

# WE ARE GOING TO SCHOOL.

WE ARE NEWHAM.



## Reception Admissions/coordination

Information relating to Pan London Reception coordination  
September 2023 and In-Year Admissions for 2022/2023

# RECEPTION ENTRY FOR SEPTEMBER 2023

A summary of the key steps you need to take to apply for a place in Reception for children born from 1 September 2018 to 31 August 2019.

## Infant school to Junior Transition for entry in September 2023

If your child attends an infant school, they will automatically move to a Year 3 school, you must follow the steps below and complete an application for your child to attend a junior school or a year 3 place in a primary school in September 2023.

**REMEMBER** – your chances of getting the school of your preference are better if you **apply by national closing date 15 January 2023 as on time applicants are considered before those who apply late.**

## 1 READ

It is important that you understand the information in this booklet, so please dedicate time to reading it. If you need support, your child's primary school will be happy to help.

## 2 RESEARCH

Do not just focus on the schools you know about. Take time to find out about all the schools located in Newham. You can do this by reading their websites and requesting a school visit. Note: Ofsted reports - the last inspection may have been many years ago.

## 3 UNDERSTAND

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 2022** which are published in this booklet on pages 20-23.

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

## 4 DECIDE

Decide the schools you are going to name as your preferences, remembering you can name six. Remember to check the locations of the schools so you know where your child maybe travelling to each day and the cost of the journey.

## 5 SUBMIT

Submit your application via the eAdmissions online portal by **11.59pm** on **15 January 2023**. To avoid any possible technical issues we strongly recommend you apply before the closing date. If you are applying for a school outside of Newham submit your proof of address with your application.

## 6 SIFS

If you are naming a faith school as any of your preferences and want to be considered under the faith-based criterion you must submit their Supplementary Information Form (SIF). **For Newham faith schools your SIF must be received by the school no later than 15 January 2023.** If the school you prefer is outside Newham you must check the closing dates for their SIF with the school.

## 7 OUTCOMES

### 17 April 2023 - National Offer Day

If you applied online via [eadmissions.org.uk](http://eadmissions.org.uk) you will receive an email notification of the school place you have been offered in the evening. If you applied using the paper Common Application Form (CAF) your school offer letter will be sent to you via first class post.



# MESSAGE TO PARENTS AND CARERS FROM MAYOR ROKHSANA FIAZ



Hello! Welcome to the 2022 edition of our 'We Are Going To School' guide, where you'll find a raft of useful and important information that will help you and your child apply for their primary school place, as well as make the process as smooth and easy as

possible for you and your family.

As you start on this journey with your child, it is really positive to involve them with their views and thoughts, as it will certainly help them feel excited about what lies ahead for them as they transition from nursery to their new primary school. I remember having fun conversations with my now 5-year old niece who then became super excited in the months before she started her new 'big' school. Her parents say that it really helped ease any anxieties that she (and they) had!

So I'd encourage you to take your child with you when you go to visit the schools you are considering, meeting with teachers and members of the wider school community so that you can both get a feel of the school and see it in action. Don't forget to ask them lots of questions! Where a visit isn't possible, explore all possible ways of

finding out more, for example by telephone, online or video call, and asking other parents, friends or family members.

I want all our children to have the best enriching and nurturing educational experiences as part of my plans to build a fairer Newham. That includes making sure that we are a child-friendly borough, with every child and young person able to have a meaningful say and truly benefit from the local decisions, services and spaces that shape their lives. It is a fundamental part of my agenda to make Newham the best place in the world for our children and young people to live. We already have a Young People's Charter in place, with our Children and Young People's Plan being launched soon. As you'd expect, our youngsters are being involved at every stage.

We are fortunate that the vast majority of our primary schools are either good or outstanding. All our primary schools in Newham look forward to welcoming you and your child in the coming months and you visit and explore. Whichever school they attend they will relish the experience of making new friends, having the support to be curious and ambitious as they learn and grow.

Best wishes,

Rokhsana Fiaz OBE, Mayor of Newham  
@rokhsanafiaz



# MESSAGE CABINET MEMBER AND DEPUTY CABINET MEMBER FOR EDUCATION, COUNCILLORS JOSHUA GARFIELD AND MARIAM DAWOOD



We are proud of Newham's fantastic schools, which are among the best in the country and continue to enable our young people to achieve excellent results.

We are committed to supporting families and schools to help ensure that our children and young people achieve their full potential. Over the next four years, we are continuing with our Eat for Free programme for all primary school children. Good nutrition is key for receiving a good education; no child will go hungry at school under our watch. We are also investing in services to support the improvements needed in special educational needs and disability (SEND) provision. We prioritise the outcomes of all Newham's children and young people and will be doing our

utmost to support your child to thrive in our borough.

Deciding where to send your child to school is among the biggest choices a family will make; our family of schools have a brilliant record of achievement, and we will always support them to give your child the very best standard of education.

Please make sure you maximise your opportunities by using all your school preference options –applying online really helps and, once you do, you'll automatically be entered into our prize draw to win a school uniform.

The teachers we had as children in Newham have made a huge impact on our life and continue to inspire us. Many are still working in our borough, and we encounter them all the time. Please use all your school preference options to ensure the best possible outcomes from your child and trust that the whole of Newham is behind them, willing them to succeed.

Joshua Garfield and Mariam Dawood, Cabinet Member and Deputy Cabinet Member for Education

🐦@joshugarfield 🐦@mariamdawood



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For free translation of information in this guide scan this QR code or call us.

مجانية ترجمة  
Безплатен превод  
বিনামূল্যে অনুবাদ  
Traducción libre  
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Laisvas vertimas  
મુલત અનુવાદ  
Bezplatne tlumaczenie  
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Tradução gratuita  
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ترجمه مفت



<https://forms.office.com/r/BXZjbNxV7V>



0203 373 4000

CODE: 1810073

[www.languageshop.org](http://www.languageshop.org)

All information in this brochure is correct at time of publication - August 2022.

Front cover and internal photos: William Davies Primary

Apply by 15 January 2023

We are going to school

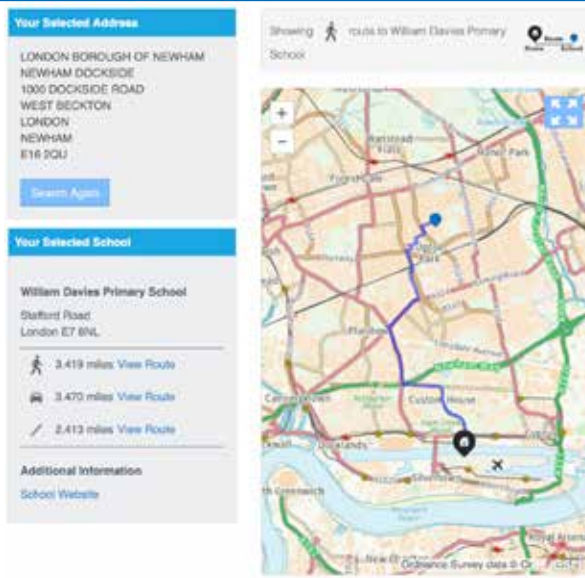
5



## Newham's School Finder App

The OS (Ordnance Survey) route used to calculate your home to school distance.

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



The screenshot displays the app's interface. On the left, there are two sections: 'Your Selected Address' and 'Your Selected School'. The address section lists 'LONDON BOROUGH OF NEWHAM', 'NEWHAM DOCKSIDE', '1000 DOCKSIDE ROAD', 'WEST BECKTON', 'LONDON', 'NEWHAM', and 'E16 2QU', with a 'Search Again' button below. The school section lists 'William Davies Primary School', 'Stafford Road', 'London E7 6NL', and provides three route options: a walking route of 3.419 miles, a car route of 3.470 miles, and a cycling route of 2.413 miles, each with a 'View Route' link. Below this is an 'Additional Information' section with a 'School Website' link. On the right, a map shows the area around Newham with a blue route highlighted. The map title is 'Showing routes to William Davies Primary School'.

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

The Newham School Finder App can provide useful information.

You can use the Newham Primary School Fact Finder App to locate:

- the six primary schools closest to your home located in Newham
- the home-to-school distances as the tie breaker for admissions to any school located in Newham

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

# Apply online for your child's reception or junior school place now:

## [www.eadmissions.org.uk](http://www.eadmissions.org.uk)

### Technical difficulties?

If you have any technical difficulties when making your application online, the Online admissions helpdesk' is available from 9.30am to 5.30pm Monday to Friday.  
**Call 020 8255 5555 and select option 1.**

### Important notes:

- If you don't already have an email address, you will need to create one before you apply online.
- The closing date for all applications and the other information we ask for is 15 January 2023.
- If you apply online and you cannot see your exact address in the list presented, or the schools you want to apply for are not listed, you must contact the Pupil Services Team before **5pm on 15 January 2023**, otherwise your application will be late.
- If you need any help, our contact details are [pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk)

### Receipt details

Use the space below to record the username, email address and passwords you have used to make your application. Without these details you will not be able to go online and see which school place we have offered your child. Your application is only valid when you press the 'Submit application' button at the end of the 'Check & submit' page.

You will then be issued with an application reference number (ARN). The eAdmissions Team will then send you a confirmation email which will include all the details of the application you have just made along with your ARN. In the case of twins, triplets and so on, make sure you have a different ARN for each child. To do this, make sure you tick 'yes' to the 'multiple birth' question so that you can fill in the extra online forms for each child.

