Business Alliance (made up of many corporate partners) has bought a corporate or business opportunity to all pupils in all years. Mr Andrew Overton, Vice-Chair of Governors, and London Livery Company member, has brought, and continues to bring opportunities for our pupils to visit the Livery Companies within the City of London.

## ACHIEVEMENTS

We are determined to secure the future for Royal Docks Academy as a truly inspirational place to learn and excel. We have very high expectations and standards of behaviour with a 'no nonsense' approach to any disruption to learning.

We have a dynamic and proactive pupil leadership team, mirroring the school's senior leadership team, which actively contributes to our respectful and aspirational school.

## PASTORAL CARE AND DISCIPLINE

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



# Sarah Bonnell School

## Newham Community Schools Trust



DfE number 3164035

### ETHOS AND AIMS



Introduction by the  
Headteacher  
**Rae Potter**

There is so much for your daughter to benefit from at Sarah Bonnell School. The school has a great track record for teaching in an engaging way and your daughter will benefit from an environment where students feel safe, valued and confident to aim high.

Our values were developed by the students and provide a clear framework for everyone at the school to follow.

**'The school motto is 'Be Proud, Aim High, Work Hard, Be Nice, No Excuses'; staff and pupils live this motto to the full. Pupils are quite rightly very proud of their school and their own excellent achievements'** Ofsted Section 8 Inspection February 2018. As a result, students are inspired and supported to achieve and be happy.

### SPECIALISM AND CURRICULUM

Our curriculum supports and challenges every student to:

**Be Proud** - Develop as courageous and confident young people.

**Aim High** - Develop a love of learning across a wide range of subjects.

**Work Hard** - Build on achievements at Key Stage 2 to achieve the best possible GCSEs.

**Be Nice** - Develop communication skills and build friendships.

**No Excuses** - Participate fully in the opportunities to learn in and out of the classroom.

In addition, students are well-prepared for the world of work through a relevant careers programme and strong links with our Business Action Group.

"From careers insight days to working closely with the school council, I have always been impressed with the level of engagement from the students. The school has a lot to offer prospective students."

**Nicola King (Lawyer, Pinsent Masons).**

### ACHIEVEMENTS

GCSE results are consistently very good at Sarah Bonnell and there has been an upward trend over the last five years. Sarah Bonnell has **'very high expectations and pupils respond by excelling in every area'** Ofsted Section 8 Inspection February 2018.

Sarah Bonnell received a national award from the SSAT in 2018 for the school **Progress 8 score of +0.58.**

In 2018 our results were significantly above national averages in all the key headline measures.

### BEHAVIOUR

Emotional and physical health and wellbeing are actively promoted at Sarah Bonnell School. There are clear expectation for high standards of behaviour and **'highly effective team of staff who support pupils in their academic and personal development'** Ofsted Section 8 Inspection February 2018.

In addition students are given many opportunities to develop leadership skills and to understand the importance of their role as young people in the world today.

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

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

"At Sarah Bonnell School we take pride in everything we do and work together in unity to follow the school motto."

**Headgirl 2019-2020**





Introduction by  
the Headteacher  
**Oli de Botton**

### ETHOS AND AIMS

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

problems) of every child.

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

We have hand-picked teachers who are outstanding at what they do. We believe that teaching should be memorable which is why we have developed project based learning where students produce incredible outcomes that are of real value to the community. We say that the aim of the school is to create “beautiful work”, work that has a purpose and a value beyond the classroom. We have at our core two values that mean a lot to every student: integrity (being true to your word) and humanity (being kind to others). School 21 students are well-behaved and thoughtful. They support each other, help each other and respect each other.

### SPECIALISM AND CURRICULUM

Our brand new facilities and great teachers ensure that all students get the best possible opportunities:

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

- Art lessons that stretch the imagination
  - Drama lessons that develop the well-being of every child
  - Music lessons and the chance to play a musical instruments
  - Spanish lessons and visits to learn Spanish in Spain
  - A variety of sports to develop leadership, fitness and team work
  - Projects that allow these subjects to come alive.
- We want every child to find their voice and find their passion. School 21 opened a ground breaking Sixth Form in September 2017, Six 21, which will prepare students for top universities and great careers.

### ACHIEVEMENTS

We believe in supporting the growth of every child. Students at School 21 make rapid progress in all their subjects. Our Ofsted inspectors described the outcomes of students as “stunning”, “extraordinary” and “exceptional”. Our aim is for all our students to have the choice of going to a top university and having a great career.

### PASTORAL CARE AND DISCIPLINE

We have very high standards of conduct and behaviour at School 21. Our students are polite, respectful and care for each other. We expect every student to follow the five Ps of professionalism – punctual, polite, positive, prepared, presentable. It is these high standards that allow all our students to achieve results that are truly impressive.





Introduction by the  
Headteacher  
**Mark Johnson BSc**

### ETHOS AND AIMS

In 2019, St Angela's celebrated 157 years of Ursuline educational tradition. All through those years, the ethos of the school has been embodied in the motto of 'Serviam'.

The aims of the school are:

- to provide a first class education

and instil a lifelong love of learning

- to be warm, welcoming and respectful of all
- to recognise the talents and needs of every pupil in order to help them grow and develop
- to nurture relationships in our school community so that we live together in a spirit of reconciliation and forgiveness.

### SPECIALISM AND CURRICULUM

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

As a Catholic school, Religious Education is compulsory up to GCSE and the majority of our students study modern foreign languages.

Our Sixth Form is mainly an A-level provider offering 30 individual A-level subjects, with maths and the Sciences amongst the most popular. Our curriculum offering will allow your daughter to pursue the academic standards demanded by prestigious universities, including Oxford and Cambridge.

### ACHIEVEMENTS

St Angela's is one of Newham's most successful schools. It regularly achieves the highest GCSE pass rates. English and Maths pass rates have been consistently at 80% or

above over a long time period and this standard is now achieved in nearly all subjects at KS4; achievement in KS3 is equally impressive.

Our primary focus is the provision of exceptional teaching and learning to ensure the highest achievement for all. We place a strong emphasis on homework and on the development of our students as independent learners. St Angela's Sixth Form is also amongst the most successful post-16 providers in Newham. Non-selective students achieve superb A-levels with 53% at A and B grade.

It is no surprise then, with 98% of students going on to university each year that the centre is in the top 10 providers in the country for progression to prestigious Russell Group universities.

### PASTORAL CARE

St Angela's is renowned for its pastoral care. Pastoral Academic Leaders and form tutors are fully involved in the academic and pastoral life of their students. This begins with an excellent induction programme to support transition from primary school and continues until the day your daughter leaves.

St Angela's is a strict and well-ordered school - we believe as it is only in such an environment that learning can truly flourish. Expectations are high and students are taught standards of behaviour required for their social and working life. The school operates a detention system and uniform is strictly monitored.

The standards of St Angela's Ursuline School are high; we have a 'high praise' culture which encourages the girls to achieve those standards. School awards, commendations and end-of term liturgies play a central role in celebrating each individual student's achievements when she becomes "an Ursuline girl."



Introduction by  
Headteacher  
**Christopher McCormack**

### ETHOS AND AIMS

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

Our school motto, "In Sanctitate et

Doctrina" symbolises what we expect from every member of our school community.

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

We expect everyone in our school to make the most of their opportunities, to learn something new each day, to reflect upon their experiences and to show respect to all that they meet, inside and outside of school. We expect our students to work hard and try their best at all that they do. We assist them by providing the very best learning environment and outstanding teaching. This is all underpinned by an atmosphere of good order, discipline and love.

### SPECIALISM AND CURRICULUM

#### Your Child's Learning

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

#### Key Stage 3

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

Students are placed in sets according to the KS2 prior

attainment and our own baseline assessments which are conducted on entry into Year 7.

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

#### Key Stage 4

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

#### Key Stage 5

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

### ACHIEVEMENTS

Our last inspection in March 2009, led by one of Her Majesty's Inspectors of Schools, stated that "St Bonaventure's continues to be an Outstanding school." Since then, results at GCSE and A level have continued to increase. We are very proud of our school and our boys. The Inspectors also support our school mission by saying "St Bonaventure's provides a community where each individual can grow spiritually, academically and socially."

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

"My child is blessed to go here."

(Parental comment to Ofsted Inspectors, 2009.)

### PASTORAL CARE

#### Parental Contact

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



Introduction by the  
Headteacher  
**Andrew Seager MA**

**We want our pupils to be the authors of their own life stories and subjects of them**

### ETHOS AND AIMS

If our pupils are to be the authors of their own life stories they need to achieve good results in subjects that matter. So we have a very strong academic focus – for all.

*‘Staff understand [the school’s] vision and they are committed to the school community.’* OFSTED May 2017.

### SPECIALISM AND CURRICULUM

When our pupils leave us their most valuable ‘passport’ is a set of good GCSE results in academic subjects. So everyone studies Mathematics, English, Physics, Chemistry and Biology, a Modern Foreign Language, RE and History or Geography. We only recruit well qualified teachers and we only ask them to teach the subjects they are trained to teach. And we keep training them once they have joined us.

*‘Staff are supported in their own professional development and training is taken very seriously; one hour is devoted to staff training every Wednesday morning. As a result teachers are equipped with the necessary knowledge and skills to plan effectively. Teachers typically deliver lessons that engage and motivate pupils to learn.’* OFSTED May 2017.

We teach using the Direct Instruction method - international research has shown it leads to very good educational outcomes. Lessons begin with a quick test to help with factual recall, then teachers present the lesson content, pupils do problems to make them think about the content and the lesson finishes with a review of what has been learnt. Homework is used to help pupils practise the skills and facts taught during the lesson.

To help our older pupils learn at home we give them a set of GCSE textbooks. We also teach our pupils the best ways to revise.

It’s very important to us that our pupils behave well in class

and focus on their lessons. We have a very effective system for ensuring this – it’s called Back on Track and is explained on our website.

We also help our pupils build the ‘cultural capital’ they need to compete for the best jobs, colleges and universities. Every pupil in Year 9 is given the chance to do the Duke of Edinburgh Bronze Award, we take part in national competitions in Drama and Science and the Maths Challenge organised by the UK Mathematics Trust. We have a debating club, a choir, music and theatre groups.

More details about what we teach and how we teach are on our website.

### ACHIEVEMENTS

Over the last few years most of our pupils – male or female, of high or low prior attainment, disadvantaged or not, achieve between ¼ and ½ a GCSE grade better per subject than similar pupils nationally. In 2018 99% of our pupils went into employment, further education or training – well above the national average. 80% went on to sixth forms. So our pupils leave with good examination results in subjects that matter and which set them up well for the next stage in their education. Our parents support us - look on our website to see the results of our parent surveys and our performance over the years.

### PASTORAL CARE

*‘You have shaped an inclusive and welcoming school environment where pupils are safe and feel safe.’* OFSTED May 2017.

Our school is organised into two mini schools so we all know each other well. This helps build positive relationships that encourage good behaviour and learning.

All pupils belong to a ‘vertical’ tutor group made up of pupils from Years 7 to 11. Older pupils ‘look after’ younger ones and younger pupils can learn from older ones. Tutors, with help from the older pupils, induct new pupils (Year 7) and advise on options (Year 9).

We trust our pupils and expect them to be the best they can be. Our pupils are welcome in the building before school and during breaks and lunchtimes. We don’t lock our classrooms or offices, keep the school in good condition and make sure the food we serve is of good quality.

The result is a school where pupils tell us - and visitors - that they feel safe and happy.



**DON'T LIMIT YOUR  
OPPORTUNITIES.**

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

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

# Section



How to apply for a secondary school place

# Important dates for admission to Year 7 in September 2020

For children born 1 September 2008 to 31 August 2009

## 1 September 2019

The Pan London eAdmissions portal opens for secure online applications. You can find this via your local council's website. The Newham 'Starting Secondary School' guide is published at [www.newham.gov.uk](http://www.newham.gov.uk)

## 2-6 September 2019

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

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

## September 2019 – January 2020

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

## Deadlines

- For handing in your application to your child's Newham primary school

**Friday 20 October 2019 by close of school office**

- Postal applications to have arrived at Pupil Services

**Thursday 31 October 2019 5pm GMT**

- For applying online **Thursday 31 October 2019 11.59pm**

The application is known as a Common Application Form (CAF). If you have submitted by 31 October 2019 but it is not received by Pupil Services until after this date it will be treated as a late application (see page 34). We can only back date your application if we have proof of receipt from your child's current school. If you apply online, you will receive an email as soon as you submit your application. If you do not receive an email your application will not have been successfully submitted so you must log in again before 11.59pm on 31 October 2019 to review your application and submit.

## 31 October 2019 - national closing day

The Pan London eAdmissions online application portal closes for new applications and changes on 31 October 2019 at 11.59pm. This is the national deadline for applications to be processed as on time.

This deadline also applies for those who wish to change their school preferences or rank number order. If changes are submitted and received after 31 October 2019 they will be considered as late applications. After national offer day your changes will be applied. Any other change after this date will be treated in the same way as late applications. We recommend applying online; this method gives you the maximum amount of time to complete and submit your application. You can do this at [www.eadmissions.org.uk](http://www.eadmissions.org.uk)

If you do not receive a confirmation receipt from

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

## 31 October 2019

If you are naming a voluntary aided faith school as one of your preferences you will be required to submit a Supplementary Information Form (SIF) as well as your main application if you want your child to be considered under any of the faith based criteria. For the two Catholic schools in Newham all SIF must be delivered to the school no later than the close of school on 31 October 2019. For voluntary aided faith schools outside of Newham you need to check with the school for the closing date for the SIF to be received.

If you do not meet this deadline your application will only be treated as 'on time' if your CAF was received by 31 October 2019. A school's governing body may be unable to rank your application correctly without the SIF.

## 1 November 2019

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

## November 2019

If you have named any out of borough school(s) on your application form, Pupil Services will inform the local authority (LA) where they are located of those applications by this date via secure data exchange.

## 2 March 2020 – national offer day

Families who applied online can log into the eAdmissions site during the evening of 1 March 2020 with your offer details. Offer letters are sent to all Newham residents who applied by 31 October. Applications received from 1 November 2019 to 15 February 2020 will be processed as 'late' applications but they will receive their offer letter on the same day as 'on time' applicants.

## May 2020 onwards

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

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

## May 2020 onwards

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

**Induction days for the majority of Year 6 children will take place at the secondary school they have been offered for September 2020 entry in late June or early July 2020, if the secondary school is in Newham.**



# Transition from primary to secondary school

Applying for Year 7 starting in September 2020 for children born from 1 September 2008 to 31 August 2009

## Information and application process

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

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

### What this means for you

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

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

Using the rank order information from the admission authorities Pupil Services determine the highest single offer that can be given to each child. All families who have applied will receive notification of which school from their preferences they have been offered, or the alternative being allocated, on national offer day, 2 March 2020. The paper outcomes will be posted on this day and the online outcomes will be available to view that evening for families who applied online through eAdmissions.

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

**National closing date for on time applications:  
Thursday 31 October 2019.  
Please see the important dates on page 32.**

### Applying for a Year 7 place for September 2020

You can name up to six schools you would prefer your child to attend; if you want to name more you must contact Pupil Services. The school you most want your child to attend must be named as your first preference and so on. Please remember the more schools you name, the more your child will be considered for. Before naming any schools, we recommend you visit them and read their prospectuses. If you wish, you can write on the form the reasons you prefer each school you have named. For example these might include your religious and philosophical views. Do as much research as possible or you want to. Please remember for schools in Newham we cannot take medical reasons or religious and philosophical views into account at this stage of the processing as they do not form part of our admissions oversubscription criteria. If you apply using a paper application form, check, sign and return the form to your child's primary school.