#### Email details used

Email address: \_\_\_\_\_

Password: \_\_\_\_\_

#### eAdmissions details used

Username: \_\_\_\_\_

Password: \_\_\_\_\_

### Record your application reference number here.

This is a receipt that shows you have successfully submitted (made) your application.

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## **Section 1**

Early Years and Primary Education  
in Newham



## EARLY YEARS EDUCATION

Newham council offers a Best Start in Life Children's Centre service which supports Newham families who are pregnant or have children under 5.

Our Children's Centres can support your family in a number of ways including:

- Checking eligibility for and accessing your free early education entitlement (childcare) for 2, 3 and 4 year olds.
- Providing Stay&Play sessions to support your child's learning and development including speech and language.
- Providing tips and tricks for improving parenting skills and supporting you to access parenting courses, including for children with additional needs.
- Providing Family Support to help with a range of issues, from financial and housing worries, to domestic violence support.

We deliver sessions in our Children's Centres across the borough, as well as in a range of community settings such as Libraries and Community Centres.

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

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

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

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

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

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

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

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

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

**Targeted support for additional needs** - We also provide a range of targeted sessions to support children with additional needs or language delay, and their parents. This includes our Little Talker programme, SEND focused stay and play sessions including Little Champions, and EPATS which a parenting course for parents of children with additional needs.

### The Early Years Foundation Stage framework

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

### School inspections

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

To review the educational outcomes and performance of our schools, please visit <https://www.compare-school-performance.service.gov.uk/compare-schools>

### Visiting schools

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

- What learning resources will my child have access to?
- What will playtime be like for my child?
- Who will look after my child if they feel unwell?
- What school meals are available?
- What support is given to children with learning difficulties or physical disabilities?

## FREE EARLY YEARS EDUCATION

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

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

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

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

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

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

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

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

Many working families will be eligible for 30 funded hours per week (or 1140 hours per year).

To apply go to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or call **0300 123 4097**. A directory of Newham providers can be found at [www.newham.gov.uk/30freehours](http://www.newham.gov.uk/30freehours)

All free early education entitlements can be taken with approved providers including childminders, private day care nurseries, pre-schools as well as LA nursery schools and school nursery units.

For information on schemes available to help with childcare costs please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)



## NURSERY EDUCATION

**Nursery education prepares children for school and helps them to pick up basic learning and social skills.**

**Information and application process for nursery school and nursery classes in infant and primary schools.**

### September 2023 nursery admission

- Parents/carers should find out about all local state funded nursery schools and infant and primary schools with nursery classes and contact their preferred schools to find out about their application process
- We have seven nursery schools, and nursery classes in the majority of the primary schools in Newham.
- Successful applicants are normally offered a place for mornings or afternoons for the whole week
- Your child must attend regularly. If they do not attend for a prolonged period of time they risk losing their place.

### Moving from nursery to reception

- All parents/carers must apply for a reception place
- Attending an infant or primary school nursery does not mean you are automatically reserved a reception place at that school
- Attending an infant or primary school nursery does not give you priority for a reception class place - the nursery is not a feeder for the reception classes.

### Register for nursery

- You can register your child for a nursery place when they are one year old
- If you have recently moved into the borough, you should register as soon as possible
- Remember, it is not 'first come, first served' Registering early does not mean you will get priority for a place over those families who apply after you.
- We recommend that you register at more than one nursery
- Complete, review and submit the school's nursery application form.
- On this form explain any circumstances that you feel may give your child priority for a place. Examples include special educational needs or having a brother or sister on roll at the nursery.

### Over Subscription Criteria

Where there are more applicants than places available the Admission's Committee for the school's Governing Body must apply their published over subscription criteria to determine which children should be offered a place.

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

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

Before any other applications are considered children who have been assessed by the 0-25 SEND Service as requiring a particular school to meet their needs will be offered a place.

Note: this does not apply to the private, voluntary and independent sector as they make their own decisions.

### In each age group we admit children in this order:

1. Looked after child and any child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the London Borough of Newham to have been in state care outside of England and ceased to be in state care as a result of being adopted
2. Children who live locally and have a brother or sister at the school
3. Children who live locally but do not have a brother or sister at the school
4. Children who live elsewhere in Newham and have a brother or sister at the school
5. Children who live elsewhere in Newham
6. All other children
7. If there are more children than the number of places available in other cases, places are offered:
  - first to children who will get one term in nursery before starting primary school
  - then to children who will get two terms in nursery and so on.





# RECEPTION CLASSES FOR SEPTEMBER 2023 FOR CHILDREN BORN 1 SEPTEMBER 2018 TO 31 AUGUST 2019

## Information and application process

### Pan-London admission co-ordination for children starting school in a reception class in September 2023.

Reception class is the first step into compulsory education and is for children who will turn five during the school year.

Every year, over 50,000 children living in London and the Home Counties start school in a reception class, many crossing borough boundaries to do so because of parental preference for an out-of-borough school. To support families all 33 London boroughs together with some councils bordering the capital have been working in partnership to co-ordinate admissions for their infant and primary schools.

- Newham residents only need to apply to Newham Pupil Services (even if you want to apply for a reception class place outside Newham).
- To apply we recommend families use the eAdmissions online portal but for those who prefer paper we have a hard copy form.
- Applicants can name six state-funded schools (non fee-paying) on the Common Application Form (CAF). If you wanted to name more than six preferences please contact: [pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk)
- If you apply for a school outside Newham we will pass your information via a secure encrypted system to the other boroughs whose schools you have named. Before naming a school outside of Newham we strongly recommend that you visit the school to try out the journey and check they offer what you child needs.

### Own Admission Authority Schools

The governing bodies of our voluntary-aided (VA) faith schools, academies and free schools as admission authorities will make the decisions on admissions. They will rank for each application - this means putting in priority order for a place.

You have the right to name any academies/schools as your preferences but we strongly recommend that you use at least one of your six preferences to name your local non-faith school as this is the school where your child will have the highest priority for a place.

All families who apply by the national closing date of **15 January 2023** will receive an offer of one reception class place on 17 April 2023. If we receive your application after 15 January 2023 but before 31 March 2023 you will be offered your place on national offer day 17 April 2023.

### Late applications

If we receive your application after 31 March 2023 we will offer within 10 schools days of 17 April 2023 or 10 schools days of the application whichever is later.

### Faith Schools

To apply and be considered for a faith based place at a voluntary-aided faith school you must complete a Supplementary Information Form (SIF) as well as an online CAF. This is only if you want your child to be considered under priority groups 2 to 10. Should you choose not to submit a SIF your application will still be considered but will automatically be placed in lowest priority group - unless your child is looked after or previously looked after.



### Faith School Supplementary Information Forms (SIF)

- It is your responsibility, as the parent/carer, to obtain, complete and return any SIFs for the schools you have named as preferences on your application forms whether the schools are in or outside Newham. SIFs are not automatically given to families even if you attend a nursery in a faith school.
- The SIFs for all Newham VA faith schools are available from the VA schools directly or by downloading a copy from the Newham website.
- If you are applying online you must not attach your SIF to your application as it will not be considered. SIFs must be completed and returned direct to the school by post or by hand.
- Many schools outside of Newham may also expect you to fill in an extra form. Please check with those schools about how they do their admissions and if you need to complete additional forms. You also need to check where you can obtain the forms and when you have to get those forms back to the school.

### How can you apply?

Applying online is a quick, secure and easy way to submit your child's starting school application form. Apply online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk)

You can review your application form and make changes right up until the closing date. You can also check the outcome of your application on the evening of national offer day on 17 April 2023. For more information see the back cover of this guide.

### How many school places are there?

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

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

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

Visit Newham's School Finder

[www.newham.gov.uk/schoolfactfinder](http://www.newham.gov.uk/schoolfactfinder) or email [pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk)

### Parent/carer's legal responsibility

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

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

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

All children will be offered a school place that starts in September 2023 if we have received a completed CAF before 1 August 2023. For applications received after this date their start date will be determined by the head teacher of the school they have been allocated.

If you apply from 2 August 2022 onwards your child will usually be given an allocated school within 10 school days.



# PRIZE DRAW

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

There will be 5 prize draws in total.

## When you apply online:

- your child's details are safe and secure
- you will receive a confirmation email as soon as you have successfully submitted your application
- you can log in and change your school preferences any time right until 23:59 on 15 January 2023
- you will receive an email during the evening of 17 April 2023 informing you of your child's offer.



To apply online you need to register at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) from 1 September 2022 to create a password and start your application.

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

### \*Prize draw terms and conditions:

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

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

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

#### Package 1:

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

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

OR

#### Package 2:

- x1 School blazer (purchased from selected uniform store)

The winners will be chosen at random after the national offer date of 17 April 2023. 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.



# DON'T LIMIT YOUR OPPORTUNITIES.



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

**Important: Every family must apply for a school place for each child.**

**By law we cannot reserve a place for a child:**

- whose family has not applied
- at their local school
- where other children in the family attend or have attended
- in a reception class at the school where a child attends nursery

**[@NewhamLondon](#)**

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

**WE ARE NEWHAM.**

# TIMETABLE FOR ADMISSION TO RECEPTION AND JUNIOR CLASSES - SEPTEMBER 2023

Deadline for on time application is 15 January 2023 at 11.59pm.

**1 September 2022** The eAdmissions Pan London portal opens for online applications.

Families with children in year 2 in an infant school must apply for a year 3 place in a junior school for September 2023. Other families with a child in year 2 in a primary school do not need to apply unless they want to change schools in September 2023.

**1 September 2022** This guide is published online by Pupil Services.

Printed copies will be delivered to primary schools in September. Families who cannot obtain a copy from a nursery, infant or primary school can email [pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk) for a copy.

If you do not apply by 15 January 2023 your application will be treated as a 'late application' which means your child will not be considered for any places until all the applicants who applied 'on time' are placed.

**A late application means that your child is unlikely to get the school you prefer.**

For those applying for a faith school, you should return the completed Supplementary Information Form (SIF) to the VA school direct, and not to Pupil Services.

## Please note

**We will not reserve (save) your child a place at their local school or their local junior school if they are attending an infant school. Your child will only be considered for a place for your local school if you name it as one of your preferences.**

This also applies to children who attend a nursery class in a primary school. We will not reserve (save) them a reception class place. Your child will only be considered for a place if you name the school as one of your preferences. There is no guarantee you will be given a place at your local school or the school where your child attends nursery even if you apply on time and/or name it as one of your preferences.

All school offers in Newham are conditional which means they can be withdrawn if you have provided false or deliberately misleading information.

## 15 January 2023 11.59pm

Application forms and Supplementary Information Forms (SIF) received after this date will be treated as 'late' and dealt with after the 'on time' applications.

## 17 April 2023- national offer day

**Online via eAdmissions portal** - applicants will receive automatic notification of the outcome of their application  
**Paper applications** - Pupil Services will send an outcome letter by 1st class post to the last proven home address supplied to the Council.

All offers and allocations are conditional on the information provided on the application form being true and families providing proof of address and date of birth.

## June/July 2023

The school where your child has been offered a place will invite you to a welcome meeting where they will tell you more about the school and arrange your child's admission. You will need to provide the school original proof of address and your child's date of birth and provide other documentation from the list on page 46-47

## Changes to child's home address

**Change of child's home address on or before 15 January 2023** we will use the new address to determine the school place we allocate. If you do not provide the required proof, we will write to you at your new address but we will use your previous address to determine the school place we allocate. If your child's home address changes after 15 January 2022 we will use it for correspondence only. We cannot use it to determine your home to school distance.

## Waiting lists

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

## Applications or changes received after 15 January 2023

If we receive your completed form after the closing date of 15 January 2023, it will be a late application. Late applications are processed in the same way as those received on time, but we offer places to on time applicants first. Late applicants will be offered the school places remaining after on time applicants.

This means that to have the best possible chance of getting a place at one of your preferred schools, you must

ensure you submit your application online or return your form by post to be received by the council by 15 January 2023.

### Paper applications

If you send a paper application form before 15 January 2023 but it is not received by Pupil Services or a Newham primary school until after that date, it will still be treated as a late application, irrespective of when you think we should have received it. We can only back date an application if you have proof of receipt from a Newham nursery, or infant or primary school that shows you submitted a reception class application form before the deadline. No other proof of postage will be accepted.

### Important reasons to apply online

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

The table on the page shows that the majority of our school places are offered to on time applicants.

### Appeals

If your child does not get a place at your preferred school, you have the legal right of appeal (see page 26-27).

### Accepting the school offered

Unless the school offered is outside of Newham, we automatically update our database to show you have accepted the place offered to your child - this means you don't have to take any action and don't have to worry about losing the place.

If you have been offered a school outside of Newham you must return the acceptance slip sent with the offer letter to secure your place.

### Refusing the place offered

However if you have made alternative arrangements for your child's Reception education or you are unhappy with the offer or alternative allocation, you must state the reason for refusal via the eAdmissions portal stating:

You do not want the school place offered or alternative school place allocated and you want us to withdraw this



place, but you want your child to remain on the waiting list for your preferred schools.

OR

You do not want the school place offered or alternative school place allocated and you want us to withdraw this place and remove your child from the waiting list for your preferred schools.

In both cases you must re-apply for a school place whenever you would like us to make an offer but this must be before your child reaches compulsory school age (the start of the school term after their fifth birthday) unless you have:

Notified Pupil Services what suitable alternative arrangements;

- You have advised Pupil Services that your child is moving out of Newham and supplied the details; You child has been offered a place at one of your preferred schools from the waiting list; You make a successful appeal.

Remember if you ask us to withdraw an offer there is no guarantee that the school place we offer when you reapply will be a preference or any closer to your home. It is possible that the school allocated is even further from your home as another family may have taken up the place you refused.

### Summer born deferment, deferment until compulsory school age and part time arrangements

See page 38-40

### The Human Rights Act

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





### 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](http://www.eadmissions.org.uk)
- You will need an email address to register, but don't worry if you do not have one. You can sign up for a free Google mail email account on the eAdmissions site
- It is important that you register well before the deadline, in case there are any problems making your application. The closing date is 15 January 2023 for Primary applications
- We recommend Google Mail. However, if you already have an email address you should set your junk mail filter to 'Standard' so that emails from eAdmissions go straight to your inbox. You should check your junk email folder now and then to make sure that messages from eAdmissions Team are not sent there by mistake
- Once you have registered on the eAdmissions site, we will send you an email with your username and instructions to follow

- Follow the instructions and you will be sent a second email with your password
- Please keep these safe as you will need them to log in and apply for any other children you have, and to see the outcome of your application in April for Reception applications
- The email will also contain a link which will take you to the eAdmissions login page to start your application.

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

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

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

- The next page is 'My school admissions'. If your child's name is not listed here, select the 'Start application for new child' button
- If you can see your child's name on your 'My school admissions' page, select the 'Start new application' button below the child's name. This button will only be available for children whose date of birth falls within a relevant age range.

Enter the details requested about the child you are making the application for on the 'Child details' page or check existing details and select the 'Save and continue' button.

- Fill in all the questions on this page and press the 'Save and continue' button at the end of the page.

#### Please remember:

- Council tax account number: Some local authorities will ask you to list this information for the address where your child lives. For more details select 'Local Authority details' button on the left hand side bar to see your council's policy on this
- Child's current school: Please select the school from

the drop down list. Only type the name of the school in the box if your child is at a nursery school or you cannot see the school name listed

- Twins or triplets: If you have twins or triplets you must make an application for each child and tick the multiple birth box.

### Step 5: Adding school preferences

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

### Step 6: Submitting your application

- You can make changes to your online application up until the closing date. Each time you make a change you must resubmit your application
- Select the 'Submit application' button on the last page
- After you have submitted your application you will receive an email confirming details of your online application. The email will list an application reference number similar to this: **316-2023-09-E-123456**. If you do not receive a number it means your application was not submitted successfully and you must log in and select the 'Submit application' button again.

### Step 7: Attaching documents

Many local authorities need you to send them information to support your application. You can find out what each local authority needs by reading their

information booklet about applying for school places. Select 'Local Authority details' button on the left hand side bar.

Documents you may need to attach:

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

### Important information

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

### What happens next?

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



**APPLY  
ONLINE**

**ON TIME DEADLINE 15/01/2023**

[Setting up an eAdmission account video.](#)

## ON TIME RECEPTION OFFERS AND ALTERNATIVE ALLOCATIONS FOR SEPTEMBER 2022

Establishment	Admission Number	Actual Places	On Time Applications	EHCP	Currently or Previously Looked After	SEN Resource
Altmore Infant School	150	150	233	0	0	0
Avenue Primary School	120	120	138	0	0	0
Bobby Moore Academy	60	60	155	0	0	0
Brampton Primary School	120	120	437	0	1	2
Britannia Village Primary School	60	60	271	0	0	0
Calverton Primary School	90	90	115	0	0	2
Carpenters Primary School	60	60	105	0	0	0
Central Park Primary School	120	120	233	0	0	0
Cleves Primary School	60	60	245	0	0	4
Colegrave Primary School	90	90	221	0	0	1
Curwen Primary School	120	120	236	2	0	0
Dersingham Primary School	90	90	140	0	0	0
Drew Primary School	60	60	91	2	1	0
Earlham Primary School	60	60	162	0	0	0
Ellen Wilkinson Primary School	60	60	208	0	0	0
Elmhurst Primary School	120	120	297	0	0	0
Essex Primary School	120	120	196	0	0	2
Gainsborough Primary School	60	60	49	0	1	0
Gallions Primary School	90	90	110	0	0	1
Grange Primary School	30	30	65	0	0	6
Hallsville Primary School	60	60	192	0	0	0
Harris Academy Chobham	90	90	237			
Hartley Primary School	120	120	159	0	0	0
Kaizen Primary School	60	60	117	0	0	0
Keir Hardie Primary School	60	60	117	0	0	0
Kensington Primary School	90	90	202	0	0	0
Langdon Academy	90	90	95	0	0	0
Maryland Primary School	60	60	148	0	0	0
Monega Primary School	90	90	119	0	0	0
Nelson Primary School	120	120	185	0	0	0
New City Primary School	90	90	158	0	0	0
North Beckton Primary School	90	90	141	0	0	2
Odessa Infant School	90	90	88	0	0	0
Park Primary School	90	90	218	0	0	0
Plaistow Primary School	60	60	142	0	0	0
Portway Primary School	120	120	150	0	1	0
Ranelagh Primary School	60	60	77	1	0	1
Ravenscroft Primary School	90	90	150	0	1	2
Roman Road Primary School	60	60	99	0	0	0