**We cannot automatically reserve a child a place in any establishments, not even your local school or**

**the school where your other children attend. We can only consider schools you name on your Common Application Form (CAF).**

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

### How do I apply?

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

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

After 11.59pm on 31 October 2019 the Pan London eAdmissions online portal will close for on time applications but will continue to be open for late applicants. If you apply late you will not receive your outcome online on national offer day.

**If you apply online your application will not be complete until you receive an email receipt of successful submission from the eAdmissions**

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

### Parent/carer's responsibilities

- As a parent or carer of a Year 6 child, it is your responsibility to ensure you follow the application process correctly. For example your child may not get offered a place in the school you were hoping for if you miss the deadline for 'on time' applications or you do not fill in all the information required by forgetting to put in the name of their older sibling who attends the school.

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

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

- It is the parent/carer's responsibility to obtain, complete and return any supplementary information forms (SIF) for the faith establishments you have named as preferences on your application form, whether the schools are located in or outside Newham.
- If you name one of Newham's Catholic secondary schools, (St Angela's or St Bonaventure's) as one of your preferences, you **MUST** complete and submit a SIF if you want to be considered under the faith based criteria. If your child goes to a Newham Catholic primary school, that school will give the form to you. If not, you must obtain the SIFs you need from the school.

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

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

### Late applications received after Thursday 31 October 2019

If we receive your completed application form after the national closing date - 31 October 2019 - it will be a late application. If you are applying by post your application will be considered as late if it is received by Pupil Services any time after the last post they receive on **Thursday 31 October 2019**.

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

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

From the table on pages 38-39, you will see that the majority of our school places are offered to 'on time' applicants and only a few schools had places remaining that could be offered to late applicants.

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

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

### If you do not want a Newham secondary school

We would like all Newham children to attend a secondary school in Newham but if you are interested in schools outside the borough we strongly recommend that you apply for your local Newham school as well, just in case your child does not get a place at an out of borough school. If the school is in another London borough or one of the county councils next to London, for example,

### The home address we use to determine offers

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

The address we use to determine offers will be the child's home address as at national closing date 31 October 2019. It is the applicant's responsibility to notify Pupil Services of any home move during the process. Failure to notify us of a home move could result in a place being withdrawn as the offer may have been made using incorrect information.

Kent, you should apply for that school by naming it on the Newham application form. Please state which borough or council the school is in, and we will pass on your information to them. You cannot apply to those boroughs or councils direct.

If you are a Newham resident and you only apply for schools outside of Newham and none of your applications are successful, we will allocate your child an alternative place at the closest school to your home address that has a place available. This may not be a school that is close to your home as all their places may have already been offered to other children.

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

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

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

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

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

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

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

We will use your address at the national closing date 31 October 2019. If you change your permanent address before 31 October 2019, we will use the new address – if you provide the required proof (see pages 73-74). After 31 October 2019, we will use the previous address to determine which school place we offer/allocate. If you

move after submitting your application, you must notify Pupil Services in writing of your new address. If you want to change your school preference because of the move, this will be treated as a late application. You must provide the necessary proof of address. We will only consider a child's new address when they have actually moved in. If you have applied online and move to another borough you must contact the borough you were living in when you created your admissions online account to make the change.

### **Acceptance or refusal of offer**

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

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

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

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

### **Waiting lists**

Waiting lists are created for all schools in Newham on 3 March 2020, after the 'on time' applicants' offer letters have been posted.

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

As waiting lists must be organised in accordance with our admissions criteria, late applicants are not disadvantaged. This means they do not automatically go to the bottom of the list. On the day the waiting lists are created the date you applied is no longer relevant, so each child is added in their rightful place irrespective of when their parent/carer applied.

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



until the last school day in December 2020.

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

The waiting list for most schools in Newham are cleared on the last day of school each term (autumn, spring and summer). Each application form you submit replaces the last. If you are on a waiting list for a school and you submit a fresh form without naming that school as one of your current preferences, your child's name will be withdrawn from that school's waiting list. So for your child's first year in secondary school, the first time you would need to reapply to be on a waiting list is December 2020. To remain on the waiting list, you must complete a Newham secondary school In Year form and then ensure your child's current

school, if in Newham, completes their section and returns it to Pupil Services.

For information on waiting lists for academy, free schools and voluntary-aided schools check their websites or pages in this guide.

#### **How to use the offer information table on pages 38-39**

The table is provided to help you consider whether your child is likely to be offered a place at a school in Newham. The table tells you about the number of applications made to each secondary school for admission in September 2019.

Please use this information as a guide as the application rates may not be the same for this year. Information on home to school distances is provided on page 67-68.

#### **What the law says about schooling**

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

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

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

# 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 (\*see terms and conditions).

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 until 11.59pm on 31 October 2019
- you will receive an email during the evening of 1 March 2020 informing you of your child's offer.

To apply online you need to register at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) after **1 September 2019** to create a password and start your application.

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

## \*Prize draw terms and conditions:

- All online applications will be automatically entered into the prize draw
- One entry to the prize draw per application
- There is no charge for entering
- There is no cash equivalent for the prize (vouchers will not be provided)
- Decision of the award of prizes by Newham Council is final
- Winners will be required to take part in PR and have their photograph taken

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

### Package 1:

- x4 plain trousers or plain skirts (black or grey)
- x4 short sleeve buttoned shirts

- x4 long sleeve buttoned shirts
- x4 polo shirts

OR

### Package 2:

- x1 School blazer (purchased from selected uniform store)

The winners will be chosen at random after the national offer date of 1 March 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.

# Primary to secondary transition for September 2019

## Offer information for on time applicants at National Offer Day 1 March 2019

This section shows the breakdown of offers and alternative allocations for each secondary establishments in Newham for Year 7 in the 2019/20 school year. It may help you to decide which schools to name as your preferences. For information for past years visit [www.newham.gov.uk](http://www.newham.gov.uk)

Establishment	2 Actual Places	3 On Time Applications	4 EHCP	5 Looked After & Previously Looked After	6 SEN Resource
Bobby Moore Academy	180	564	0	1	0
Brampton Manor Academy	390	2797	2	5	0
Chobham Academy	114	1091			
The Cumberland School	330	619	1	1	3
East London Science School	125	505			
Eastlea Community School	240	277	1	0	2
Eleanor Smith School	N/A	1	1	0	0
Forest Gate Community School	270	1283	2	0	0
John F Kennedy Special School	N/A	9	9	0	0
Kingsford Community School	360	770	0	1	0
Langdon Academy	279	893	3	1	3
Lister Community School	360	905	0	1	6
Little Ilford School	305	956	1	0	4
Oasis Academy Silvertown	90	241	1	0	0
Plashet School	300	936	0	1	0
Rokeby School	180	299	2	1	0
The Royal Docks Academy	180	422	1	0	3
St Angela's Ursuline School	191	474			
St Bonaventures Catholic Comprehensive School	210	465			
Sarah Bonnell School	280	802	0	0	0
School 21	0	840	1	0	0
Stratford School Academy	335	1047			
<b>Total</b>	<b>4719</b>	<b>16196</b>	<b>31</b>	<b>12</b>	<b>21</b>

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

### KEY

- Actual Places – the number of places available at the school for Year 7 for September 2019
- 'On Time' applications – the number of families who applied by the closing date and named the school as one of their preferred schools
- Education, Health Care Plans (EHCP), This priority is only given when local authority (LA) officers carry out a formal assessment and decide that only a particular school can meet the child's special educational needs
- Looked after or previously looked after– children in the care of a local authority
- Children placed in SEN resource provisions without an EHCP as determined by the 0-25 SEND service
- Sibling – children offered a place who have a sibling on roll at the school who is reasonably expected to be on roll in year groups Sept 2019
- Staff Child
- Link with sibling - Child attends a link primary school and has a sibling at the Secondary school
- Link - Child attends link Primary school
- Priority Area & Sibling (Sarah Bonnell School only) – children offered a place who live in the

	7	8	9	10	11	12	13	14	15	16	17
	Sibling	Staff Child	Link with sibling	Link	Priority Area & Sibling	Priority Area	All Other	Local Authority Alternative Allocation	Total	Criterion of Final Offer	Distance of Final Offer (miles)
	22	1	N/A	N/A	N/A	N/A	156	0	180	ALL	2.56
	187	0	N/A	N/A	N/A	N/A	196	0	390	ALL	0.69
See Page 92 for 'On Time' offer categories									99	N/A	N/A
	53	0	N/A	N/A	N/A	N/A	113	159	330	N/A	N/A
See Page 84 for 'On Time' offer categories									125	N/A	N/A
	34	0	N/A	N/A	N/A	N/A	80	60	177	N/A	N/A
	0	0	N/A	N/A	N/A	N/A	0	0	1	N/A	N/A
	60	1	N/A	N/A	N/A	N/A	207	0	270	ALL	0.871
	0	0	N/A	N/A	N/A	N/A	0	0	9	N/A	N/A
	72	0	N/A	N/A	N/A	N/A	277	10	360	N/A	N/A
	80	1	N/A	N/A	N/A	N/A	198	0	286	ALL	1.686
	88	0	N/A	N/A	N/A	N/A	255	10	360	N/A	N/A
	101	1	N/A	N/A	N/A	N/A	198	0	305	ALL	0.58
	10	0	N/A	N/A	N/A	N/A	79	0	90	ALL	3.291
	62	0	N/A	N/A	N/A	N/A	237	0	300	N/A	0.878
	17	1	N/A	N/A	N/A	N/A	73	7	101	N/A	N/A
	29	3	N/A	N/A	N/A	N/A	104	38	178	N/A	N/A
See Page 79 for 'On Time' offer categories									191	FPG7	1.121
See Page 82 for 'On Time' offer categories									210	FPG8	1.128
	42	0	N/A	N/A	17	83	138	0	280	ALL	2.38
	0	0	N/A	N/A	N/A	N/A	0	0	1	N/A	N/A
See Page 89 for 'On Time' offer categories									335	N/A	N/A
	<b>901</b>	<b>9</b>	<b>33</b>	<b>101</b>	<b>17</b>	<b>83</b>	<b>2672</b>	<b>298</b>	<b>4578</b>		

school's priority area.

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

Allocation – children who were allocated an alternative placement at this school because they could not be offered a place at any of their families' preferred schools (closest school with a vacancy)

- 15.** Total – the total number of 'on time' applicants offered a place at the school on National Secondary School Offer Day (1 March 2019)
- 16.** The priority group (criterion) of

the final place offered

- 17.** Distance of final offer – the home to school distance of the child who was offered the last place.
- N/A** – does not apply to this school.

# In Year admissions

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

## Finding a secondary school place in Newham for:

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

## Information and application process

As a parent or carer, you must make sure all your

children of compulsory school age (5-16 years) are suitably educated (see page 108). The local authority must make sure there are enough places across Newham for all school aged children resident in the borough.

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

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

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

## Summary of the 'In Year' admissions for 2019/2020 school year

Every year Newham Pupil Services receives over 1500 new 'In Year' admission applications from parents/carers for their children who have recently moved into or returned to Newham or just want their child to attend secondary school in Newham for the first time. In addition we have over 800 applications from families who want to change their child's school within Newham because, for example, they have moved address.

### What this means for you

If you are a Newham resident, you only need to apply to Newham Pupil Services (unless you want to apply for a school outside Newham). For applications for schools outside of Newham, contact the local authority the school is in, or visit their website, for information on the application process. If you are not a Newham resident but want to apply for any schools located in Newham you can name up to six state funded schools (non fee paying) on our application form. Visit [www.newham.gov.uk/inyear](http://www.newham.gov.uk/inyear) for more information and apply online. Alternatively, call 020 8430 2000 to request a Common Application Form (CAF).

The governing bodies of Newham's academies, free school and voluntary-aided faith school (see page 9 for details) are Own Admission Authority Schools and will make decisions on their own offers, but will advise us and we will let you know the results.

To apply for a place at a voluntary-aided faith school you must complete a Supplementary Information Form (SIF) as well

as a CAF if you want to apply under the faith based criteria.

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

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

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

**The admission arrangements for the 2019/2020 school year can be found at [www.newham.gov.uk/changingschools](http://www.newham.gov.uk/changingschools) or call 020 8430 2000. Do not refer to the admission arrangements in this guide as these are for the 2020/2021 school year.**





Apply online for a place at [www.newham.gov.uk/inyear](http://www.newham.gov.uk/inyear) or call Newham Council on **020 8430 2000** to ask for an In Year paper form. Remember it is faster and more secure to apply online. Then use the process below to make your application.

- Decide which school(s) you would like your child to go to. We recommend you visit the school(s) you are considering - make an appointment before you go.
- If you choose to read a school's Ofsted report remember to check the date of the report as significant changes, like a change of head teacher, may have happened since it was written.
- If you want to apply for a school outside of Newham, visit their website for details.
- Although you have the right to apply for schools that are outside of Newham, we strongly recommend that you also apply for your local Newham school as this will be the school where your child has the highest priority for a place.
- If you have applied using a paper form, return it to: **Pupil Services, PO Box 69972, London E16 9DG.**
- We aim to add online applications to our database within 24 hours of receipt by Pupil Services. For paper forms this may be a few days after it is received in a council office. This means, if you use first class post, it should be on our database within five working days of you posting it. We will send you an acknowledgment explaining what happens next; this will be by email if you apply online or

if you supplied your email address on a paper form. If you do not receive this within seven working days of sending your application call us on **020 8430 2000** for advice.

- By law all school places must be offered in accordance with each school's own admissions policy/arrangements over subscription criteria. For admissions arrangements for the school year starting September 2019 ending July 2020, visit [www.newham.gov.uk/secondaryadmissions](http://www.newham.gov.uk/secondaryadmissions) for all schools located in Newham.
- Pupil Services aims to have a decision from all the schools you have named as your preferred schools within five school days of receiving it. Remember this is school days so, if you apply just before or during a school holiday, the school will not be available to consider your application until they return to work after the break.

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

If there is a suitable vacancy for your child at your preferred school we will offer you a place. If not, we will then consider the school you have named as your second preference. If that school does not have a suitable vacancy, we will consider your third preference and so on until your final preference named on the application form. If we cannot offer a place at any of your preferred schools, we will allocate an alternative place at the closest school to your home address that has a suitable vacancy. It is possible that

this may be on the other side of the borough as all schools closer may be full.

We will automatically put you on the waiting list at your preferred schools (see page 65). If you are applying for more than one child to attend a Newham secondary school and we are unable to offer them both a place at your preferred school, we may contact you to ask if your priority is for all the children to be in the same school or if your priority is for your preferred school and for any of your children to be offered a place. This would mean you agree for them to be in different schools.

If you are unhappy with the school offered because it is not your first preference or is an alternative allocation you do not have to accept it but we strongly recommend

that you visit the school and speak to the head teacher before making your final decision. In most instances after visiting a school and finding out more, families are happy to accept the place even if they didn't think they would like it.

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

### Appeals

If your child does not get a place at your preferred school you have the legal right to an independent appeal hearing (see page 46).

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



# Changing secondary schools within Newham

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

### Think very carefully before you transfer! Think about the impact on your child's education.

Please think very carefully before you decide to apply to move your child from one school to another. You could be damaging your child's chances of doing well at school.

You will know that stability in your child's life is important. Remaining in the same school is part of your child's stability. Moving to another school means that your child may be worried about trying to get used to new routines, new rules, new teachers and making new friends. This means they may find it harder to concentrate on their schoolwork.