Sibling	Staff Child	Service Children	All Other	Local Authority Alternative Allocation	Total	Criterion of Final Offer	Distance of Final Offer (miles)
24	0	0	99	4	127	N/A	N/A
27	2	0	15	0	44	N/A	N/A
4	0	0	23	0	27	N/A	N/A
50	0	0	67	0	120	All Other Pupils	0.517
20	0	0	40	0	60	All Other Pupils	0.5489
17	2	0	23	20	64	N/A	N/A
19	0	0	27	0	46	N/A	N/A
42	0	0	48	2	92	N/A	N/A
33	0	0	23	0	60	All Other Pupils	0.32
35	1	0	48	1	86	N/A	N/A
59	2	0	57	0	120	All Other Pupils	0.582
23	1	0	18	1	43	N/A	N/A
20	0	0	30	7	60	N/A	N/A
25	0	0	35	0	60	All Other Pupils	0.688
17	0	0	43	0	60	All Other Pupils	0.601
61	1	0	58	0	120	All Other Pupils	0.506
44	2	0	48	2	96	N/A	N/A
7	0	0	9	0	17	N/A	N/A
16	0	0	23	1	41	N/A	N/A
6	0	0	11	1	18	N/A	N/A
23	0	0	37	0	60	All Other Pupils	0.48
<b>SEE PAGE 61</b>					90	All Other Pupils	0.8951
25	0	0	25	2	52	N/A	N/A
23	0	0	31	0	54	N/A	N/A
16	1	0	28	2	47	N/A	N/A
39	1	0	44	0	84	N/A	N/A
21	0	0	13	0	34	N/A	N/A
19	1	0	20	0	40	N/A	N/A
14	1	0	18	0	33	N/A	N/A
29	2	0	26	0	57	N/A	N/A
33	0	0	36	2	71	N/A	N/A
31	0	0	34	0	67	N/A	N/A
6	0	0	22	0	28	N/A	N/A
34	1	0	47	2	84	N/A	N/A
20	0	0	22	0	42	N/A	N/A
24	1	0	47	0	73	N/A	N/A
9	0	0	19	0	30	N/A	N/A
33	1	0	35	0	72	N/A	N/A
22	0	0	19	0	41	N/A	N/A

Establishment	Admission Number	Actual Places	On Time Applications	EHCP	Currently or Previously Looked After	SEN Resource
Rosetta Primary School	90	90	163	0	0	0
Royal Wharf Primary School	60	60	208	0	0	0
St Stephen's Primary School	90	90	383	1	1	0
Salisbury Primary School	90	90	141	0	0	0
Sandringham Primary School	120	120	279	0	1	3
School 21	75	80	180	0	0	0
School 360	60	30	79	0	0	0
Scott Wilkie Primary School	60	60	84	0	0	0
Selwyn Primary School	60	60	122	0	0	0
Shaftesbury Primary School	90	90	222	0	1	0
Sheringham Primary School	90	90	184	0	0	0
Sir John Heron Primary School	60	60	105	0	0	2
Southern Road Primary School	90	90	132	1	0	0
Star Primary School	90	90	96	1	0	0
Stratford Manor Primary School and Nursery (formerly Manor Primary School)	60	60	80	0	0	0
Tollgate Primary School	60	60	197	0	0	2
Upton Cross Primary School	60	60	99	1	0	0
Upton Cross Primary School - Kirton Road Site	90	90	64	0	0	0
Vicarage Primary School	120	120	218	1	0	0
West Ham Church Primary School	45	45	79	0	0	0
William Davies Primary School	30	30	87	2	0	0
Winsor Primary School	90	90	151	0	0	0
Woodgrange Infant School	120	120	227	1	1	0
St Antony's Catholic Primary School	60	60	145			
St Edward's Catholic Primary School	60	60	100			
St Francis' Catholic Primary School	60	60	88			
St Helen's Catholic Primary School	60	60	110			
St Joachim's Catholic Primary School	60	60	92			
St Luke's Primary School	30	30	78			
St Michael's Catholic Primary School	30	30	77			
St Winefride's RC Primary School	60	60	57			

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

- Actual Places – the number of places available at the school for Reception for September 2022
- '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

Sibling	Staff Child	Service Children	All Other	Local Authority Alternative Allocation	Total	Criterion of Final Offer	Distance of Final Offer (miles)
24	0	0	44	0	68	N/A	N/A
15	0	0	45	0	60	All Other Pupils	0.207
51	0	0	37	0	90	All Other Pupils	0.305
23	1	0	30	1	55	N/A	N/A
30	6	0	74	3	117	N/A	N/A
25	0	0	37	0	62	N/A	N/A
1	0	0	27	1	29	N/A	N/A
9	0	0	23	0	32	N/A	N/A
29	0	0	23	2	54	N/A	N/A
29	0	0	42	1	73	N/A	N/A
40	0	0	50	0	90	N/A	N/A
23	1	0	24	0	50	N/A	N/A
20	1	0	33	0	55	N/A	N/A
15	0	0	22	1	39	N/A	N/A
13	0	0	14	0	27	N/A	N/A
27	0	0	31	0	60	N/A	N/A
17	0	0	17	1	36	N/A	N/A
8	0	0	17	0	35	N/A	N/A
44	1	0	59	5	110	N/A	N/A
11	0	0	11	1	23	N/A	N/A
10	0	0	12	2	26	N/A	N/A
30	0	0	52	7	89	N/A	N/A
30	3	0	85	0	120	All Other Pupils	1.019
					60	FPG9	3.586
					57	N/A	N/A
					36	N/A	N/A
					60	N/A	N/A
					43	N/A	N/A
					30	FPG8	0.499
					30	FPG9	0.786
					30	N/A	N/A

**FOR FAITH SCHOOLS SEE PAGE 53**

on roll at the school who is reasonably expected to be on roll in September 2022

**8. Staff Child**

**9. All Other** – children offered a place who are not in any higher priority group, based on their home to school walking distance measurements (closest first)

**10. Local Authority Alternative**

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

**11. Total** – the total number of 'on time' applicants offered a place

at the school on National Primary School Offer Day (19 April 2022)

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

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

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



# PRIMARY SCHOOLS - IN YEAR APPLICATIONS (MID TERM OR MID PHASE)

## Admissions in the school year

### Finding a place at a infant, junior or primary school if you have just moved into Newham or want your child to start at a Newham school

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

### What this means for you

If you are a Newham resident you only need to apply to Newham Pupil Services unless you want to apply for a school outside Newham. You can name up to six state funded schools (non fee-paying) on the Common Application Form (CAF). You can complete the form online at [www.newham.gov.uk/inyear](http://www.newham.gov.uk/inyear) or email [pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk) to request a hard copy.

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

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

To apply for a faith school you must complete a Supplementary Information Form (SIF) as well as a CAF if you want to be considered under a faith based priority.

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

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

You can complete a primary school In Year admission form online [www.newham.gov.uk/inyear](http://www.newham.gov.uk/inyear) or email [pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk) for a hard copy.

If you make an In Year application you should:

- decide which school(s) you would like your child to go to. We recommend you visit the school(s) you are considering - make an appointment before you go
- for the school year 2022/2023, if you want to apply for a school outside of Newham in another London borough you must check the schools website for the process
- if you live outside of Newham and want to apply for a school or academy located in Newham you must apply

### In Year admissions

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

If you live in Newham and want to apply for an out of borough school check that school's website for the process. The admission arrangements for the 2022/2023 school year can be found at <https://www.newham.gov.uk/schools-education/determined-admissions-arrangements-september-202223/2> Do not refer to the admission arrangements in this guide as they are for the academic year 2023/2024

using the Newham 'In year' CAF and we will tell you and your home borough the outcome of your application

- if you have completed a hard copy of the admission form, return it to **Pupil Services, PO Box 69972, London E16 9DG**

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

We then aim to have a decision from all the schools you have named as your preferred schools within ten school days of the schools receiving your application. If you apply just before or during a school holiday the school will not be available to consider your application until they return to work after the break.

### What happens next?

There is no guarantee that we will be able to offer you a place at your preferred schools, as many schools will be full when you apply. Your child will be offered a place at the school you prefer if there is a place available.

If there are no suitable vacancies for your child at your preferred school, we will then consider the school you have named as your second preference. If that school does not have a suitable vacancy we will consider your third preference and so on to your final preference named on the application form.

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

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

# CHANGING PRIMARY SCHOOLS WITHIN NEWHAM

Admissions for school year September 2022 to August 2023

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

## Think before you transfer

This is a big step to take. Please think very carefully before you decide to move your child from one school to another. This could have a detrimental impact on your child's chances of doing well at school.

Stability in your child's life is important and remaining in the same school is part of this stability. Moving to another school means that your child will have to get used to new routines, new rules, new teachers and making new friends. They may find it harder to concentrate on their school work.

If you are trying to change your child's school because they are having problems, please speak to the school first before applying for a transfer, as the school may be able to resolve the problem so your child does not have to go through the upheaval of changing schools. **So please think very carefully before requesting a transfer to another school. Is moving school really in the best interests of your child's education?**

## How to transfer

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

- decide which school you would like your child to go to. We recommend that you visit any school you are considering, and make an appointment before you go
- complete an In Year application form for the school you would like to attend by visiting [www.newham.gov.uk/inyear](http://www.newham.gov.uk/inyear) or email [pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk) for a hard copy.

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

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

If you do not get a letter offering your child a new school place or an acknowledgement letter within 15 working days of you giving the form to your child's current school for posting, please email [pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk) who will investigate what has caused the delay.

Please note we cannot guarantee that we will be able to offer your child a place in another school. If your preferred schools are full, your child cannot be transferred.