If you are trying to change your child's school because they are having problems, please speak to staff urgently at the school before applying for a transfer as they should be able to resolve the problem and stop your child having to go through the upheaval of changing schools.

If your child is studying for their GCSEs, it is possible that the new schools you prefer do not offer the same options/subjects as their current school. If they do offer the same options/subjects they may use a different examining board and therefore be following a different syllabus so any work they have already done may not be relevant. Changing GCSE courses can have an adverse effect on your child's exam results.

Please think very carefully before requesting a transfer to another school. Is moving school really in the best interests of your child's education?

If you are thinking of removing your child from school in favour of Elective Home Education or being encouraged to do so look at the information on [www.newhamconnect.uk/Services/3072](http://www.newhamconnect.uk/Services/3072) and then please call **020 3373 4304** or email [Elective.HomeEducation@newham.gov.uk](mailto:Elective.HomeEducation@newham.gov.uk) before making your final decision or withdrawing your child from school.

### Stop and think very carefully before you apply to transfer. Seriously consider the impact on your child and their education.

Changing schools is a big step to take for any child whatever their ability. You need to consider carefully if this will really benefit your child both academically and for their social well being and development. We recommend that before you ask for a transfer, you discuss your reasons with senior staff at your child's current school. They will be happy to talk over any concerns and help put matters right. If you are thinking of changing schools because you think they are being bullied or seem very unhappy you must talk to their school immediately. If you have taken these steps but still want to apply to change their school, you must:

- inform your child's current school that you are going ahead with your request to transfer
- 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
- apply at [www.newham.gov.uk/inyear](http://www.newham.gov.uk/inyear) or by calling Newham Council on **020 8430 2000**
- take the Common Application Form (CAF) to your child's current school. This will give you another chance to discuss the issue with school staff and consider whether the move is in your child's best interests. The school will send the form back to us.

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

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

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 available, your child will be put on its waiting list and MUST continue at their current school in the meantime.

#### How we offer places

For admission for the school year starting September 2019 ending August 2020, visit [www.newham.gov.uk/changingschools](http://www.newham.gov.uk/changingschools) or call **020 8430 2000** for the admission arrangements for all schools located in Newham.





### Waiting lists

Please see waiting list information on page 65. If your child is already in school in Newham, or you have been allocated a place and your child has not yet started at the named school, we will only make another offer if one of your preferred schools has a reported vacancy and your child has the highest priority of those waiting.

### Academies and free schools located in Newham

If you want to apply for your child to move from their current Newham school to an academy or free school, you must name them on your Newham application form.

### 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 2012 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.**

### Appeals

If your child does not get a place at your preferred school, you have the legal right to an independent appeal hearing (see page 46 onwards).

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

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



# Section

# 3



How to appeal  
Independent Hearings

# 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. Parents/carers whose children who have an 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 or the application has been withdrawn.

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.

If you want to appeal for a place at any secondary school located in Newham (except Chobham Academy) you must complete the Council's online appeal form [www.newham.gov.uk/schoolappeals](http://www.newham.gov.uk/schoolappeals) or send in a letter of appeal detailing all your reasons – these are known as your written representations. To appeal for Chobham Academy check their website or call the school.

## 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 application 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.

To be considered as 'on time' for primary to secondary and 14-19 transition your common application for entry in the next academic year must be received by the national closing day 31 October 2019.

The deadline for lodging appeals for September 2020 entry will be **Friday 20 March 2020** for primary to secondary and 14-19 transition.

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 you cannot appeal for?

You do not have a right of appeal for a place in a:

- school where you have not applied and been refused
- school where preference has been withdrawn
- different year group
- SEN Resource Provision
- 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 you named as preferences on your most recent application, visit

[www.newham.gov.uk/schoolappeals](http://www.newham.gov.uk/schoolappeals) 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 admission authority, or the clerk acting on behalf of the admission authority, must appoint an independent appeal panel that is comprised of 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.

Admission 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 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. In some cases where the local authority is presenting the case it may also be necessary for the school to attend but they will only answer questions.

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. Admission authorities cannot allow an employee of the school you are appealing for or a member of the admission 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 (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 Admission 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 admission authority will sum up their case.**
8. **The panel members can ask questions at any time throughout the hearing.**
9. **You are 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.**
11. **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:** The panel 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**

The panel 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 admission 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.

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 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](http://www.lgo.org.uk)**

Email **[advice@lgo.org.uk](mailto:advice@lgo.org.uk)**

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.

**Please note that the section below only applies to academies and free schools**

**Education and Skills  
Funding Agency**

If you have appealed for a place at an academy located in Newham and you are concerned that 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 and Skills Funding Agency (ESFA) within six months of the date of the appeal hearing. The ESFA will investigate the complaint on behalf of the Secretary of State if it considers there are sufficient grounds to do so.

You can submit your completed complaint form online at **[www.gov.uk/schools-admissions/complain-about-the-appeals-process](http://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.



**Primary to secondary transfer appeals for September 2019  
Heard by 18.07.2019**

<b>Appeal Establishment</b>	<b>Heard</b>	<b>Upheld</b>	<b>Not Upheld</b>
Bobby Moore Academy	7	0	7
Brampton Manor Academy	113	2	111
Chobham Academy	Contact Chobham Academy		
East London Science School	5	1	4
Eastlea Community School	0	0	0
Forest Gate Community School	17	1	16
Kingsford Community School	3	0	3
Langdon Academy	4	0	4
Lister Community School	3	0	3
Little Ilford School	35	1	34
Oasis Academy Silvertown	0	0	0
Plasht School	19	3	16
Rokeby School	0	0	0
Sarah Bonnell School	6	0	6
School 21	19	0	19
St Angela's Ursuline Convent School	5	0	5
St Bonaventure's Catholic Comprehensive School	5	0	5
Stratford School Academy	3	0	3
The Cumberland School	0	0	0
The Royal Docks Community School	0	0	0
<b>Total</b>	<b>244</b>	<b>8</b>	<b>236</b>





# Section

# 4



Determined School Admission  
Arrangements for Secondary Schools

For entry from September 2020



# London Borough of Newham

## How places are offered: Determined Admission Arrangements and Over-subscription Criteria

### Infant, Junior, Primary and Secondary

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

#### Introduction and overview

All admissions authorities for state funded schools in England must comply with the current Schools Admissions Code December 2014 which is produced by the 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 formal consultation Newham's School Admissions Forum works in consultation 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:

- parents of children between the ages of two and eighteen;
- other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
- all other admission authorities within the relevant area (except that primary schools need not consult secondary schools);
- whichever of the governing body and the local authority who are not the admission authority;
- any adjoining neighbouring local authorities where the admission authority is the local authority; and
- 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<sup>1</sup> and

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

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 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 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 applies.

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 has 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](http://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](http://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](http://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 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 responsibility, or arrange suitable alternative education



and formally notify their home Local authority of these arrangements.

### **For all normal and in year applicants**

Newham does not automatically reserve any child a place at 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 is 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 criteria 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 criteria.

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/](http://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/carer's right of 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 school's 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 sibling is defined as each of two or more children having one or both parents in common;

This includes;

- Brother
- Sister
- Adopted siblings<sup>2</sup>,
- 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, aunts, uncles, friends, other family members even when living in the same home,
- Other children living in the same household who are not included in the list above,
- Children who share the same child minder or private fosterer.

If a child is 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.

Conversely if a child is on a waiting list and has sibling priority, if their sibling is removed from the school's 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.

<sup>2</sup> 1 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 1. However, as residence orders and special guardianship orders were brought into force by the Children Act's 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 placed in priority group 1 above

## 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, a 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's 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)

These are 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 has 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 is 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 properties 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 has 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 is 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 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 offer day it will be used as a correspondence address only until the day after national offer day, at which point it will then be used as the address for admissions purposes.

If Pupil Services are not notified of an address change, in writing by the family to (**pupil.services@newham.gov.uk**), 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 parents/carers submit 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 (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/carer's 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 has 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 school's 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](mailto:pupil.services@newham.gov.uk)

For normal admissions for All Through Schools where a parent/carer has applied for a 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 in the school offered. If the latter we will write to you confirming that you will be off rolled at your current school at the end of Year 6.

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

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

### Start dates

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

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

Parents/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 parents/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 parents/carers indicate this on their common application form. It is expected that parents/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 maybe be considered on an individual basis by the admission authority in conjunction with the Local Authority. Factors that may be considered include:

- the needs of the child and the possible impact on them of entering year 1 without having first attended the reception class;
- in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- relevant research into the outcomes of summer born and premature children – some links are provided at the end of this document.

This is not an exhaustive list.

### When to apply - Option A

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

**Example** – for a summer born child who, based on their date of birth, is due to start in reception in September 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 preceding 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/carers 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 requests 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, when the application will be automatically rolled forward to the same school waiting list for the new term.

If a child cannot be offered a place at any of their parents/carers preferences as detailed on their application, a child's name will be automatically added to the waiting list for each of the schools named (unless one of their preferences is an academy or UTC and their admission arrangements state a different process).

The offer of a preferred school will automatically result in lower ranked schools being withdrawn unless the applicant notifies 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 is 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 parents/carers 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 parents/carers still have the right of appeal for a place ranked lower than the school offered.

Parents/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint in accordance with the relevant published complaints procedure.

Accepting/attending another school does not have a detrimental impact on the outcome of an independent appeal. Irrespective of the family's view of the likely outcome of their appeal, as there is no guarantee that any appeal will be successful, the LB Newham strongly recommends that families accept and attend the school offered whilst awaiting the outcome of any appeal. Failure to ensure a child receives suitable education may result in formal attendance proceedings being initiated.

If a parent/carer has had an unsuccessful appeal, a second appeal application for a place in the same academic



year, for the same school, will not be considered unless there have been significant changes in circumstances relevant to the application. The 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 school's priority area, then the home to school distance tie break is applied.

The Local Authority (LA) 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 criteria where there are more applicants in that criteria group than places (except Stratford School Academy which uses random allocation)**

### Shortest walking distance and straight line measurement. Start point of calculation (home address)

For calculation purposes the LA uses the best address database available to determine the location of the address start point.

This start point is the centroid point 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 parents/carers 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.

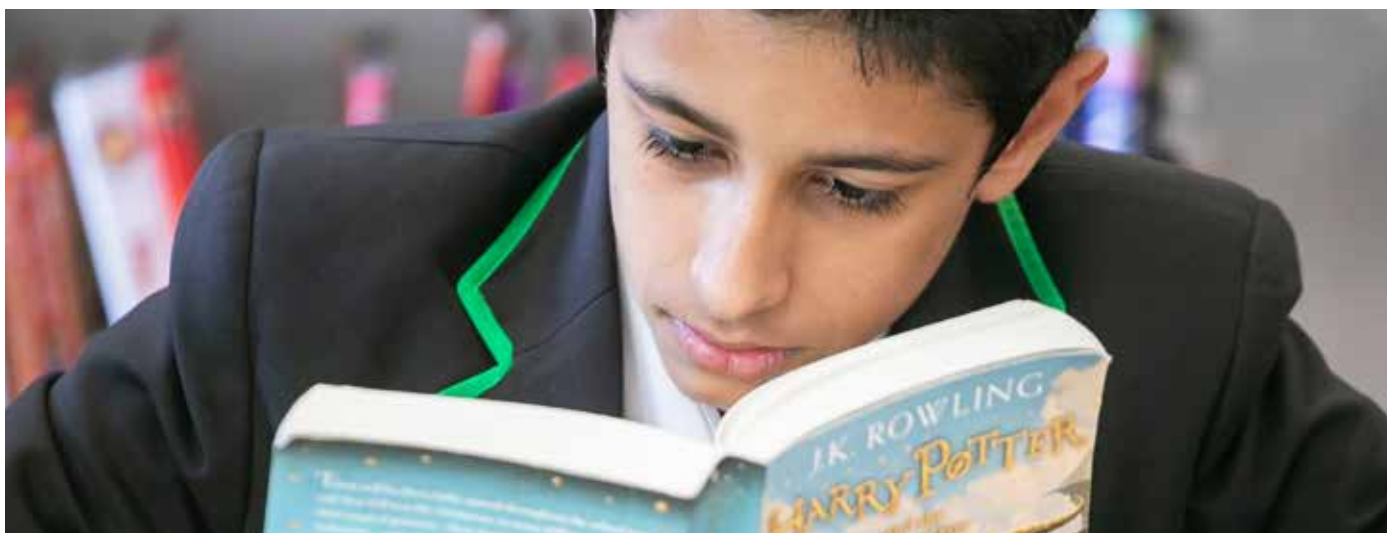
The route starts and is measured from the pupil's home address centroid, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows the shortest available walking route (see below) to link to the nearest ITN point to the school's nominated entrance and 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 pupil’s 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 are 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 pupil’s 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 school’s 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<sup>1</sup>)

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 is 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) is 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 admission 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 admission 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.

<sup>1</sup> An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A 'child 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 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 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 placed 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	Plasht 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

- 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 the year 6 pupils do not take up their places for secondary education. If any of the year 6 move to another school, their place will become available to the next child with the highest priority.

#### Accommodation

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

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 offers 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 Visas 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 may be 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 parents/carers detailed on the Common Application Form (CAF) who must live at the same address as the child.

If the child has moved since the application form was completed proof of both their new address and the address on the application form must be provided. Pupil Services must be notified of any address change since the Common Application Form CAF was completed in case the place may have been secured by fraudulent means.

If a child's parents are not living together and the child spends a few days in both households on week days, then best practice is to take proof of both addresses, but for admission as a minimum, they must provide proof of the address registered on the CAF which should be the one from which the child goes to school in the morning most often on week days.

- Council Tax Bill for the current financial year (residential not commercial)

**OR**

- Current Housing Benefit Entitlement Letter (financial details should be deleted on the copy in their presence) **OR**

- Current Tenancy Agreement for Council Housing or Housing Association Property

**OR**

- Tenancy Agreement 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/ carer's 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

### Proof of parental responsibility:

Documents should be provided by the person living with child to confirm their parental responsibility and details of other persons with parental responsibility for this child.



### Apply for your child's school place online

Each screen will explain what you need to do; there are guidance notes on the left hand side of the screen to help you. You can select any text that is underlined (usually a question/section of the form that needs to be completed) and this will open in a new window with an explanation of what is required. Applying online for a school place is quick and easy. Follow the steps below to start your child's online application.

#### Step 1: Getting started

- Before you start your online application, you will need to do some research.
- See your local authority's website for details about how applications are processed.
- Visit schools.
- Check schools' websites.
- Read the admissions criteria for the schools you are interested in.
- Check how places were offered in previous years.
- You should check transport policies for local authorities (outside London).

#### Step 2: What to do if this is the first time you are applying online using eAdmissions

If you have used the eAdmissions system before to apply for a school place for any of your children, you do not need to register again. Instead please go to Step 3.

- If this is the first time you are using the eAdmissions website you must register to apply online at **www.eadmissions.org.uk**
- You will need an email address to register, but don't worry if you do not have one. You can sign up for a free 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 31 October 2019 for secondary 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 the

eAdmissions Team are not sent there by mistake.

- Once you have registered on the eAdmissions site, we will send you an email with your **username** and instructions to follow.
- Follow the instructions and you will be sent a second email with your **password**.
- Please keep these safe as you will need them to log in and apply for any other children you have, and to see the outcome of your application in March 2020 for secondary applications.
- The email will also contain a link which will take you to the eAdmissions login page to start your application.

#### Step 3: What to do if you have applied before using eAdmissions or you have just registered and received your username and password

- On the home page select 'login to an existing account' and enter your username and password.
- If you have forgotten your username or password we can re-send them to you when you select the 'Forgotten your username or password?' link.
- We will send you an email with your username and a new password. Use these to log in to your account.
- You must check your personal details – your home address, email, telephone numbers. To make any changes select 'Edit your details' and enter the new details but make sure you press the 'Save and continue' button to record these changes.

#### Step 4: Adding your child's details

- The next page is 'My school admissions.' If your child's name is not listed here, select the 'Start application for new child' button.
- If you can see your child's name on your 'My school admissions' page, select the 'Start new application' button below the child's name. This button will only be available for children whose date of birth falls within a relevant age range.
- Enter the details requested about the child you are making the application for on the 'Child details' page or check existing details and select the 'Save & continue' button.
- Fill in all the questions on this page and press the 'Save and continue' button at the end of the page.

## Please remember

- **Council tax account number:** Some local authorities will ask you to list this information for the address where your child lives. For more details select 'local authority details' button on the left hand side bar to see your council's policy on this.
- **Child's current school:** Please select the school from the drop down list. Only type the name of the school in the box if your child is at a nursery school or you cannot see the school name listed.
- **Twins or triplets:** If you have twins or triplets you must make an application for each child and tick the multiple birth box.

## Step 5: Adding school preferences

- Add your preferences in the order you prefer them. **You can select up to six schools.** If you want to name more than six contact Pupil Services.
- Make sure you include the details of any brothers or sisters who may be attending one of the schools you have applied for. If you do not tell us, you may lose out on the sibling criterion.
- If you would like your child to be considered under medical or social criteria for any of the schools you have applied for, you must tick the relevant box and attach supporting evidence. You can attach documents once you have submitted your application. If you do not provide the evidence to support your application, your request cannot be considered under that criterion.
- Some schools ask you to fill in extra forms called Supplementary Information Forms (SIF). If you do not fill in these forms and send them direct to the relevant school, you risk your chance of getting a place at these schools.
- It is your responsibility to check that your online application is fully completed and that you have entered all details correctly. If you do not tick certain boxes or enter relevant information (for example sibling box) your application will not be considered under that criterion.
- Each time you fill in the information on a page, make sure that you select 'Save and continue' button or the information will not be registered.

## Step 6: Submitting your application

- You can make changes to your online application up until the closing date. Each time you make a change you must resubmit your application.
- Select the 'Submit application' button on the last page.
- After you have submitted your application you will receive an email confirming details of your online application. The email will list an application reference number similar to this: 316-2019-09-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 doctors' letters if you have applied under the medical criterion.
- Information to confirm your child was looked after or previously looked after.
- Information to confirm that you are a crown servant.

## Important information

If you have ticked any of the categories above and do not provide evidence to show this, your local authority is unlikely to take account of this when making allocations.

## What happens next?

- If you submitted your application by the closing date, you will be sent the outcome of your application on the published offer day.
- You should respond within 14 days. To accept or decline your offer you should log back in to your eAdmissions account and select the 'View outcome of application and respond' button.
- Some local authorities do not send letters if you have applied online. Check your local authority's details on the left hand side of the 'My school admissions' page.



# Voluntary-aided schools' Determined Admission Arrangements for September 2020

## St Angela's Ursuline Convent School

St Angela's Ursuline School is an 11-18 voluntary-aided girls' school founded by the Ursuline Sisters in 1862 and now under the trusteeship of the Diocese of Brentwood. The primary aim of the school is the education of Catholic children in accordance with its trust deed and St Angela's seeks at all times to foster the growth of pupils' understanding and appreciation of their faith.

The Governors of St Angela's Ursuline School intends to admit 192 pupils into Year 7 for the academic year 2020-2021. Applications for places at St Angela's for admission in September 2019 were 257. By naming St Angela's as a preference, it is assumed that parents/carers wish their child to receive a Catholic education and support the aims and ethos of the school as described in the school prospectus.

Wherever there are more applicants than places available, priority will always be given to Catholic applicants in accordance with the over-subscription criteria for 2019-2020 listed below.

### Catholic

**'Catholic'** means a member of the Church in communion with the See of Rome. This includes the Eastern Catholic Churches (see school website for complete list).

### Practising Catholic

The Governors will determine practice of the Catholic Faith with reference to the following criteria:

- Evidence that the child has been baptised in accordance with the disciplines and rites of the Catholic Church.
- A certificate of reception into the catholic church, or letter from the parish priest is required for all those baptised in other faiths who are now practising Catholics
- A copy of the Child's Baptismal certificate is to be attached to the Certificate of Catholic Practice.
- The practice of the faith is confirmed by the Certificate of Catholic Practice.

### Christian denominations

Christian churches that are members of 'Churches together in England'. A list of member churches can be found at [www.churches-together.net](http://www.churches-together.net)

### Siblings

Siblings refers to sister, half-sister, adopted sister, step sister, foster sister or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling, currently attending the school in Year 7-10 at the time of application and who will still be attending the school in the Academic Year 2019/2020.

### Looked After Children and Previously Looked After Children

A **'looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who

is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **'previously looked after child'** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

Children with Statements of Special Educational Needs and Education Health and Care Plans (EHCP) will be admitted to their named school before any other applicants are considered.

Parish in Newham Deanery	District
Our Lady of Compassion	Upton Park
St Anne's St Mark's	Custom House
St Antony of Padua	Forest Gate
St Francis of Assisi	Stratford
St Margaret and All Saints	Canning Town
St Mary and St Edward with St John	Beckton/Silvertown/ with St John
St Michael's	East Ham
St Stephen's	Manor Park

### Sixth form admissions

For admissions to the Sixth Form please refer to St Angela's Ursuline Sixth Form Admission Criteria 2020-2021 available from St Angela's Ursuline School, St George's Road, Forest Gate, London, E7 8HU. Telephone Number: 0208 472 6022.

### Timescales

National offer date - Monday 2nd March 2020.

## Late applications

Late applications after the closing date will be considered but not to prejudice the allocation of places already made in criteria order. Late applications will be placed into category 8 'any other applicants', in sibling and distance order, after all on time category 8 applicants. You are encouraged to ensure that your application is received on time.

## Accuracy

All offers are made on condition that the information received by the Governing Body is entirely accurate. The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

### In the event of over-subscription applicants will be considered in the following order of priority:

1. Looked After Catholic Children or Catholic 'previously Looked After Children' who have been adopted.
2. Baptised Roman Catholic girls whose permanent residence is within one of the following Roman Catholic parish boundaries of the Newham Deanery, and who with their family practise regularly as confirmed by the Certificate of Catholic Reference.
3. Baptised Roman Catholic girls, who are resident in Newham, but whose level of practice cannot be supported by the Certificate of Catholic Reference.
4. Any other baptised Catholic girls.
5. All other Looked After Children or 'Previously Looked After Children' who have been adopted
6. Children of families of another Christian denomination in the following order of priority:
  - Christians who have been Baptised or have a 'service of dedication' and whose minister can confirm their level of practice as at least monthly.
  - All other Christians whose minister can confirm their level of practice as at least monthly.
  - Any other Christians.
7. Children of families of other faiths residing in Newham whose religious leader can confirm in writing that they are practicing at least monthly.
8. Any other applications which are complete - includes all requested evidence.
9. Any other applications that are incomplete.

### Tie Break

Where the offer of a place to all applicants in any of the categories listed above would lead to over subscription the following provision will be applied.

1. The attendance of a sibling at St Angela's Ursuline school on the school roll at the time of enrolment (Years 7 – 11) becomes the highest priority (in distance order) of an application within each category.
2. Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school. The distance measurement has been agreed by the Governors as 'the distance from home to the nominated central point of Newham, which is the Front Entrance of Our Lady of Compassion Catholic Church, Green Street, London E13 9AX.
3. In the event of the tie break proving unable to decide between two applicants, an unbiased random allocation will be used to decide the tie break.

## Places offered using St Angela's over subscription criteria for entry for September 2019

Actual Places	On Time Applications	EHCP	Voluntary Aided - 1 with Sibling	Voluntary Aided - 1	Voluntary Aided - 2 with Sibling	Voluntary Aided - 2	Voluntary Aided - 3 with Sibling	Voluntary Aided - 3	Voluntary Aided - 4 with Sibling	Voluntary Aided - 4	Voluntary Aided - 5 with Sibling	Voluntary Aided - 5	Voluntary Aided - 6 with Sibling	Voluntary Aided - 6	Voluntary Aided - 7 with Sibling	Voluntary Aided - 7	Voluntary Aided - 8 with Sibling	Voluntary Aided - 8	Total	Criterion of Final Offer*	Distance of Final Offer (miles)*
191	474	1	0	0	30	85	0	1	7	11	0	0	2	49	0	5	0	0	191	FPG7	1.12

## Appeals procedure

Parent/carers wishing to appeal should read pages 45-49 or visit [www.newham.gov.uk](http://www.newham.gov.uk) for more information.

## Waiting lists

In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The waiting list will be maintained in order of the over subscription criteria set out above and **not** in the order in which applications are received or added to the list. All waiting lists will be maintained only for the academic year 2020 - 2021. If parents wish the application to join or to remain on the waiting list for the following year after that date, they need to contact the school in writing to request this after the start of the next school year in early September 2020. Inclusion in the school's waiting list does not mean that a place will eventually become available.

## Applications

- a) **Newham Residents:** CAF provided by Newham's Children and Young People's Services indicating preference of secondary school must be returned to
- their child's primary school by **Friday 18 October 2019**
- OR**
- the London Borough Newham; Pupil Services, PO Box 69972, London, E16 9DG by **5pm on Thursday 31 October 2019**
- OR**
- online applications via [eadmissions.org.uk](http://eadmissions.org.uk) by **Thursday 31 October 2019** no later than **11.59pm**.

**Non Newham Residents:** Must apply through their own local authority completing their CAF. The CAF should be returned to their own local authority's Pupil Service department by **Thursday 31 October 2019**.

## Supplementary Information Forms (SIF)

- b) Pink SIF forms for St Angela's (obtained from St Angela's directly) should be returned only to the school. **A copy of Baptism Certificate must be attached to this application form. The closing date for the forms is Thursday 31 October 2019 at 5pm.**
- c) Catholic applicants will be required to support their application with Certificate of Catholic Practice, which will confirm practice. **The Certificate of Catholic Practice is obtainable ONLY from the Parish church/ Parish Priest.**

Non Catholic applicants must also arrange for their minister/faith leader to send a letter confirming that they are practicing at least **MONTHLY**.

- d) The Governors require parents to submit **TWO** proofs of residence, one from section 1 **AND** one from section 2.

## Section 1

- Council Tax bill for this financial year
- Current housing benefit entitlement letter
- Tenancy agreement for your council housing or housing association property
- Tenancy agreement for your housing privately rented from a landlord accredited by LBN (for tenancies which started before 1 January 2013) or
- Tenancy agreement from a landlord licensed by LBN (for tenancies which started from 1 January 2013)
- Letter from the National Asylum Support Service (NASS) telling you of your housing address
- Letter from Adult or Children's Services Asylum Team, telling you of your housing address.

## Section 2:

Dated within the last three months:

- Gas bill, payment schedule or reminder
- Electricity bill, payment schedule or reminder
- Water bill, payment schedule or reminder
- Telephone bill or reminder

**NO OTHER DOCUMENTS ARE ACCEPTABLE. PLEASE RETURN THE ORIGINALS WITH YOUR SIF. THEY WILL BE PHOTOCOPIED AND RETURNED. A CONFIRMATION RECEIPT WILL BE GIVEN ON SUBMISSION OF THE SIF.**

## Online admissions

If you are applying online via the [eadmissions](http://eadmissions.org.uk) website you must still send your completed SIF directly to the school. You **MUST NOT** attach it to the online form.





# St Bonaventure's Catholic Comprehensive School

St Bonaventure's School was founded by the Catholic Church to provide education for boys of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria stated. The Governors of St Bonaventure's School intend to admit 186 boys into Year 7 in the school year which begins in September 2020. Applications for places at St Bonaventure's for Year 7 starting September 2019 were: 610

## Application procedures and timetable – what you have to do

1. The Common Application Form (CAF) for Year 7 application must be returned to Pupil Services Section by **31 October 2019**. The St Bonaventure's School Supplementary Information Form (SIF) (obtained from London Borough of Newham; downloaded from the school's website: [www.stbons.org](http://www.stbons.org) or collected from the school's reception) together with a photocopy of the Baptismal Certificate should be returned to St Bonaventure's School, who will provide a receipt if requested. A photocopy of the Baptism Certificate must be firmly attached to this Supplementary Information Form. The closing date for the SIF to be handed directly to St Bonaventure's is **31 October 2019**.
2. Non-Newham residents must apply through their own local authority using the appropriate Common Application Form (CAF). They can either obtain the St Bonaventure's School Supplementary Information Form (SIF) from the school's reception; download from the school's website: [www.stbons.org](http://www.stbons.org) or contact Newham's Pupil Service Section to be sent one. Non-Newham residents should return their own borough's CAF to their local authority by the specified deadline. The St Bonaventure's School Supplementary Information Form (SIF) together with photocopies of the Baptismal Certificate must be completed and returned to St. Bonaventure's by **31 October 2019**.
3. Catholic applicants will be required to support their application with a Certificate of Catholic Practice, which will confirm practice as a regular member of the Catholic faith. The Certificate of Catholic Practice can be obtained from your Parish Priest. This must be returned to St Bonaventure's by **31 October 2019**.
4. Non-Catholic applicants will need to obtain a Non-Catholic Faith Leader Reference Form, this will be available on the school website [www.stbons.org](http://www.stbons.org) and arrange for this to be returned to St Bonaventure's by their Faith Leader by **31 October 2019**.

**Applicants should note that unless the SIF described above has been completed and returned on time to the school, the Governors will be unable to determine the criteria and so the application will be placed under Criterion 9: "Other Applicants" by default. If the Common Application Form is not completed and returned to the appropriate Education Authority as explained above the application will be invalid and the Education Authority will not offer a place in St Bonaventure's school.**

5. The Admissions Authority of St Bonaventure's will inform parents of the outcome of the determination of applications following an admissions meeting held in December 2019. This letter will inform applicants of the criterion in which their application has been placed. This will not be an offer of a place at St Bonaventure's.
6. Parents will be advised of the outcome of their application by Pupil Services Section (not the school) on **1 March 2020 National Offer Day**. Unsuccessful applicants will be advised of their right of appeal to an independent appeal panel.
7. Parents wishing to Appeal must do so in writing 20 days after they have received confirmation of their offer from Pupil Services.



# Places offered using St. Bonaventure's oversubscription criteria for entry for September 2019

Actual Places	On Time Applications	EHCP	Voluntary Aided - 1 with Sibling	Voluntary Aided - 1	Voluntary Aided - 2 with Sibling	Voluntary Aided - 2	Voluntary Aided - 3 with Sibling	Voluntary Aided - 3	Voluntary Aided - 4 with Sibling	Voluntary Aided - 4	Voluntary Aided - 5 with Sibling	Voluntary Aided - 5	Voluntary Aided - 6 with Sibling	Voluntary Aided - 6	Voluntary Aided - 7 with Sibling	Voluntary Aided - 7	Voluntary Aided - 8 with Sibling	Voluntary Aided - 8	Voluntary Aided - 9 with Sibling	Voluntary Aided - 9	Total	Criterion of Final Offer*	Distance of Final Offer (miles)*
210	465	0	0	0	32	119	5	5	1	2	0	3	0	3	7	14	3	16	0	0	210	FPG8	1.13

Where the offer of places to all applicants in any of the criteria listed would lead to oversubscription the following provisions will be applied:

1. The attendance of a sibling at the school who will be on the school roll at St Bonaventure's in September 2020, in Years 8-13 will take priority within each criterion.
2. Distance from home to the nominated central point of Newham, which has been agreed as the Front Entrance of Our Lady of Compassion Catholic Church, Green Street, London E13 9AX. This distance is determined by London Borough of Newham, using the 'Shortest Walking Distance' and will be used to rank order applicants within each criterion.