We recommend that you always name up to six preferences as this will give us more schools to consider for your child's transfer. If you do not get a transfer

immediately, naming more schools will mean your child is on more waiting lists.

## How we offer places

School places are offered as detailed in Section 2. If you want your child to go to a faith school, you must also name the faith schools you would like your child to transfer to on the transfer form as all applications for these schools must be made via Pupil Services. This means you cannot apply to the school directly. In addition to this form, you must complete a SIF for each faith school you have named and return each SIF directly to the schools.

## Waiting lists

Please see waiting list information in Section 2.

## Academies and free schools located in Newham

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

## Schools outside of Newham

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

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

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

## Independent appeals

Our appeals process is set to follow the Department for Education's School Admissions Appeals Code.

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

## Children with an Education, Health and Care plan

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

Before lodging an appeal we recommend parents/carers get independent advice from SENDIASS **020 3373 0707** or email [sendiass@newham.gov.uk](mailto:sendiass@newham.gov.uk)

## Who can request an independent appeal hearing?

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

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

## How often can an applicant appeal?

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

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

## What can a family not appeal for?

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

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

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

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

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

- Complete and submit the simple online application on Newham website. [www.newham.gov.uk/schoolappeals](http://www.newham.gov.uk/schoolappeals)  
Or
- Call the Council on **020 8430 2000** and ask for a paper copy of the appeal form. Then complete and submit the form to **Newham Independent School Appeals Service (NISAAS)**, 1000 Dockside Road, London E16 2QU

## Harris Academy Chobham

- Complete the process detailed on their website <https://www.harrischobham.org.uk/923/appeals-policy?search=appeal>  
Or
- Call the school for a form **020 3747 6060**

## Schools outside of Newham

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

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

Officers at the Council and staff in schools can only provide general advice about what happens in the hearing and how to structure a case (known as written and verbal representations).

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

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

## What happens after lodging an appeal?

Applicants who lodged their appeal online will receive an automatic acknowledgement (receipt with a unique



appeal reference number) that will provide more information. If this does not arrive within an hour email [educationappeals@newham.gov.uk](mailto:educationappeals@newham.gov.uk) for advice.

### What happens next?

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

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

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

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

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

### What is the timeline?

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

#### Normal admissions:

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

For all applicants whose school applications were submitted in time for an outcome to be sent to them on national offer day 17 April 2023, appeals must be heard within 40 school days of their deadline for lodging appeals.

The deadline for lodging appeals for September 2023 entry will be 23:59 on **30 May 2023** for reception and year 3 entry.

For all applicants whose school applications were submitted too late for the outcome to be sent to them on national offer day 17 April 2023, appeals must be heard where possible within 40 school days of their deadline for lodging appeals, or within 30 schools days of the appeal being lodged.

### In year admissions

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

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

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

### Who attends the independent appeal hearing?

Appellant and their optional support

- Friends and family
- Advocate
- Legal representative

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

#### Independent clerk

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

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

#### The Independent Panel

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

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

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

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

#### Admission Authority Presenting Officer

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

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

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

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

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

### **Observers**

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

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

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

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

### **Multiple group appeals**

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

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

### **Individual hearing**

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

### **Order of the hearings**

#### **Stage 1**

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

#### **Stage 2**

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

6. The appellant or their friend or formal representative explains why they think the child should be admitted

to the school and supply any supporting documents that may help their case.

7. The presenting officer and the panel ask the appellant questions about their case.
8. The presenting officer from the admission authority will sum up their case.
9. The appellant is given the opportunity to sum up their case.
10. If the chair is happy that everyone has had an opportunity to sum up their case, the appellant and the presenting officer from the admission authority will be asked to leave.

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

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

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

Apart from infant class appeals (reception and Year 1 and 2 classes – see below) the panel conduct a two-stage process:

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

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

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

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

For all year groups from reception to year 6 in multiple 'group' appeals, the panel must not compare the individual cases when deciding whether an appellant's case outweighs the prejudice to the school. However, where the panel finds there are more cases that outweigh prejudice than the school can admit, it must then compare the cases and uphold those with the strongest case for admission. Where

a certain number of children could be admitted without causing prejudice, the panel must uphold the appeals of at least that number of children.

### Infant Class appeals (reception, year groups 1 and 2)

The School Standards and Framework Act 1998 (SSFA 1998) amended by The Education Act 2002, placed a duty on local authorities and the governing bodies of maintained schools to limit the size of infant classes to 30 pupils per qualified teacher.

Due to the Infant Class Size Legislation, independent appeals panels are limited in the way they can make decisions on the outcome of appeals and therefore significantly reduces the possibility of your appeal being successful.

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

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

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

**FACT C** whether the admission arrangements were correctly and impartially applied in the case(s) in question; Then the panel goes on to

**FACT D** Did the Authority act "unreasonably".

The word "unreasonable" is a legal "test word". The threshold for finding that an admission authority's decision to refuse admissions was not one that a reasonable authority would have made is high. For this to apply the panel would need to be satisfied that the decision to refuse to admit the child was:

'perverse in the light of the admission arrangements' i.e. it was 'beyond the range of responses open to a reasonable decision maker'

OR

'a decision which is so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had applied his mind to the question could have arrived at it'.

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

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

#### For maintained local authority schools

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

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

The Ombudsman is not able to overturn the appeal

panel's decision however if they agree with your complaint and determine a failure in the process, they may make recommendations for a suitable remedy. For example, that an appeal is reheard by a different panel and with a different clerk.

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

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

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

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

Online via:

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

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

#### Department for Education helpline

Telephone: 0370 000 2288

Monday to Friday, 9am to 5pm

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

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

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

### Primary School Appeals Table

#### For appeals heard up to 15 July 2022

Year Group	Appeals heard	Upheld	Not upheld
Reception 2022-2023	67	5	62
Reception 2021-2022	83	3	80
1	1	0	1
2	3	0	3
3	1	0	1
4	1	0	1
5	5	1	4
6	1	0	1
<b>Total</b>	<b>162</b>	<b>9</b>	<b>153</b>





## **Section 2**

# Determined School Admission Arrangements Infant, Junior and Primary Schools

For entry from September 2023

# LONDON BOROUGH OF NEWHAM

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

For entry from September 2023 onwards

### These are the Determined Arrangements for:

All Newham maintained schools and academy schools located in Newham adopt these arrangements except Harris Academy Chobham and the following voluntary aided faith schools; St Antony's Catholic Primary School, St Edward's Catholic Primary School, St Francis' Catholic Primary School, St Helen's Catholic Primary School, St Joachim's RC Primary School, St Michael's Catholic Primary School, St Winefride's RC Primary School and St Luke's Primary School (Church of England)

### Introduction and legal overview

All admissions authorities for state funded schools in England must comply with the current School Admissions Code September 2021, published by Department for Education that sets out the law and guidance relating to school admissions.

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

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

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

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

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

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

Newham consulted with:

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

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

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

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

### Publication and availability

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

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

The arrangements will be published in the electronic versions of the LB Newham's annual composite prospectuses – autumn 2022 editions available for 1 September 2022:

- **We are starting school (Reception entry from September 2023 and in year 2022/2023)**
- **We are going to secondary school (Year 7 entry from September 2023 and in year 2022/2023)**

All admission arrangements including oversubscription criteria are available upon request (hard copy or electronic) from any school or the local authority where they are located.

### Associated regulations, statutory guidance and information

Read in conjunction with:

- Pan London schemes for 2023 entry
- School Standards Framework Act 1998
- School Admissions Code (September 2021)
- School Admissions Appeals Code (February 2012)
- Fair Access Protocols guidance for school leaders and local authorities (August 2021)
- School Admissions: applications for overseas children (November 2020)
- Admission of Summer Born Children advice for local authorities and school admission authorities (May 2021)
- Summer Born Children Starting School advice for parents (September 2020)
- Children Missing Education statutory guidance (September 2016)
- School Attendance guidance (August 2020)
- Steps in the process for applications from Crown servants (June 2021)

### Information and definitions

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

### Preference

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

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

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

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

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

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

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

OR

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

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

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

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





## Post 16

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

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

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

## Parental responsibility

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

## Local Authority responsibility and action

The introduction of academy schools means that the local authority no longer maintains (has responsibility for) all state funded schools in their area. However, the LB Newham still has the duty to provide sufficient school places or education otherwise for all children of compulsory school age resident in the borough, irrespective of their immigration status, including those from families with no recourse to public funds and works in partnership with all schools in Newham to ensure this can be delivered.

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

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

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

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

Where the child has a sibling at a Newham school, in the first instance we will try to allocate a place at the same



school if a place is available at the time. If the school is full, we will then allocate a place at the closest school to the child's home where a place is available.

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

## Section 2: School places Published Admission Number (PAN)

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

The normal point of entry is:

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

**Year 3** – for junior schools

**Year 7** – for secondary schools

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

**Year 12** – for sixth form

Outside of the year of entry, it is expected that the PAN will continue to be applied for In Year admissions as a roll limit (see above). However, if circumstances at the school have significantly changed since the publication of the admission number, a place may be refused even if the admission number has not been reached, as a cap on the PAN may have been introduced.

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

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

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

Admissions numbers (PAN) for entry in the academic year 2023/2024 are detailed in appendix 1.

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

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

Placement in these provisions is determined by the LB Newham 0-25 SEND integrated service and are usually for children with an Education Health and Care plan.