## Tie –Break

In the event of 2 or more children living equidistant from the nominated central point of Newham, the place will be offered by random allocation. Further details can be found by reading the London Borough Of Newham Home To School Distance Calculations Protocol, available on the school website [www.stbons.org/admission-documents-forms](http://www.stbons.org/admission-documents-forms)

## Definitions

**'Adopted'** subject to an adoption order as described in section 46 of the Adoption and Children act 2002 or Section 12 of the Adoption Act 1976.

**'Looked after child'** A child in care is defined as a child who is in the care of a local authority or provided with accommodation by that authority. This can also mean a kinship arrangement which has been facilitated by the local authority.

**'Previously Looked After'** means a child has a special guardianship order appointing one or more individuals to be their special guardian(s), under section 14A of the Children Act 1989, a child arrangement/residence 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 or an adoption order under section 46 of the Adoption and Children act 2002 or Section 12 of the 1976 Adoption Act.

**'Catholic'** means a member of the Church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

**'Practicing Catholic'** – it is the role of a priest to determine

whether applicants meet the criteria for qualification as practicing Catholic families. The definition of a practicing Catholic is defined by 'Canon Law' which states that the faithful are obliged to participate in Sunday Mass and Holy Days. Ref: [http://www.vatican.va/archive/ENG1104/\\_P4N.HTM](http://www.vatican.va/archive/ENG1104/_P4N.HTM)

It is up to the applicant to identify and approach a priest who will complete the standard diocesan reference which is obtained from your parish priest or your ethnic chaplain. If you attend mass outside of the Newham Deanery please obtain the Priest reference from a Catholic Church in Newham.

**'Sibling'** - each of two or more children or offspring having one or both parents in common, or by adoption, who is resident at the same address as the child for whom a place is being sought..

**'Brother'** A brother includes a half-brother, or by adoption who is resident at the same address at the school as the child for whom a place is being sought.

**'Catechumen'** means a member of the catechumenate of a Catholic Church preparing for Baptism. This will normally be evidenced by a certificate of reception into the order of catechumens.

**'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Christian Church. The list of churches recognised as belonging to the Eastern Christian Churches can be found on the school website [www.stbons.org](http://www.stbons.org)

**'Churches Together In England'** CTE is a national body set up in 1990. CTE is a visible sign of the Churches' commitment as they seek a deepening of their communion with Christ and with one another, and proclaim the Gospel together by common witness and service. Its strength comes from people from different traditions finding new ways to work and worship together. A list of member churches belonging to CTE can be found on the website [www.cte.org.uk/Groups/234690/Home/About/Member\\_Churches\\_of/Member\\_Churches\\_of.aspx](http://www.cte.org.uk/Groups/234690/Home/About/Member_Churches_of/Member_Churches_of.aspx)

**'Deanery Boundaries'** For the purposes of this policy, deanery boundaries as laid down by the Diocese of Brentwood) are as shown on the map in the school reception.

### Admission to sixth form

The 6th Form is available for all existing students in Year 11 at St Bonaventure's School, if they should fulfil the individual entry requirements for courses, details of which can be found in the 6th Form Prospectus. Remaining places in the 6th Form will be distributed in accordance with the school's oversubscription criteria, subject to applicants fulfilling the individual entry requirements of the courses for which they have applied. It is important that 6th form applicants follow the application procedures below, the dates will be published separately.

The Published Admission Number for additional applicants into Year 12 from schools other than St Bonaventure's is 20.

### Appeals procedure

Parents may appeal against the decision of the Governors to offer their son a place, in the first instance by writing to the Chair of Governors (Admissions Appeals) c/o the school within 20 days, stating the grounds for the appeal.

- The appeal will be heard by an independent appeal panel, which will be made up of three people, none of whom have any connection with the school and one of whom will be a lay person. The lay person is someone who is aware of educational issues but is not directly involved with it.
- The Appeals Panel will accept representation from any interested parties in writing or in person at the appeal hearing.
- The names of unsuccessful candidates will be placed onto the waiting list, which will be organised in accordance with St Bonaventure's Admissions Criteria.

### Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list.

This Waiting List will be updated on a termly basis. Applicants that wish to remain on the waiting list must contact the school at the start of each new term.

### SEND Applications

The admission of students with an Education, Health Care Plan (EHCP) is dealt with by a completely separate procedure. Any applicant that has an EHC Plan and places St Bonaventure's as their highest preference for secondary education will automatically be allocated a place in Year 7, even if this means that the Governing Body will admit beyond the Published Admission Number.

**Over subscription criteria** - At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Adopted, 'Looked After' and previously 'Looked After' children from Catholic Families.
2. Practising Catholic children, as determined by a Catholic Priest using the Certificate of Catholic Practice and who are resident in the Deanery of Newham.
3. Practising Catholic children, as determined by a Catholic Priest using the Certificate of Catholic Practice and who are resident outside of the boundary of the Deanery of Newham.
4. Baptised Catholic children as determined by a Catholic certificate of baptism.
5. Any other Adopted, 'Looked After' and previously 'Looked after' children who are not Catholic.
6. Members of an Eastern Christian Church, whose application is supported by a appropriate Minister of religion using the Reference Form for Non-Catholic Faith leaders.
7. Members of other Christian denominations that are members of "Churches Together in England", whose application is supported by an appropriate Minister of religion using the Reference Form for Non-Catholic Faith leaders.
8. Children of other Faith traditions, whose application is supported by an appropriate religious leader using the Reference Form for Non-Catholic Faith leaders.
9. All other applicants.

# Academy and free schools - Determined Admission Arrangements for September 2020

## Stratford School Academy

### General Principles

1. Stratford School Academy is an 11-16 mixed comprehensive school. We do not have any requirement for aptitude from prospective students.
2. There is no guarantee of a place for children who have a brother or sister who attend the school or who attend a linked primary school.
3. Admission to our school is not dependent on any 'voluntary' contribution.
4. The school will endeavour to provide places for students who do not have a brother or sister in the school and who do not attend a link primary school provided that they can be accommodated within the admission limits.
5. Pupils will be admitted at the age of 11+ **without** reference to ability or aptitude using the criteria below.
6. Stratford School Academy recognises that parents may seek a place for their child outside of their normal age group. Where the school agrees to a request the status of that child's application will be the same as all other applications made for that year group at the relevant time.
7. The admission number for September 2020 will be 300.
8. Stratford School Academy participates in the Local Authority co-ordinated scheme and all deadlines within that scheme must be adhered to by applicants.
9. Children with a statement of Special Educational Need or an Education Health and Care Plan naming Stratford School Academy will be admitted.
10. As required by the School Admissions Code the school will give the highest priority to applications on behalf of children in public care (looked after children) and all previously looked after children. (see definitions below)
11. The Board of Governors of Stratford School Academy has determined that the criteria for admissions from September 2020 will be as follows.
12. Our **linked primary** schools are:
  - Elmhurst School, Upton Park Road, Forest Gate, London E7 9PG
  - Park School, Mathews Park Avenue, Stratford, London E15 4AE
  - Portway School, Stratford Road, London E13 0JW
  - Selwyn School, Cecil Road, London E13 0LX
  - Shaftesbury School, Shaftesbury Road, Forest Gate, London E7 8PF
  - St Stephen's School, Whitfield Road, East Ham, London E6 1AS
  - William Davies School, Stafford Road, Forest Gate, London E7 8NL
13. By **sibling** we mean brothers and sisters, adopted siblings, step-children, common law step-children, half-siblings, children subject to a child arrangements order or special guardianship order and foster children (only those "looked after" by any local authority) who permanently live in the same household
14. For Stratford School Academy to take a sibling into account the sibling's name must be correct on the application form and the sibling must be on roll of Stratford School Academy at the time of application.
15. By an **employee** of the Stratford School Academy we mean someone who is on the payroll of the Academy.
16. By **child** of an employee of Stratford School Academy we mean a child living in the same household as an employee or, if living in a different household, then the employee is the natural parent or guardian of that child.
17. For Stratford School Academy to consider the child of an employee then one or other of the following circumstances must apply : a) the employee has been employed at the school for two or more years at the time at which the application for admission to the school is made, and /or b) the employee is recruited to fill a vacant post for which there is a demonstrable skill shortage
18. **Home Address:** proof of residence will be required by the co-ordinated scheme. The offer of a place may be withdrawn if proof of residency is not met or a place has been offered under fraudulent or intentionally misleading grounds.
19. **Where a child lives part of the week** with one parent and part of the week with another member of the family the **'home address'** will be considered to be the residence where the child spends at least three nights of the school week each week.
20. **Looked After:** A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to the school.
21. **Previously Looked After:** A previously looked after

### Definitions and Details

12. Our **linked primary** schools are:
  - Elmhurst School, Upton Park Road, Forest Gate, London E7 9PG
  - Park School, Mathews Park Avenue, Stratford, London E15 4AE
  - Portway School, Stratford Road, London E13 0JW
  - Selwyn School, Cecil Road, London E13 0LX
  - Shaftesbury School, Shaftesbury Road, Forest Gate, London E7 8PF
  - St Stephen's School, Whitfield Road, East Ham, London E6 1AS
  - William Davies School, Stafford Road, Forest Gate, London E7 8NL
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14. For Stratford School Academy to take a sibling into account the sibling's name must be correct on the application form and the sibling must be on roll of Stratford School Academy at the time of application.
15. By an **employee** of the Stratford School Academy we mean someone who is on the payroll of the Academy.
16. By **child** of an employee of Stratford School Academy we mean a child living in the same household as an employee or, if living in a different household, then the employee is the natural parent or guardian of that child.
17. For Stratford School Academy to consider the child of an employee then one or other of the following circumstances must apply : a) the employee has been employed at the school for two or more years at the time at which the application for admission to the school is made, and /or b) the employee is recruited to fill a vacant post for which there is a demonstrable skill shortage
18. **Home Address:** proof of residence will be required by the co-ordinated scheme. The offer of a place may be withdrawn if proof of residency is not met or a place has been offered under fraudulent or intentionally misleading grounds.
19. **Where a child lives part of the week** with one parent and part of the week with another member of the family the **'home address'** will be considered to be the residence where the child spends at least three nights of the school week each week.
20. **Looked After:** A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to the school.
21. **Previously Looked After:** A previously looked after

child is a child who was looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

### Admissions criteria

22. Children with a statement of Special Educational Needs or an Education Health and Care Plan that names Stratford School Academy will be admitted before any other applicants and these admissions will count toward the admission number.
23. If there are fewer applications made than places available, then every child will be offered a place.

### Oversubscription criteria

24. In the event of over subscription we will offer places to applicants in this order:

**Category 1.** Children in public care (looked after children) and all previously looked after children

And then

**Category 2.** Children of employees of Stratford School Academy (see definitions above)

And then

**Category 3.** Children who are eligible for the service premium<sup>1</sup>

And then

**Category 4.** Children who attend a linked primary school and who have a sibling at Stratford School Academy who is on our school roll at the time of application.

And then

**Category 5.** Children who have a sibling at Stratford School Academy who is on our school roll at the time of application.

And then

**Category 6.** Children who go to a linked primary school

And then

**Category 7.** Other children

### Tie Breaker.

25. If there are more applications than places available, then all applicants will be allocated a number via a random allocation (lottery) process. This number will decide a child's priority within each of the admission criterion set out above. It will only be used if there are not enough

available places left to accommodate all the applicants falling under that criterion. Places will then be offered to applicants in accordance with the randomly allocated number, starting with the lowest number first. This process will be independently verified.

### Applications made outside the normal admissions round

26. Admissions for places for children in all other year groups will be dealt with in accordance with this policy. If the Academy is unable to offer a place to an applicant then the name of the child will be included in the Academy's waiting list.

### The Academy Waiting List

27. The Academy will hold a single waiting list.
28. In regard to applicants for Year 7 places, all children whose Year 7 applications were unsuccessful<sup>2</sup> in the normal admission round will be included on the waiting list on 1 March of the academic year in which the child's parents apply for a place in Year 7 at the Academy.
29. All children whose parents applied unsuccessfully for Year 7 places outside the normal admissions round will be included on the waiting list on the date that their application was rejected or 1 March of the year of the normal admission round whichever is the later.
30. All children whose parents apply for places in other years and for whom the Academy is unable to offer a place will be included on the waiting list on the date their application is rejected.
31. The names of children will remain on the waiting list until whichever of the following dates falls soonest after the first anniversary of their name be included on the list: 31 March; 30 June; 31 October; 31 December.
32. So, if a child's name is included on the list on the 31 March it will be removed on the 31 March of the following year. And if a pupil's name is included on the list on 8 April it will be removed on 30 June of the following year.
33. When places become available, if there are more children in the relevant year group(s) on the waiting list than there are places available, then all those on the waiting list will be allocated a number via a fresh random allocation (lottery) process<sup>3</sup>. This number will decide a child's priority within the highest relevant oversubscription criterion set out above which they

<sup>1</sup> The Service Premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel. <sup>2</sup> That is, children who were allocated a place at a school for which they had not expressed a preference or for which they had expressed a preference that was lower than that expressed for Stratford School Academy. <sup>3</sup> Any number allocated in a previous random allocation will be discounted.

meet. It will only be used if there are not enough available places left to accommodate all those on the waiting list in the relevant year group(s) falling under that criterion. If it is used places will be offered to children in order of the randomly allocated number, starting with the lowest number first.

### Example of how places will be allocated through the normal admission round

34. By the deadline set Stratford School Academy receives 1174 year 7 applications for 300 places. Separately 3 children have a statement of Special Educational Needs or an Education Health and Care Plans that name Stratford School Academy and so are offered places. This means there are 1174 applicants for the remaining 297 places. Therefore each of the 1174 applicants is randomly allocated a number from 1 to 1174. 1 applicant falls into Category 1. The school can offer the applicant a place and so does. This leaves 296 places available. 2 applicants fall into Category

2. The school can offer both applicants places and so does. This leaves 294 places available. 1 applicant falls into Category 3. The school can offer the applicant a place and so does. This leaves 293 places available 46 applicants fall into category 4. The school can offer all 46 applicants places and so does. This leaves 247 places available. 21 applicants fall into category 5. The school can offer all 21 applicants places and so does. This leaves 226 places available. 122 applicants fall into criterion 6. The school can offer places to all 122 applicants and so does. This leaves 104 places available. 981 applicants fall into category 7 but the school now only has 104 places available. So the numbers allocated under the random allocation procedure will be used to decide which of these applicants will be offered places. The 981 applicants who fall into category 7 will each have been randomly allocated a number between from 1 to 1174 at the start of the process, so it will be the 104 applicants with the lowest numbers who will be offered a place.

Example The school receives 1174 applications for 300 places			Places remaining
Children with a statement of Special Educational Needs or an Education Health and Care Plan that names Stratford School Academy; then	3	3	297
Category	Applicants satisfying criteria	Offer places to	Places remaining
<b>1. Children in public care (looked after children) and all previously looked after children</b>	1	1	296
<b>2. Children of staff in either or both of the following circumstances:</b> 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,  and/or  b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.	2	2	294
<b>3. Children who are eligible for the service premium</b>	1	1	293
<b>4. Children who attend a linked primary school and who have a sibling at Stratford School Academy who is on our school roll at the time of application.</b>	46	46	247
<b>5. Children who have a sibling at Stratford School Academy who are on our school roll at the time of application.</b>	21	21	226
<b>6. Children who go to a linked primary school.</b>	122	122	104
<b>7. Other children</b> 105 of these 982 applicants will be offered places by the process of random allocation.	981	104	The process is complete, all places have been offered

Please remember this is just an example and that the figures will vary from year to year.

## The Academy's Resourced Provision for Children with Autism

35. The Academy has a Resourced Provision for Children with Autism. Places in the Resourced Provision are reserved for children with a diagnosis of autism. The maximum planned capacity of the Resourced Provision is 25 pupils and the Academy would expect that these pupils are divided roughly equally between Years 7, 8, 9, 10 and 11 with no more than 6 in any year group.

### Admissions Criteria

36. Subject to paragraph 39 below, if there are fewer suitable applications made than places available, then every child will be offered a place.
37. Children with a diagnosis of autism who have a statement of Special Educational Needs or an Education Health and Care Plan naming Stratford School Academy's Resourced Provision for Children with Autism.
38. Children with a diagnosis of autism who do not have a statement of Special Educational Needs or an Education Health and Care Plan but are in receipt of high needs funding as determined by their home local authority and who would benefit from placement in the Academy's Resourced Provision for Children with Autism. Suitability for admission under this criterion will be determined by Governors having taken into consideration the recommendation and supporting evidence of the child's home local authority.
39. If a place is available at the Resourced Provision Governors will be entitled to leave that place unfilled if, having carefully considered the recommendations and supporting evidence provided by the home local authorities of the applicants or of those children on the waiting list, they reach the following conclusion: that none would benefit from attending the Resourced Provision more than some other educational establishment or that were they to do so, their attendance would have a detrimental effect on the education of those already attending the Provision.
40. In such circumstances the Governors will fill the place at the earliest opportunity

### Waiting Lists

41. When place(s) becomes available, if there are more children in the relevant year group(s) on the waiting list than the number of places available, then the Governors will go through the process described in paragraphs 37 to 39 and offer place(s) to those children it judges will most benefit from attending the Academy's Resourced Provision

## The Academy's Resourced Provision for Children with Speech Language and Communication Needs

42. The Academy has a Resourced Provision for Children with Speech Language and Communication Needs. The Resourced Provision is intended for children who can be educated in mainstream lessons for at least half the week. The provision is not resourced to meet the needs of children whose language difficulties are secondary to a cognitive delay. The maximum planned capacity of the Resourced Provision is 25 pupils and the Academy would expect that these pupils are divided roughly equally between Years 7, 8, 9, 10 and 11 with no more than 6 in any year group.

### Admissions Criteria

43. Subject to paragraph 46 below, if there are fewer suitable applications made than places available, then every child will be offered a place.
44. Children who have an Education Health and Care (EHC) plan for Speech Language and Communication Need in which Communication and Interaction is identified as the pupil's primary area of need and which names Stratford School Academy's Resourced Provision for pupils with Speech Language and Communication Needs will be admitted before any other pupils.
45. Other children who have a Special Educational Need for Speech Language and Communication in which Communication and Interaction is identified as the pupil's primary area of need, who do not have an Education Health and Care (EHC) plan, but who are in receipt of high needs funding as determined by their home local authority and who would benefit from placement in the Academy's Resourced Provision for Children with Speech Language and Communication Needs will then be admitted. These applications must be supported by a report from a Speech Language and Communication Therapist which diagnoses a primary speech language communication need. Suitability for admission under this criterion will be determined by Governors having taken into consideration the recommendation and supporting evidence of the child's home local authority.
46. If a place is available at the Resourced Provision Governors will be entitled to leave that place unfilled if, having carefully considered the recommendations and supporting evidence provided by the home local authorities of the applicants or of those children on the waiting list, they reach the following conclusion: that none would benefit from attending the Resourced Provision more than some other educational establishment or that were they to do so, their attendance would have a detrimental effect on the education of those already attending the Provision.

47. In such circumstances the Governors will fill the place at the earliest opportunity

### Waiting Lists

48. When place(s) becomes available, if there are more children in the relevant year group(s) on the waiting list than the number of places available, then the Governors will go through the process described in paragraphs 43 to 45 and offer place(s) to those children it judges will most benefit from attending the Academy's Resourced Provision

### The Ethos of Stratford School Academy

49. Stratford School Academy is a non selective, mixed non-faith school that believes in the equality of all peoples, whatever their faith, ethnicity or sexual preference: we believe that what unites us as a human race is more important than what divides us.

50. To the extent that it does not conflict with this principle, or with the law, or with our obligation to educate our students for the 21st Century, we will do our best to accommodate the religious and cultural practices of the communities we serve.

51. So, for example, in almost all cases, including some PE

lessons, students are taught in mixed classes; but at the same time Stratford School Academy has sought and been granted by the Local Authority a 'Determination' which allows us to organise our daily acts of collective worship as times of reflection that have the right flavour for our school and setting and do not have to be wholly or mainly Christian.

52. We believe that the one thing that Stratford School Academy, as a school, can uniquely offer its students is a good education. So the school will take very seriously behaviour that interrupts our students learning.

53. We expect any student whose behaviour interferes with their learning or the learning of others to take responsibility for their behaviour and work with us to change it and to put matters right. We will not accept continued poor behaviour. We expect parents to support us and their children in this work.

54. Stratford School Academy believes its students are members of its community and represent the School from the time they leave home to come to school until the time they return. Stratford School Academy expects all its students to wear its uniform whilst at school and on the way to and from school.

55. We ask all parents applying for a place here to respect this ethos and its importance to the school community.

### Places offered using Stratford School Academy's oversubscription criteria for entry for September 2019

	Places available	Statement or EHCP	Looked After Children	SEN Resource	Staff Child	Link with Sibling	Link	Sibling	All Other
<b>Stratford School Academy</b>	335	1	2	4	1	48	92	37	150

## East London Science School

East London Science School is an 11 – 18 mixed free school for pupils of all abilities and backgrounds with 120 places available in Year 7. This is something we are keen to maintain as it gives the school a uniquely diverse pupil intake. We do not operate any form of aptitude or academic selection in pupil admissions. However, the education we offer is unashamedly academic and this is something that we know our pupils and parents will value highly.

### Background to school

East London Science School is an 11 – 18 mixed free school for pupils of all abilities and backgrounds with 120 places available in Year 7. This is something we are keen to maintain as it gives the school a uniquely diverse pupil intake. We do not operate any form of aptitude or academic selection in pupil admissions. However, the

education we offer is unashamedly academic and this is something that we know our pupils and parents will value highly.

### Over subscription criteria

Children with a statement of Special Education Needs that named the East London Science School (subject to



the school's right of appeal to the Secretary of State) will be offered a place before all other applications are considered.

- a) Children who are in the care of a local authority including those that have been previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order.
- b) Children who will have a sibling attending the East London Science School at the time of admission. A "Sibling" is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. Where applications are received from twins, triplets or same year siblings, if one child is selected for a place the twin/triplet/ same year sibling will be ranked in their own priority group immediately below children in the care of a local authority. The sibling rule does not apply to students with a place in Year 12 or 13.
- c) Children of staff at the East London Science School where the member of staff has been employed by the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- d) After places have been filled by the first three criteria, 1/3 of any remaining places will be offered to children who live between 0 and 1.499km from the school, measured by straight-line distance from the main school entrance of the current school location (as specified in the school prospectus or on the school website) to the child's home address being the home address of the main carer as set out on the application form. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.
- e) After places have been filled under the first four criteria, 1/2 of any of the remaining places will be offered to

children who live between 1.500km and 2.999km from the front gate of the school. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.

- f) After places have been filled under the first five criteria, any remaining places will be offered to children living a distance of 3.000km or beyond from the front gate of the school. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.
- g) After places have been filled under the first six criteria, any remaining places will be offered to any other children making an application, where children live closest to the school, measured by straight-line distance from the main school entrance of the current school location (as specified in the school prospectus or on the school website) to the child's home address being the home address of the main carer as set out on the application form, are given priority.

**Note: Distances from the pupil's home address to the main school entrance will be measured by using Ordnance Survey data to plot the applicable distance using the London Borough of Newham's home-school distance service. In the event of a tie between two or more children following the above criteria, places will be allocated by random selection which will be independently supervised.**

#### Waiting list

1. On 1 September 2020 applicants on the Reserve List and applications received after 31 October 2018 will be placed on the waiting list.
2. All applications on the waiting list will be considered for any vacancies occurring during the period 1 September and 31 December 2020 in accordance with the admission criteria.
3. The waiting list will not be maintained after 31 December 2020.

### East London Science School Secondary Transfer On Time offers for September 2019

Band	A	B	C	D	E	F	G	EHCP	Total
<b>Totals</b>	0	24	1	24	38	37	0	1	<b>125</b>

# Admission arrangements for Chobham Academy for 2020/21 academic year only

## Secondary (11 – 16 years) aged provision

7.1 The Academy has an admission number of 120 in Year 7. The full year group is 210 but 90 students are already present in Year 6 and transfer automatically into Year 7. Where fewer than 90 transfer from Year 6 additional places will be made available to create a year group of 210 Year 7 places.

7.2 The Academy will accordingly provide for the admission of 120 students (plus any casual Year 7 places) to Year 7 in the academic year 2020-21 if sufficient applications for entry are received. Where fewer applications than the published admission number for the relevant year groups are received, the Academy Trust will offer places at the Academy to all those who have applied.

7.3 The Academy will admit students representing all levels of ability among applicants for admission to the Academy. For Year 7 all applicants will take a standardised non-verbal reasoning test, which will be standardised against the national distribution of ability. Then students will be placed in rank order and will be allocated to one of nine groups (with the number of places in each group determined by the national distribution of ability). There is no pass or fail to the assessment, but the process produces valid and reliable scores so that places can be allocated from each of the nine groups to produce a balanced and equitable intake. Applicants who complete the common application form showing one of the preferences to be for the Academy will also be asked to complete a Supplementary Application Form if their child has specific learning needs, which should be submitted to the Academy to allow arrangements to be made for the test and any special requirements allowed for.

## Oversubscription criteria for Year 7

8.1 When the Academy is oversubscribed, after the admission of students with Statements of Special Educational Needs where the Academy is named in the Statement (who will be tested to determine which band they are in but this will not affect their admission), the following criteria will be applied to the children placed within each ability band to determine which children will be offered the places in that band, in priority order:

a) Children who are looked after or former looked after children;

- b) 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.
- c) Children who live in East Village (please see map attached) with the applicants who live closest to the Academy, as defined in 4.2 above given priority if there are more applicants than places;
- d) Nearness to the Academy, as calculated by straight line distance from the main gate. (See definition of distance calculation in 4.2 above)

These criteria will be applied to candidates as they are allocated to each group as a result of the tests until the correct number in each group as identified in paragraph 7.3 above is reached;

If at the end of this process there are unallocated places in any group these will be filled by the applicants next in line for admission to the groups above and below, alternating between the group above and below, using the same allocation criteria set out above (e.g. if the group 4 has vacancies but all the applicants in the group 4 ability band have places, the place(s) will be offered to unallocated applicants next in line for places in group 3, then group 5, then group 3 etc.)

Looked after children and former looked after children will always be allocated the first places in any group.

Random allocation (independently verified) will be used as a tie-break in categories a-d above to decide who has highest priority for admission if more than one child is tied for the last place available.

Proof of residence will be required (council tax bill, utility bill).

8.2 Other than children with Statements of Special Educational Needs and Looked after children, those who apply via the CAF and then do not attend the non-verbal reasoning test, will be considered for a place after all those children who have sat the test.

## Waiting lists

9.1 The Academy will operate a waiting list for Year 7. 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 academy 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 1st January in any academic year they will need to write to the Academy and request this.

9.2 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria (i.e. not including banding). 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

10.1 The Academy 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.

### Oversubscription criteria for Year 12

14.1 The Chobham Academy operates a sixth form for a total of 280 students. 140 places overall will be available in Year 12 (the Year 12 'capacity'). The admission number for external students is 50.

15.1 To determine eligibility for admission, the Academy will publish specific criteria in relation to minimum entrance requirements for Year 12 based on GCSE grades or other measures of prior attainment, which will be consulted upon alongside its other admission arrangements whenever a change is proposed. Chobham Academy will also publish academic entry requirements for each course available based upon GCSE grades or other measures of prior attainment. These criteria will be the same for internal and external transfers and will be published in its prospectus and on its website.

15.2 Young people failing to meet the grades for their preferred course option will be offered alternative courses if available. Young people already on the Academy roll are entitled to transfer to Year 12 if they meet the published standards of entry to the sixth form.

16.1 If Year 12 is oversubscribed then, after the admission of students with Special Educational Needs where the Chobham Academy is named on the statement, the criteria will be applied in the order in which they

are set out below:

- a) Looked after children and former looked after children
- b) Students who live within East Village (please see map attached)
- c) Distance of the applicant's home from the Academy with those applicants living closest being given priority. Distance will be measured in accordance with the method set out in paragraph 4.1 above.

17.1 There will be a right of appeal to an Independent Appeals Panel for internal students refused transfer and external applicants refused admission.

### Arrangements for admitting students to other year groups, including replacing any students who have left the Academy

18.1 The Academy participates in the Newham coordinated admissions process for in-year admissions. Applications will need to be submitted directly to Newham. The Academy will consider any applications for other year groups and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, the place will be allocated using the criteria set out in para 4.1 for Year Reception to Year 6 and para 8.1 (but without using banding after the first term of Year 7) for Years 7 to 11, and para 16.1 for post 16 admissions. If a place is not available parents may ask for their child to be added to a waiting list.

18.2 Children's position on any 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. Whenever 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.

### Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

Included with the application form, parents should request that the child is admitted to another year group (they should state which one), and the reasons for that request. Parents must submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc.

Some of the evidence a parent might submit could include:

- information about the child’s academic, social and emotional development, including their prior learning if recently admitted to the country from abroad;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and

- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Academy will consider each case on its merits, taking into account the individual circumstances of the request and the child’s best interests. The Academy will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. For example, an application from a child who would ‘normally’ be a Year 8 child for a Year 7 place will be considered alongside applications for Year 7.

### Primary to Secondary Transition for Sept 2019 - National Offer Day on time applicants for Chobham Academy

	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Band 9	Total
EHCP	0	0	1	0	0	0	1	0	0	2
LAC/ PLAC	0	0	0	0	0	0	0	0	0	0
CATCH	1	1	2	2	5	3	0	1	0	15
ALL	4	7	11	17	17	16	13	7	5	97
<b>Totals</b>	<b>5</b>	<b>8</b>	<b>14</b>	<b>19</b>	<b>22</b>	<b>19</b>	<b>14</b>	<b>8</b>	<b>5</b>	<b>114</b>

For September 2018 entry the school opened a bulge class that due to accommodation cannot be repeated for 2019





# Section

Education options for 14-16 year olds

Year 9-10 transition



If your child is in Year 8 or 9 in the 2020/2021 academic year they will usually remain at their current school until they leave at the end of Year 11, but you now have the option to apply for a place at a Studio School or a University Technical College (UTC).

For most young people staying on in their current school will be best for their educational development but if they are interested in developing a career in a specific field they might want to move at the end of the year.