### **Additional places and capping**

#### **Additional places**

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

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

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

- **Bulge classes:** additional class or classes for a specific year group that will continue through the school year on year until the bulge expires at the end of year group 6 or 11 as appropriate to the age range of the school.
- **Temporary over allocation:** additional places in one or more year groups available for a fixed period agreed through a formal mutual agreement between the LA and the school.

- Short term measures to maximise the number of children who receive a place at their preferred school or to ensure we have sufficient places at the normal point of entry. These are generally only in place between national offer day and the start of the new school year but can be applied to other year groups.

#### **Capping places**

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

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

### **Section 3: Admissions framework**

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

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

LB Newham's Pupil Services will:

- Securely share, preferences information for schools outside of Newham, using an encrypted process, with the local authority where the preference school is located. This is to determine the outcome of each application (preference) and offer the highest single offer available to each Newham family who submits and application for a school place.
- Notify all Newham applicants of the outcome of their school application – including the name of the preference allocated or alternative allocation made. These will be issued via an electronic communication where the family have applied using the Pan London eAdmissions portal or letter where a paper application was completed.
- Track applications to ensure all Newham families whether in year 6 in a school located in or out of Newham apply for a secondary school place or confirm they are staying on role at their current school if all through.

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

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

For In year admissions applies to all year groups outside of normal admissions and for Year 7 and Reception entry in September 2023, where the application is being submitted after 31 August 2023:

- Newham residents wanting to apply for any schools located in Newham must use LB Newham's In Year common application form (CAF) In year application form
- Newham residents wanting to apply for schools outside of the borough must check the website for the borough where the school is located to obtain details of the application process.
- Families from outside of Newham who want to apply for a school/academy located in Newham must apply direct to LB Newham Pupil Services In year application form
- Newham Pupil Services will notify the family and their home borough of the outcome.
- Families who apply but preference cannot be met will be allocated an alternative school place at the school closest to their home with a suitable vacancy unless the child already has a school place in Newham (even if they have not yet started) or they do not reside in Newham – where they will be advised to contact their home authority to arrange education if they are not currently on roll elsewhere.
- All families who are not offered a place at any of their preferred schools are given their statutory right of appeal and their child is automatically added to the waiting list for any school ranked higher than the named school.

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

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

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

**Children from overseas and from Scotland, Wales, Northern Ireland, the Isle of Man or the Channel Islands.** Note: this section does not apply to Crown

Servants, who are dealt with under the statutory provisions of the School Admissions Code.

### **Right to attend school in England.**

In most cases, foreign national children in the UK have the right to attend schools in England. School admission authorities must not refuse to admit a child on the basis of their nationality or immigration status nor remove them from roll on this basis.

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

Families should check their right of abode or that the conditions of their immigration status otherwise permit them to access a state-funded school before applying for a school place in Newham.

Information on how to determine their rights:

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

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

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

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

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

Foreign nationals cannot use the 6-month Standard Visitor visa, or 11-month Short-term Study (English language) visa, to enter the UK to enrol as a pupil at a school.

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

### **Normal Admissions (standard entry points into school – see page 5)**

For normal admission, the law requires applications



must be made to the child's local authority. If an application is made from another country (including Scotland, Wales, Northern Ireland, the Isle Man or the Channel Islands) Newham will consider the application as adequate proof of an intention to move or return to the area and include it within the local authority co-ordinated process.

In these circumstances all local authorities can reasonably request the evidence of the new address to confirm which local authority should be responsible for the application and to determine the application.

Applications with an address outside England will not be accepted for processing by Newham unless the Newham is satisfied that there is robust evidence of a confirmed link to a residential address in the borough. Such a link should satisfy the terms of the Pan London framework, and must not be the address of a friend or relative, place of work or other address of convenience unless there is evidence it will be a relatively permanent arrangement.

Where Newham is satisfied that there is evidence of a confirmed link to an address in the borough a further test will be applied to decide if Newham believes the child will be resident at that address on or before the date of admission (start of the new school year in September).

To confirm a link to an address Newham will also check that no other applications are made from the same address being used by the applicant from outside of England unless we have accepted that the living arrangements will be with extended family.

If it cannot be confirmed that the applicant and the child will be linked to the future address in Newham the application will not be accepted and the applicants will be advised to reapply when they have a verifiable address in England.

Where an application is being made for a child who is living outside of England at the time of submission, the application must be made on a paper form not via the Pan London eAdmissions portal.

Note: Applicants with an address outside of England cannot apply using the Pan London eAdmissions system. These applicants must contact [pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk) for the Newham common application form.

### **In Year Admissions**

For in Year applications as Newham co-ordinates in-year applications on behalf of schools located in Newham, we do not require applicants to currently live in the area (or the country).

All applications will be processed using the child's home address at the time of the application, even if this is outside of the England (except for children of service personnel and crown servants –see below).

Future addresses in the England 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 Newham and cannot reasonably travel to Newham the local authority may withdraw the place and allocate to another child. Before taking this action, the local authority and admission authority (school) will contact the parents/carers to give them an opportunity to explain why there has been a delay in taking up the place and find out when the child might begin attending.

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

### **Application dates**

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

### **Secondary (Year 7)**

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

Applications received by LB Newham Pupil Services by 11.59pm on this date will be processed as on time and those received after will be processed as late. To avoid any potential technical issues it is recommend that



applicants to not wait until the closing date to apply.

Applications after this time are processed known as late and cannot be considered for a place until all on time applicants have been provided with places. This means families who apply late are greatly reducing their opportunity to gain a place at one of their preferred schools.

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

This is the date when outcomes are issued to all on time applicants. Where the application was made online, via the Pan London eAdmissions portal the outcome will be available online during the late afternoon/early evening.

For families who applied using a paper application form their outcome letter will be sent using 1st class post on national offer day.

**Late applications** (received after national closing date)

Applicants whose common application form (CAF) is received by the third Friday in February in the year of expected admission will be sent their outcome on national offer day.

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

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

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

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

Applications received by LB Newham Pupil Services by 11.59pm on this date will be processed as on time and those received after will be processed as late. To avoid any potential technical issues it is recommend that applicants to not wait until the closing date to apply.

Applications after this time are processed known as late and 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 – 17 April** or first working day after this date where it falls on a weekend or a bank holiday.

This is the date when outcomes are issued to all on

time applicants. Where the application was made online, via the Pan London eAdmissions portal the outcome will be available online during the late afternoon/early evening.

For families who applied using a paper application form their outcome letter will be sent using 1st class post on national offer day

**Late applications** (received after national closing date)

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

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

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

**In Year applications**

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

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

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

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

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

- School where their parent/carer works.

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

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

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

All applicants are given the opportunity to supply their religious, philosophical, medical, personal or social reasons for wanting a school place at the time of application. However all school placements must still be made in accordance with a schools oversubscription criteria and any associated admissions schemes.

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

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

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

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

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



returning to Newham an alternative allocation will be made to ensure we fulfil our duty to provide education for our residents.

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

### Supplementary information form (SIF)

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

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

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

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

### Certificate of Catholic Practice

'Certificate of Catholic Practice' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it

was impossible to do so) attended Mass on Sundays and 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

<http://www.dioceseofbrentwood.net/>

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

### **Applications out of normal year group: 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 legal barrier to children being educated outside their normal year group as determined on the child's date of birth. Parents/carers can seek in writing at the point of application places outside their child's normal academic year group.

### **Applications**

#### **In year (new arrivals to Newham, returning to Newham and changing schools in Newham)**

- In Year applications for a place out of normal year group
  - Parents/carers must:
  - Apply using the In year common application form or request the paper version
  - Name preferred schools (all within the same phase of education)
  - Submit the application along with a letter specifying a place is being sought outside of their child's normal year group based on their age, what year group they want their child to be admitted to and the reasons why.

#### **Normal admissions (standard transition points)**

- Normal admissions: Moving from primary to secondary school, seeking a place out of normal year group
  - Parents/carers cannot use the Pan London eAdmissions form as this only accepts applications within the expected age range for year 7:

- Request and complete - Primary to secondary transition common application form
  - Name preferred secondary schools
  - Submit the application along with a letter specifying a place is being sought outside of their child's normal year group based on their age, what year group they want their child to be admitted to and the reasons why.
- Normal admissions: Starting reception, seeking a place in a year group out of the normal year group (includes Summer Born children)
    - Parents/carers cannot use the Pan London eAdmissions form as this only accepts applications within the expected age range for reception:
    - Request and submit – Reception common application form
    - Name preferred infant or primary schools
    - Submit the application along with a letter specifying a place is being sought outside of their child's normal year group based on their age, what year group they want their child to be admitted to and the reasons why.

The admissions committee(s) of the preferred school(s) 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. Once outcomes from each of the preferred schools have been received Pupil Services will then proceed to apply standard admission processes which includes confirming if a vacancy is available in that year group and if the child has the priority for any place available under the schools published admission arrangements. 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.

Where admission to a year group higher or lower than the child's expected year group based on their age is granted, Pupil Services will then offer the highest preference of the schools named that have a vacancy and have agreed.

Where admission is not granted outside of the normal academic year group by the schools admissions committee the local authority will then use the application to offer a place in the child's normal year group based on their date of birth unless the parents/carers school preferences are for a different phase of education to that expected based on the child's date of birth the local authority will ask the family to submit a fresh form naming schools for the expected phase of education. If the child already has a school place or the offer of a school place in Newham they will be expected to continue attending their current school. Any new



England and ceased to be in state care as a result of being adopted.