### Studio School

Studio schools are an innovative new model of 14 to 19 year-old educational provision. They are small schools - typically with around 300 pupils - delivering mainstream qualifications through project based learning. Students work with local employers and a personal coach, and follow a curriculum designed to give them the employability skills and qualifications they need in work, or to take up further education.

### University Technical College (UTC)

A University Technical College (UTC) is a type of secondary school in England for 14-19 year olds that is led by a sponsor university. The university supports the curriculum development of the UTC, provides professional development opportunities for teachers and guides suitably qualified students to foundation and full degrees. The sponsor university appoints the majority of the UTC's governors and key members of staff.

If you are interested in this as an educational route for your child, you do have the opportunity to apply for any of these establishments that are located across London and the South East.

As this is a big step we strongly recommend that you do thorough research before deciding and if you still think it's the best route for your child, apply online at **eadmissions.org.uk** For schools, Studio Schools and UTCs you may need to apply direct. Check their website for application information.

Remember there are only a limited number of places for young people in Studio Schools and UTCs. If they have more applicants than places available they will use their published Determined Admissions Arrangements to decide who to offer a place to. As your child will already have a school place, there is no duty to provide an alternative place at one of these types of establishments if you do not get offered a place at one of your preferred schools. Your child will be required to continue to attend their current school.

For information on all the Studio Schools and UTCs within a reasonable distance from your home please visit **<https://studioschoolstrust.org>** and **<http://www.utcolleges.org>**

If you are interested in applying for any of these please visit the Studio School's or UTC's website for details of the application process including the closing dates. This process can be different for each school so you must get information from each you are interested in applying for.

The London Borough of Newham will be contacting all families attending school in the borough with further information on the Studio Schools and UTCs within a reasonable distance from your home by 12 September 2019 for admission in September 2020.

Some UTCs offer places in Year 9. This information will also be available on their website.





Introduction by the  
Principal **Geoffrey  
Fowler**

## ETHOS AND AIMS

LDE UTC is an industry led, hi-tech school, providing educational excellence for the students of today. Students choose to come to us because they have a passion to pursue a career in design and engineering. They will work with the latest

industry standard technologies enabling them to become confident, independent, work-ready individuals.

The curriculum is delivered through interesting and exciting employer-led projects, enabling learning by doing. Learning content is relevant and memorable, boosting our students' academic achievement. Students receive expert advice from our employer partners and university sponsor, coupled with mentoring, site visits and work placements. Our employer partners include Thames Water, Costain, Skanska, Thames Tideway Tunnel, the University of East London and many more.

If you are interested in a career in design and engineering then our practical and academic approach, combined with the strength of our world class employer partners, then the LDE UTC is the place for you.

We also offer a unique pledge to all of our students to help them move on to a degree course at university of their choice, an offer of employment or an apprenticeship with one of our many partner when you leave the UTC.

## SPECIALISM AND CURRICULUM

LDE UTC offers a new kind of personalised learning based on a challenging curriculum with clear progression into employment, higher education or apprenticeships. Like any school, our broad and balanced curriculum will enable you to attain national qualifications, including the Ebacc. You will also be able to study more in the technical

design and engineering areas that you are excited about. Pioneering technical projects incorporate our subject specialisms which include: Engineering, Built Environment & Art and Design.

A range of qualifications are on offer alongside the core curriculum; you will develop skills in finance and enterprise through setting up your own ventures. The curriculum is enriched with many clubs and societies where you will take part in events across the academic year.

## ACHIEVEMENTS

LDE UTC has some of the most innovative and advanced teaching technology in the UK like a LEGO innovation studio, the most advanced humanoid robots and the latest virtual reality technologies.

Students will work for much of the time in mixed groups on cross curricular employer led projects. They will have access to portable technology, allowing flexible learning at school, at home and in the workplace.

All students will be supported by employers who will provide great opportunities to experience the world of work and help students to be successful in the next stages of your development. Employers will provide support on how to write a good CV, rehearse interview skills and support project work. Each student will work with a personal mentor to help link all aspects of school life, including work experience. The mentor will help students focus on achieving their full potential and enjoying their time at school.

## PASTORAL CARE AND DISCIPLINE

Each student at the LDE UTC is an individual with different interests and needs. We will ensure all students achieve their potential and succeed and have a personalised learning programme matching their talents, skills and interests, working closely with employer partners

As well as having access to the UEL SportsDock, (a £21m sports facility built for the American Olympic Team), all students will either create or join a society of their choice. By creating their own societies students will be fully engaged and passionate about their chosen activities. Students will learn transferable skills such as leadership, financial, secretarial and public speaking.

## The Published Admission Number (PAN)

The LDE UTC when full will have a total capacity for 600 students in total. When it first opened in September 2016 it had a Published Admission Number (PAN) of 150 students. Followed by a PAN of 225 in 2017 and 250 in 2018.

However, since opening in 2016, the LDE UTC has been reviewing its admission arrangements regularly given its experience of recruiting students particularly into Year 10 (age 14). As result the LDE UTC revised its oversubscription criteria from 2018 onwards to include a gender oversubscription criterion. From 2019 with the revised oversubscription criteria the LDE UTC changed its admissions arrangements to include Years 9, 10, 12 intakes. For 2020 and future years the UTC has reverted to just having Year 9 and Year 12 intakes.

The following two tables outline the expected student numbers by year group as the UTC builds to full capacity

from 2016 to 2021 and the PAN for the first six years of the UTC.

From 2020 onwards, the LDE UTC has a proposed PAN of 80 students per year for admission into Year 9 (age 13) only. As a transitional measure, to help the UTC build to full capacity effectively, there is for 2019 only, an age 14 (Year 10) PAN of 80 students and age 13 (Year 9) PAN of 80 students for 2019 only.

The LDE UTC at full capacity will also offer post-16 provision for 180 students in Years 12 and 13 – i.e. 360 in total. As the LDE UTC builds to full capacity the post-16 PAN for external applicants into Year 12 (age 16) is 200 in 2018; 140 in 2019 and 180 from 2020 onwards.

From 2018 onwards, if less than 100% of the UTC's own Year 11 students transfer into Year 12, additional external students will be admitted until Year 12 is full.

Total Expected Student Numbers (PAN)						
	2016	2017	2018	2019	2020	2021
<b>Year 9</b>				80	<b>80</b>	80
<b>Year 10</b>	50	75	100	80	<b>80</b>	80
<b>Year 11</b>		50	75	100	<b>80</b>	80
<b>Year 12</b>	100	150	200	140	<b>180</b>	180
<b>Year 13</b>		100	150	200	<b>140</b>	180
<b>Total</b>	<b>150</b>	<b>375</b>	<b>525</b>	<b>600</b>	<b>560</b>	<b>600</b>

Published admissions number (PAN)						
ENTRY into the UTC	2016	2017	2018	2019	2020	2021
<b>Year 9 (age 13)</b>				80	<b>80</b>	80
<b>Year 10 (age 14)</b>	50	75	100	80		
<b>Year 12 (age 16)</b>	100	150	200	140	<b>180</b>	180
<b>Total</b>	<b>150</b>	<b>225</b>	<b>300</b>	<b>300</b>	<b>260</b>	<b>260</b>



# The admissions application process

The LDE UTC is planning to be a mixed ability and a mixed gender institution. We want to admit students from across a broad range of abilities, and to achieve a 50:50 mix of female and male students, if possible. The admissions policy and oversubscription criteria have therefore been designed to try and achieve this, whilst remaining compliant with all admissions codes and regulations.

## Year 9 applications for 2020 and subsequent cohorts - Deadline for September 2020 is 13 December 2019.

For entry into Years 9 in September 2020, parents will apply directly to the UTC using the LDE UTC Year 9 application form (available from the LDE UTC office or the LDE UTC website)

### Please Note:

All applicants will be admitted if fewer applications than the PAN are received.

All Students with an Educational Health and Care Plan will be admitted to the LDE UTC when it is named in the statement. All applicants will be admitted if fewer applications than the PAN are received. Where the LDE UTC receives more applications than it has places available, the following criteria will apply.

## Oversubscription criteria for Year 9 in 2020

When the LDE UTC is oversubscribed priority will be given within each band to:

**1. Looked after children and previously Looked after children.** (Looked-after children and previously Looked-after children: previously Looked-after children are those who have been adopted, or have become subject to a residence order or special guardianship order. A Looked-after child is a child who is a) in the care of a local authority, or b) being provided with accommodation by a local authority in their exercise of their social services functions)

To address the gender imbalance in engineering and to encourage a balanced intake of students when oversubscribed, children will then be admitted as follows:

**2. Girls.** Up to 50% of the remaining places will be allocated to girls in the following priority order

- **Children with a social or medical reason whose needs will be best met by the UTC.** (The LDE UTC

can only give priority to children under this criterion if it is supported by written evidence from a medical professional or social worker, saying why the LDE UTC is the most suitable school for the child and that their medical or social grounds are such that they cannot be met sufficiently at another school.)

- **Siblings of children who will still be attending the UTC in the academic year of admission.** (Siblings include step, adopted or foster brothers and sisters living in the same family unit on 1 September in the year of admission.) Applications for children of multiple births (twins, triplets etc.) will be treated as a single application. This might take the UTC above its PAN.
- **Children of Staff.** Children of current permanent members of staff who: - have been directly employed at the school for a minimum of two years at the time that the application is made (this rule cannot be applied until staff have been employed at the school for two years), or - have been recruited to fill a vacant post for which there is a demonstrable skills shortage. The absolute authority of the Board of Trustees of the LDE UTC will determine this shortage. The child in question must reside permanently with the member of staff and must have been doing so for two years by the time of application.

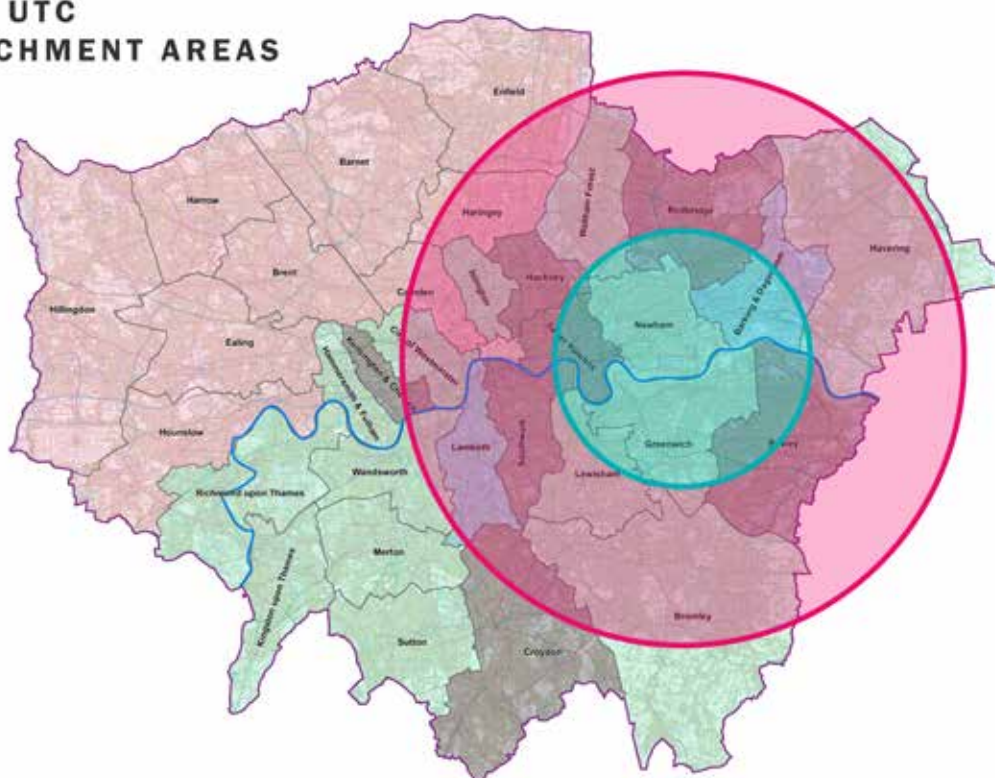


- **Random allocation using Catchment Area Bands.**

The remaining places within the PAN will be allocated by random allocation for each of three concentric circular bands measured from the main gate of the LDE UTC site in 50%, 40%, 10% proportions. Band A is less than 4.5 miles distance, Band B less than 10.5 miles and Band C all areas beyond that.

**See diagram below.** A person independent of the LDE UTC will supervise the random allocation process.

### LDE UTC CATCHMENT AREAS



**Inner circle** – within 4.5 miles radius of London Design and Engineering UTC

**Outer circle** – within 10.5 miles radius of London Design and Engineering UTC

**Beyond outer circle** – Other boroughs of London and beyond

A student’s home address is the address at which he or she lives on 1 September in the year of admission for the majority of the time or in the case of equally shared addresses the address at which the student is registered with their GP.

In the case of all students’ residences, (houses,

flats or multiple occupancy buildings), measurement will be taken from the main entrance of the building of residence to the main entrance of the LDE UTC in a straight line. Distances will be measured using the local authority’s protocol.

**3. Boys** Remaining places will be allocated to boys. Boys will be admitted in the same priority order as set out overleaf under the Girls criteria.

If the places allocated to one gender are undersubscribed, then they will be allocated to the other gender.

### Tiebreak procedure

In the event of two or more applicants that cannot otherwise be separated, a process overseen by someone independent of the LDE UTC will allocate priority for places randomly.

### Admission for post-16 provision

Applications for a place at age 16 should be made directly to the UTC using the LDE UTC Post-16 application form (available from the LDE UTC office or the LDE UTC website).

For post-16 entry in 2019 onwards, priority will be given to LDE UTC Year 11 students applying to transfer to Year 12 at the LDE UTC provided they meet the minimum academic or vocational criteria. These criteria will be the same for students at the UTC and external applicants.

These are:

- For level 3 courses: 5+ A\*-C grades at GCSE/Level 2 vocational diploma
- For level 2 courses: 5+ A\*-E grades at GCSE

The LDE UTC will admit any student to post-16 provision with a statement of Special Educational Needs whose statement names the UTC and who meets the minimum entry requirements.

In addition to the post-16 minimum academic entry requirements, students may need to satisfy minimum entrance requirements to the specific courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses the UTC offers for which they meet the minimum academic requirements. All course requirements are published annually on the UTC's website and in the post-16 prospectus. Applicants may also contact the LDE UTC for information.

When Year 12 is undersubscribed all applicants meeting the appropriate minimum academic entry requirements will be admitted. Where there is oversubscription for available post-16 places by qualified external applicants the oversubscription criteria as for age 14 entry (above) will be applied.

External applications for a place at age 16 at the LDE UTC should be made directly to the UTC using our Post-16 application form (available online).

**The deadline for external applications for post-16 courses starting in September 2020 is 17 January 2020.**



## Equal opportunities

The LDE UTC is committed to equal opportunities and admits students across the full spectrum of competencies to ensure a wide range of abilities of students when oversubscribed. The assessment is done using a non-verbal reasoning Cognitive Ability Test.

## Notification of admission decisions

For students entering on 1 September 2020, aged 13, decision letters will go to parents on or after **2 March 2020**.

For students entering on 1 September 2020 at age 16, decision letters will go to students and parents on or before **31 March 2020**.

Where it is found that the LDE UTC has made an offer as a result of a fraudulent or intentionally misleading application, which has denied a place in the college to a student with a legitimate claim, the offer of a place will be withdrawn.

## Waiting lists

Waiting lists complying with the LDE UTC's admissions criteria will be applied to all oversubscribed places and not based on the date of application. Waiting lists will be held for a minimum of one LDE UTC term. Where parents have submitted a transfer form before the closing date, but then change their preference to another school or college after the closing date, this will be treated as a "late" application.

## In year admissions

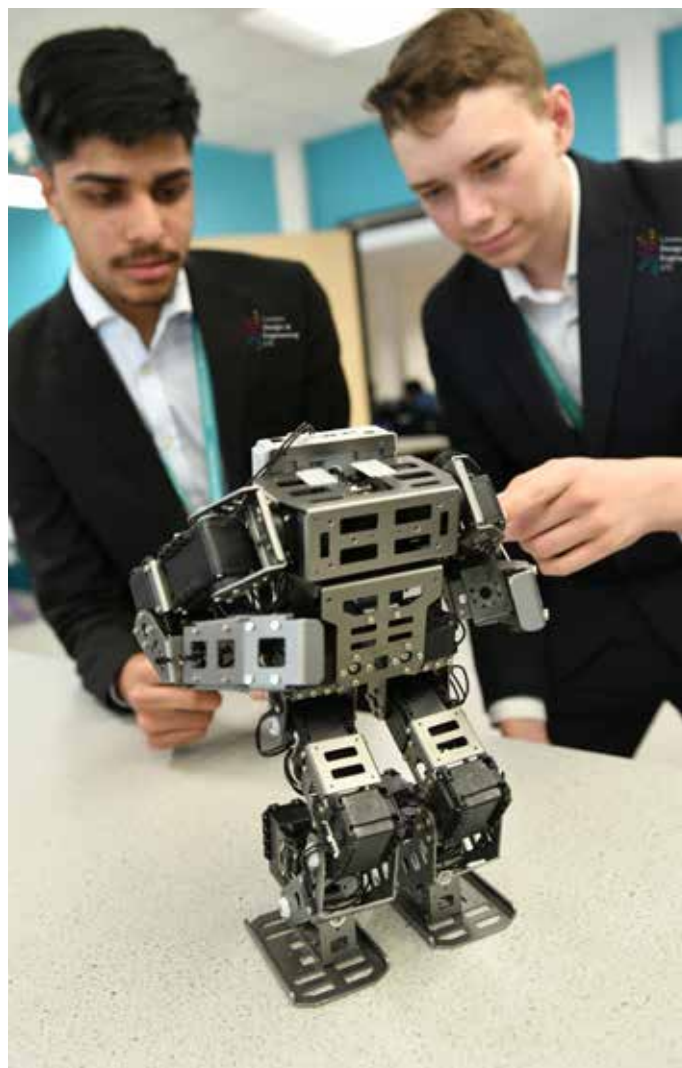
Students will be admitted into the LDE UTC at the start of the Autumn Term in each UTC year although there may be some exceptional circumstances when students transfer during an academic year. Parents seeking in-year admissions should return the LDE UTC's In-Year Application Form. We will then liaise with the schools, academies and colleges listed as a preference to agree jointly which (if any) preferences can be met. If the LDE UTC had more applications than places available, then the oversubscription criteria as for ages 13 entry (above) will be applied.

## Appeals

Any parent or student refused an offer of a place at the LDE UTC has the right of appeal to an independent appeals panel established by the LDE UTC. Parents and/or students can lodge an appeal by writing within 20 school days to the LDE UTC Admissions Clerk, who will give them at least 10 school days' notice of their appeal hearing. The appeals timetable is published on the LDE UTC website.

Details on admissions appeals can be found in the school Admission appeals code, which can be found using the following link: [www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/275897/school\\_admission\\_appeals\\_code\\_1\\_february\\_2012.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/275897/school_admission_appeals_code_1_february_2012.pdf)

Appeals will be co-ordinated and managed by an independent person.



# Section



Supporting schools

# Special Educational Needs and disability (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



## Resource provision in secondary schools

The local authority reserves places in seven secondary schools for a small number of pupils with special educational needs.

### Children with complex needs

Eastlea Community School  
Royal Docks Academy

### Children with severe communication difficulties

The Cumberland School  
Langdon Academy  
Little Ilford School  
Stratford School Academy

### Children with hearing impairment

Lister Community School

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

## Special 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

# Physical accessibility of Newham secondary schools from September 2020

Bobby Moore Academy	1	
Brampton Manor Academy	1	Has lift access in main block only. Some areas adapted to exclude ultra violet light.
Chobham Academy	1	
The Cumberland School	1	Also has life skills suite (kitchen, bedroom, study).
Eastlea Community School	1	Has a large site – could be hard for someone who has difficulty walking and does not use a wheelchair.
East London Science School	4	Access via cobblestone bridge. This Academy will have full physical access when they relocate to their permanent site.
Forest Gate Community School	1	Has lift access in one block only.
Kingsford Community School	1	
Langdon School	1	Fully wheelchair accessible and has physio and hygiene space. Stair lifts are used which are unsuitable for a high volume of traffic due to slowness.
Lister Community School	1	Has hygiene room jointly with physio space (limits numbers of dependent wheelchair users to 3 or 4.) Has a small lift in the main block – the upstairs of the old block is only accessible by climbing stairs.
Little Ilford School	1	
Oasis Academy Silvertown	3	This Academy will have full physical access when they relocate to their permanent site.
Plashet School (girls)	3	Lift access to part of one block only, stairs to other upper floors. School is spread over a large area making it difficult for pupils with limited mobility.
Rokeby School (boys)	1	
Royal Docks Community School	1	Also has a life skills suite
St Angela's Ursuline School (girls)	3	
St Bonaventure's Catholic	3	Has wheelchair stair lift to one floor only; upper floor and basement Comprehensive School (boys) have stair access.
Sarah Bonnell School (girls)	1	
School 21	1	
Stratford School Academy	1	
<b>Special schools</b>		
John F Kennedy (Post 16 Beckton)	1	
EKO Pathways (formerly Eleanor Smith Special School)	1	
John F Kennedy Academy	1	

## Key to table of physical accessibility

1. Full physical access – physical access to whole curriculum and the building. In addition this would include a physiotherapy exercise space and a hygiene room.
2. Significant physical access – physical access to the majority of the curriculum, may have accessible toilet or physiotherapy exercise space but no hygiene room.
3. Partial physical access – physical access into premises for meetings, limited access around premises and no

physiotherapy space or hygiene room.

4. No physical access – no significant access.

### Note:

- A hygiene room is a space with a shower, toilet with grab rails and a height adjustable changing bed/physio bed and hand basin.
- Physical access means accessible to wheelchair users and people who use walking aids.

# Travelling to secondary school

School travel plans look at the journey pupils take to and from school each day and promote more active and sustainable modes of travel like walking, cycling, public transport or car sharing.

School travel plans are documents written by schools and set out a range of actions that encourage sustainable travel. They also look at aspects of safety around school sites and aim to make routes to school safer. School travel plans are whole school approaches that look to involve pupils, parents, staff and governors in finding solutions to the transport problems of a school.

There are several benefits of walking and cycling to school for your child and the school:

- less congestion around school sites
- pollution is three times higher in a car than if your child is walking or cycling to school
- walking and cycling puts physical activity into a pupil's daily life. Thirty minutes of walking or cycling can reduce the risk of coronary heart disease by over half, diabetes in adulthood by 50 per cent, obesity by 50 per cent, hypertension by 30 per cent
- improved road safety knowledge.

There are many barriers that prevent pupils from travelling to school by sustainable modes of travel and a school travel plan helps to develop actions to overcome these.

Some of the school travel initiatives the Road Safety section run to assist schools in delivering their travel plan objectives are as follows:

- cycle training, which includes off road level 1 and on road level 2 National Standard Training
- assisting schools to apply for the Mayor of London's Cycle Parking Programme for free cycle storage so your child's bike can be kept safely at school
- supporting schools with the Junior Road Safety Officer Scheme (JRSO) and Sustainable Travel and Recognised Accreditation Scheme (STARs)
- road safety advice and working with schools, their staff, students, parents and wider community
- walking and cycling events.

In the transition to secondary school, pupils are now travelling independently and often greater distances than when at primary school. All pupils aged 11-15 years are entitled to an Oyster photo card which enables them to travel for free on buses and trams. Application forms for Oyster cards are available at post offices and more information on the Oyster scheme can be found at [www.tfl.gov.uk](http://www.tfl.gov.uk)

## More information

### 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 obesity is rising fast in young people.

They 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 their walking journey to school, it may be possible to find a route which is quiet, as walking through green spaces such as parks can make you feel calmer and happier.

### 2. Concentration at school

Evidence shows that young people 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. Reminding young people of road safety 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 young people don't travel to schools in cars or on buses.

## Zip Oyster

The Zip Oyster is for students aged 11-15. It allows them to travel for free on journeys made at any time by bus or tram. It also charges child fares on the Tube, DLR, London Overground and National Rail.

There is a behaviour code to follow and if broken there is a risk of the Zip Oyster being revoked. It can be given back through the Earn Your Travel Back Scheme.

Details on how to apply for a Zip Oyster and the Earn Your Travel Back Scheme can be found at [www.tfl.gov.uk](http://www.tfl.gov.uk)

## Cycle training

Newham offers free cycle training if you live, work or study in the borough.

You can be a complete beginner or want the skills or confidence to ride on the road. Or you can advance your road skills for commuting and leisure activities.

For further information [www.newham.gov.uk/cycling](http://www.newham.gov.uk/cycling)





## Travel assistance for pupils with complex Special Educational Needs (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 by:

### Contact details

0-25 Travel Assistance Service

**Telephone:** 020 3373 1630

**Email:** [travelassistance@newham.gov.uk](mailto:travelassistance@newham.gov.uk)

**Application link-** [www.newham.gov.uk/schooltravel](http://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 are eligible for a free bus pass. Children between the ages of 5 and 10 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 a statement of educational needs, 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 parent's/carer's 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 (in Year 10 or 11) whose family are temporarily re-housed in Newham by another local authority and are within reasonable daily travelling distance of their existing school and over three miles away from home will not be considered. 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 in any one 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.**

## School attendance matters

Newham Children and Young People's Service (CYPS) is committed to helping children and young people benefit from their education so they have the best chances in life irrespective of their race, culture, gender or disability. We aim to work in partnership with families and schools to raise the profile of good attendance and punctuality. Good habits of attending school regularly and on time prepare children for life as adults in the world of work. Children also learn better and socialise better when they attend regularly. They develop confidence and friendships, and are able to feel part of school life. They also achieve much better results when they do their exams.

### Parents'/carers' legal duty to ensure their child is educated when they reach compulsory school age

Parents of children of compulsory school age are required to ensure that they receive a suitable education by 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.

### 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 him to do so, the parent is guilty of an offence.

**If found guilty of an offence the parents/carers can be fined up to £2,500 and/or face a custodial sentence of up to three months.**

### Local authority responsibilities

- to take legal action where parents fail to secure suitable education for their children by attendance at school, or otherwise
- to take legal action where parents fail to ensure their children attend school regularly and punctually (this can include issuing Penalty Notices, see below)
- to make arrangements for the provision of suitable education at schools or otherwise for children of compulsory school age who may not be able to attend school for reasons such as illness or exclusion
- to identify, locate and arrange education for children who

may be missing from education (CME).

- to ensure that the children of parents who have elected to home educate receive a suitable and efficient education

### 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. Newham Council's Attendance Management Service helps schools to comply with legal duties in relation to attendance, absence, pupil registration and off-rolling.

### Penalty notices

Penalty Notices can be issued for a range of reasons related to 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.



## School attendance matters

### Leave (including holidays) during term-time

There is no entitlement to leave of absence in term time. Head teachers may, in very exceptional circumstances, authorise a leave of absence, in which case the date of return must be specified. All requests for leave must be made formally in writing to the headteacher. Your child's school will have a form you can use to request leave, and make sure you clearly state the exceptional reasons for your child's absence from school.

Should you request for leave be rejected by the headteacher and you still take your child away from school, this absence will be marked as "Unauthorised". The consequences of this may include the issuing of penalty notices.

Your child's place at school could be at risk if you fail to return to school on time, or if you fail to provide a date of return.

### Children missing from education (CME)

Children who are not enrolled in school or in any form of education may be at greater risk from abuse or exploitation. If you are aware of a child who you believe is not attending school, please notify us via [www.newham.gov.uk/attendance](http://www.newham.gov.uk/attendance), via email at [childrenmissingeducation@newham.gov.uk](mailto:childrenmissingeducation@newham.gov.uk) or by telephoning the Attendance Management Service on **020 3373 0390**.

### Child employment, performance licensing and chaperone licensing

If your child wants to take part in performing, entertainment or modelling, their agency must obtain a Performance Licence from the local authority. People who wish to accompany children who are performing are called chaperones. They also must be 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 the Attendance Management Team on **020 3373 0390** or by emailing [child.employment@newham.gov.uk](mailto:child.employment@newham.gov.uk)



### Safeguarding Children in Newham

Newham Children's Social Care works with families and partners to ensure the wellbeing and safety of children and young people as well as to enable parents to look after their children safely.

Families, neighbours, professionals and members of our communities all play a vital role in supporting children. Most children in our society grow up in a safe protected environment, but a minority do not and need extra help to keep them safe.

The aim of the social care service is to maximise capacity in families through support from all staff whether social workers, outreach workers and family support workers. We focus on keeping children in their families and communities wherever possible. Where this isn't possible, we may need to bring a child into care and ensure they are kept safe throughout their childhood elsewhere – this may include through adoption or in foster care.

Working closely with other practitioners in health, schools and the police and other community organisations, we provide a range of services to promote the wellbeing and safety of children in their families.

<http://www.newham.gov.uk/Pages/Services/Child-protection.aspx>

# School Health Service

The Schools Health Service believes every child and young person in Newham deserves the best start in life. We are a team of qualified nurses, nursery nurses, school health screeners and school health assistants with specialist training in public health for children, young people and families and part of the wider Children's Health Service 0-19.

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 secondary school we will ask them to complete a school entry health assessment (SEHA). This is a series of questions about their health and wellbeing. We will contact you if there are any long-term health needs and will provide support or signpost, to other services.

The information you or your child provides us is confidential and not shared with your child's school unless you give us consent. We will first contact you to discuss before we share any information.

## What we do

The School Health Service aims to improve the health and wellbeing of all children and young people and can provide 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 is often present at community events. We co-ordinate and take part in the 'Live your Best Life' health fairs held in schools and local Youth Zones where young people can come and get advice about transitioning from children to adult health services. Young people can get advice about:

- future employment
- emotional health and wellbeing
- screening programmes
- oral hygiene
- travel vaccinations
- keeping safe.

## Referrals

We accept referrals from schools, Social Workers, GP and all other health professionals and from parents/carers and children and young people themselves. You can either fill in a referral form online which can be found on our website [www.newham.gov.uk/schoolhealth](http://www.newham.gov.uk/schoolhealth) or just contact us using the details below:

- Email [SchoolHealth@newham.gov.uk](mailto:SchoolHealth@newham.gov.uk)
- Call us on 020 3373 3034

## 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](http://www.nhs.uk/vaccinations) or contact the school health team, on [schoolhealth@newham.gov.uk](mailto:schoolhealth@newham.gov.uk) or **020 3373 3034 / 07976 717 030** (Monday to Friday, 9am-5pm).



Monday - Friday  
9:00am - 5:00pm



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# Applying Online

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

Applying for your child's secondary school place online at [www.eadmissions.org.uk](http://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 **Thursday 31 October 2019**
- you can log in on the evening of national offer day **1 March 2020** to find out your child's offer.

**To apply online you need to register at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) after 1 September 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: 316-2018-09-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](http://www.eadmissions.org.uk)**