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

### Staff Child

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

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

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

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

Proof of employment cannot be accepted from the applicant.

### Service child

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

- One of their parents/carers (with legal guardianship) is serving in the regular British armed forces, at the national closing date for primary to secondary transition or the application date for In Year applications.

OR

- One of their parents/carers (with legal guardianship) died whilst serving in the British armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme.

placements will be based on the child's age not ability, educational history or parental representations.

This does not affect a parent/carers right of an appeal for a place at their preferred school where they have applied and been refused, remembering an appeal is only a school not a particular year group. There is no statutory right of an independent appeal for a child to be granted a place out of their normal year group based on their date of birth.

### Looked After and Previously Looked After Child

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

#### Looked after children

A looked after child is a child who is:

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

#### Previously Looked After Child

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



## Siblings

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

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

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

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

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

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

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

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

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

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

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



Examples of those who will not be considered as siblings

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

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

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

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

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

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

60th for two form entry school and so on.

In year' admissions: entry outside the normal admission rounds.

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

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

### Priority areas

Only Sarah Bonnell School has determined a priority area. This has fixed boundaries determined by the Council and approved via formal consultation.

Although this school is located on the borough boundary, to comply with the law and the Greenwich judgement, the priority area does not follow the borough boundary it follows natural and manmade geographical features.

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

Interested parties can find out if home address the child's is in the Sarah Bonnell Priority area by visiting our School Finder app located on the Newham website. Alternatively you can call the Council on **020 8430 2000** for help and advice.

### Catchment areas

Schools located in Newham do not have catchment areas.

### Parish Catchments (Faith schools only)

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

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

Parent/carers can find out which school(s) parish area you live in by visiting our School Finder app located on the Newham website. Alternatively you can call the Council on **020 8430 2000** for help and advice.

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

### Home address

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

Where a child's natural parents are not living together and the child spends a few days in both households on week days, then the address that will be used for admissions will be the one from which the child goes to school in the morning most often on week days.

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

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

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



- An address registered with the Council as empty or derelict  
OR
- A tenant's address, where the property owned by the parent/carer and rented to a third party who is not the applicant,  
OR
- Another family member's/friend's address who does not have parental responsibility for the child, even if the tenant is responsible for the child's daycare arrangements,  
OR
- Their child-minder's address,  
OR
- A PO Box address (except where the PO box address is a result of Police or Social Care intervention - the Local Authority will work with the appropriate professionals to establish the address to be used for admissions purposes)  
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 have offered the property in writing  
OR
- Any address not registered for Council Tax as an official residential abode

This is not an exhaustive list.

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

### Verification of Home Address

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

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

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

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

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

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

### Change of home address

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

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

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

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

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

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

If a child changes home address to live temporarily or permanently with another person other than their parent/carer named on the application, even if this person is a family member, Pupil Services will need proof of the change of parental responsibility before the address change will be applied.

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

### Special Education Needs and Disability

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

Placements in special schools are determined outside of these arrangements using the current Special





Education Needs and Disability regulations and any associated local published protocols.

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

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

### Section: School placements

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

#### **Maintained and voluntary controlled schools**

(excluding voluntary aided faith schools): LB Newham is the Admission Authority.

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

#### **Academy schools (including free schools and UTC's):**

the school or their Trust, as published are the Admission Authority.

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

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

### Equal preference - single offer scheme

The Local authority operates an equal preference system in line with the School Admissions Code. This means all schools named by the parent/carer on their common

application form (CAF) will be treated equally to assess whether a school place can be offered to their child based on the published admissions criteria for each school named. In cases where more than one school place can be offered to a child, the ranked order (the preference order) on the CAF will be taken into account and the school place offered will be in the school that was ranked highest of those that can be offered.

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

### School offer and alternative allocations

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

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

If at any time a school has more applications than places available their oversubscription criteria will be applied to



determine which children can be offered a place or the child's waiting list position where the school is full.

For normal admissions being primary to secondary transition and starting primary school, up to 1 September in the year of entry, offers will be made under the Pan London co-ordinated scheme.

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

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

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

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

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

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

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

The Authority cannot guarantee that siblings will be placed in the same school. If this is the case and an alternative allocation is required for all of the children as parental preference cannot be met, or the parent has agreed via their application form, the Authority will



attempt to place all the siblings or the majority of the siblings in the closest school that can accommodate the maximum number of the children, even if individually they could have been placed in separate schools closer to their home address.

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

### Acceptances and refusals

For both normal and In Year admissions where a place is offered in Newham (except for Year 7 in an All Through School) we will automatically register your acceptance on our records – unless you fully complete and return the refusal section of the outcome notification. This means 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 year 7 place in another school, we will ask for written confirmation as to whether the child will be remaining at their All Through School for the first day of the new school year in September or they will be accepting the place offered

in the offered school. If the latter we will write to you confirming that you will be off rolled at your current school at the end of Year 6.

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

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

### Start dates

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

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

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

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

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

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

### Deferred entry and part time arrangements

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

Any offered placement will only be reserved for deferred entry if the parent/carer has applied for deferment in writing to the head teacher of the school

offered, has exceptional circumstances and the head teachers agrees to their request (this does not apply to summer born deferment)

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

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

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

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

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

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

If a place is not offered in the year group of the applicant's choice there is no right to independent appeal however, they may make a complaint about an admission authority's decision not to admit their child outside



their normal age group. To make a complaint follow the procedure published on that school's website.

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

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

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

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

This is not an exhaustive list.

### **When to apply - Option A**

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

Example – for a summer born child who based on their date of birth, is due to start in reception in September



2023, if a parent wants them to start reception in September 2024 they can submit their application by 15 January 2023 with a request for 2024 start date

### **When to apply - Option B**

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

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

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

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

There can be no guarantee of a place being available at



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

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

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.

### Waiting lists

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

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

For all other year groups waiting lists open on the first day of the new academic year in September and are closed and cleared on the last school day of each school term, except where the application was received in Pupil Services on or after the first day of the month in which the school holiday starts, then the application will be automatically rolled forward to the same school waiting list for the new term.

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

The offer of a preferred school will automatically result in lower ranked schools being withdrawn unless the applicant notifies LB Newham's Pupil Services in a written communication of their requirements.

All waiting lists must be organised in accordance with the published criteria (below), not on a first come, first served basis. This means children new to a waiting list are added in their rightful place based on their priority for a place and not automatically at the bottom.

As a result of waiting lists being organised in accordance with published criteria it is possible for a child to move down a list as well as up. This can be on a daily basis for schools which have high numbers of applications and/or high mobility.

A child added to a waiting list will remain on that list until:

The child is offered a place at a school ranked higher;

OR

The child is offered a place at the school and the place is refused;

OR

The parent/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;

OR

Where the application was received in Pupil Services on or after the first day of the month in which the school holiday starts, at which time the application will be automatically rolled forward to the same school waiting list for the new term

Where a child has been removed from a waiting list, to be added again their parent/carer must complete and submit a fresh application form.

For all schools who participate in the Council's waiting list scheme, Pupil Services will issue automatic weekly email advising the applicant of the child's waiting list position. Note: this service can only be provided if we have a current valid email address and the applicant has opted in to this service.

For those families who have a child on a waiting list for whom we have a current valid email address, we will send





notifications when the waiting list are closed and cleared each term.

When any school officially reports a vacancy, the place will be offered to the child who is at the number one position on the waiting list for that year group on the day the vacancy was reported.

### Independent admission appeals

A parent/carer whose child has not been offered a place at a school named on their application form will be notified in writing of their right to an independent admissions appeal hearing under the School and Standards Framework Act 1998.

Our appeals process is fully compliant with the Department for Education School Appeals Code that can be found at School Appeals Code and the temporary changes to the Regulations issued as result of Covid 19 restrictions [www.gov.uk/government/publications/school-admissions-appeals-code/changesto-the-school-admission-appeals-code-regulations-during-the-coronavirus-outbreak](http://www.gov.uk/government/publications/school-admissions-appeals-code/changesto-the-school-admission-appeals-code-regulations-during-the-coronavirus-outbreak)

Irrespective of the ranked order of the school, offered parent/carers still have the right of appeal for a place ranked lower than the school offered.

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

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

If a parent/carer has had an unsuccessful appeal, a second appeal application for a place in the same academic year, for the same school, will not be considered unless there have been significant changes in circumstances relevant to the application. The admission authority will make their decision as to whether to grant the second appeal based on the significance of the change.

### Tie Breaker: shortest home to school walking distance

If we have to decide between applicants in any of the above admissions criterion, the tiebreak will be home to school shortest walking distance, starting with the nearest address. In the event of two or more children living equidistant from the school, the place will be decided by a

random draw, the first name drawn will be offered the place.

For Sarah Bonnell School only, within each criterion, priority is given to those girls whose main home address is within the schools priority area, then the home to school distance tie break is applied.

The Local authority uses an Industry Leading and Council approved Geographical Information System (GIS) to calculate shortest walking distance measurements. This system provides distances in miles and yards to three decimal places using a routing database system, based upon two dimensional maps. Contour, elevation or terrain is not taken into account when the distances are measured.

Applicants can check their home to school distance for any school in Newham, including those who use straight line distance by using School Finder on the Newham website. This will show the start and end points and the route we use. This will assist with making any making informed decision about the likelihood of being offered a place before naming preferences.

**Note:** some academy schools in Newham, who do not adopt these arrangements, use straight line distance or random allocation as their tie breaker.

### Home-to-school distance calculations: Tiebreak for each oversubscription criterion where there are more applicants in that criterion group than places Shortest walking distance

#### Start point of calculation (home address)

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

This start point is the centroid point of within the



property building boundary being the building on the site. The property buildings used are based upon the UK's definitive map base supplied by the UK's national mapping agency Ordnance Survey (OS).

This means if a child lives in a block of flats where a communal entrance used as an entry point the LA will use the centroid of the block and not the individual flat for these calculations.

All calculations are based on the child's home address supplied on the application form being correct at the date of parental/carer's signature and the address being classified as a residential property on the Council's database.

### **Shortest walking distance**

#### **End point of calculation (school nominated entrance)**

The school's nominated entrance (nominated gate) used for calculation purposes is the main gate at the official postal address of the school unless their Governing Body has officially notified the LA by 31 August every year of a different entrance for measurement purposes. No other entrance will be used to calculate the distance.

#### **Route (shortest walking distance)**

The shortest walking route is calculated using the LA's adopted highways and approved footpaths available to the best of our knowledge at the time of the calculations.

The route starts and is measured from the pupils home address centroid, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows the shortest available walking route (see below) to link to the nearest ITN point to the schools nominated entrance and then ends at that nominated entrance. Doglegs are added to the start and end points to join the centroid point of the property to the start point of the ITN route to give a full and accurate measurement.

All routes are measured using data from Ordnance Survey, the officially recognised national mapping agency. Where necessary we have enhanced this dataset to reflect the characteristics that aim to best deliver our adopted local standards.

The following are excluded from our calculations (this is not an exhaustive list and maybe subject to change depending on conditions outside the control of the Admissions Service)

Parks/recreational areas (The Greenway is included in our calculations)

Unofficial crossing points of the A12/3 and the Docks Footpaths and walkways not approved by the LA

### **Second stage tiebreak**

If the LA's system calculates that two or more pupils applying for the same school in the same year group



have the same home to school distance (to three decimal places) the following criteria is used to determine their priority.

For pupils who live in a block of flats, whether they are within a multiple home block or a flat within a single house, priority will be given based on the floor the child lives, with the lowest floor having priority over higher floors.

In all other cases random allocation would be used to determine which of the children will be offered the place available. An officer independent of Children's Services and the admissions processes will be responsible for drawing the name of the successful applicant and the draw will be overseen by an independent adjudicator who will not work in Children Services or have any involvement with the admissions processes.

### **For applications from outside of Newham**

The route starts and is measured from the pupils home address, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows a straight line measurement (as the crow flies) to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN) on the Newham borough boundary, then follows the shortest available walking route (see below) to link to the nearest ITN point to the schools nominated entrance and then ends at that nominated entrance.

## Gates and entrances

**Note:** the entrance (gates) used for home to school distance tiebreaks, is the entrance for the official postal address except for the following schools that use alternative entrances as requested by their Governing Body.

Brampton Manor Academy – Boundary Lane E6  
Central Park Primary School – Loxford Avenue E6  
Little Ilford School – Browning Road E12  
St. Angela's Ursuline Convent School – Main Entrance of Our Lady of Compassion (Upton Park)  
St. Bonaventure's Catholic Comprehensive School – Main Entrance of Our Lady of Compassion (Upton Park)  
St Joachim's RC Primary School – Front Main Entrance of Newham Dockside  
Upton Cross Kirton Road Site – Kirton Road E13

**Note:** Note: to ensure continuity for all applicants only the LA council approved system can be used to calculate home to school distance tiebreaks.

Other GIS systems such as Google Maps or personal Satellite Navigation Systems will not necessarily calculate the same route as the LA approved system as they may not be able to accommodate our approved routes.

## Fair Access Protocol

The Council is legally required to have a Fair Access Protocol. Fair Access Protocols is only be used to place the following groups of vulnerable and/or hard to place children, where they are having difficulty in securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures.

This Protocol only applies for families applies outside of normal admissions; it only applies to in year admissions.

- children either subject to a Child in Need Plan or a Child Protection Plan or having had a Child in Need Plan or a Child Protection Plan within 12 months at the point of being referred to the Protocol;
- children living in a refuge or in other Relevant Accommodation at the point of being referred to the Protocol;
- children from the criminal justice system;
- children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education;
- children with special educational needs (but without an Education, Health and Care plan), disabilities or medical conditions;
- children who are carers;
- children who are homeless;
- children in formal kinship care arrangements;

- children of, or who are, Gypsies, Roma, Travellers, refugees, and asylum seekers;
- children who have been refused a school place on the grounds of their challenging behaviour and referred to the Protocol in accordance with paragraph 3.10 of this Code;
- children for whom a place has not been sought due to exceptional circumstances;
- children who have been out of education for four or more week where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child and this has not been accepted; and
- previously looked after children for whom the local authority has been unable to promptly secure a school place

Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to any school for their child.

There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol, but parents' views should be taken into account.

Children with an EHCP or those who are Looked After cannot be placed using our Fair Access Protocol, these are placed using specific regulations.

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





# LONDON BOROUGH OF NEWHAM SCHOOL ADMISSION OVERSUBSCRIPTION CRITERIA FOR ENTRY FROM SEPTEMBER 2023

Children with an Education Health and Care Plan will have a school named in their plan before all other applicants are considered.

If we have more applications under the above considerations, than we have places available, we will apply the admissions criteria below to decide which applicant gets priority. Children in a lower priority group will not be offered a place unless all the children in the group or groups higher have been offered.

**Priority 1:** Looked after child and any child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the London Borough of Newham to have been in state care outside of England and ceased to be in state care as a result of being adopted.

And then

**Priority 2:** Children who have been assessed by Newham Council's Special Educational Needs Service as requiring a particular named school to meet their special educational needs and/or physical access. In addition, the child must be on the Special Educational Needs Code of Practice and be in receipt of 'high needs funding' and/ or have physical access difficulties.

And then

**Priority 3:** Children who have a sibling on roll and they are reasonably expected to still be on roll at the time of admission in the school.

And then

**Priority 4:** Children whose parent/carer (person with parental responsibility) are directly employed by the school.

And then

**Priority 5:** Service children

And then

**Priority 6:** All other children, whether or not they live in Newham.

If we have to decide between applicants in any of the above admissions criterion, the tiebreak will be, home to school shortest walking distance, starting with the nearest address (see home to school distance definition above).

**For Sarah Bonnell School only:** if we have to decide between applicants in any of the above admissions criterion the tie break, in the first instance priority in each group is given to those children who live in the schools priority area and then home to school shortest walking distance.





## APPENDIX 1

### Determined Admission Numbers for September 2023

Primary (number published is for reception unless otherwise stated)			
Altmore Infant School	150	Park Primary School	90
Avenue Primary School	120	Plaistow Primary School	60
Bobby Moore Academy	60	Portway Primary School	120
Brampton Primary School	120	Ranelagh Primary School	60
Britannia Village Primary School	60	Ravenscroft Primary School	90
Calverton Primary School	90	Roman Road Primary School	90
Carpenters Primary School	60	Rosetta Primary School	90
Central Park Primary School	120	Royal Wharf Primary School	60
Harris Academy Chobham	90	St. James' CoE Junior School (Year 3)	90
Cleves Primary School	60	St. Stephen's Primary School	90
Colegrave Primary School	90	Salisbury Primary School	90
Curwen Primary School	120	Sandringham Primary School	120
Dersingham Primary School	90	School 21	75
Drew Primary School	60	School 360	60
Earlham Primary School	60	Scott Wilkie Primary School	60
Ellen Wilkinson Primary School	60	Selwyn Primary School	60
Elmhurst Primary School	120	Shaftesbury Primary School	90
Essex Primary School	120	Sheringham Academy	90
Gainsborough Primary School	60	Sir John Heron Primary School	60
Gallions Primary School	90	Southern Road Primary School	90
Godwin Junior School (Year 3)	120	Star Primary School	90
Grange Primary Schools	30	Tollgate Primary School	60
Hallsville Primary School	60	Upton Cross Primary School (two sites)	150
Hartley Primary School	120	Vicarage Primary School	120
Kaizen Primary School	60	West Ham Church Primary School	45
Keir Hardie Primary School	60	William Davies Primary School	30
Kensington Primary School	90	Winsor Primary School	90
Langdon Academy	90	Woodgrange Infant School	120
Lathom Junior School (Year 3)	150	St. Antony's Catholic Primary School	60
Manor Primary School	60	St. Edward's Catholic Primary School	60
Maryland Primary School	60	St. Francis' Catholic Primary School	60
Monega Primary School	90	St. Helen's Catholic Primary School	60
Nelson Primary School	120	St. Joachim's Catholic Primary School	60
New City Primary School	90	St. Luke's CoE School	30
North Beckton Primary School	90	St. Michael's Catholic Primary School	30
Odessa Infant School	90	St. Winefride's Catholic School	60

## APPENDIX 2

### Documents for Admission

All school offer and alternative allocations for educational establishments for compulsory school aged children are conditional. This means they are made on the condition that the information provided on the application was accurate at the time of signing and submission. If it is found to be fraudulent or deliberately misleading the school place made be withdrawn.

For a child to be admitted their parent/carer must provide Newham acceptable proofs as specified below. Where these documents cannot be provided further action maybe required before admission can take place. This does not mean any child will be refused a school place, but it does mean they may not be offered a place at an oversubscribed school where they cannot prove they have priority.

Only original copies of documents can be accepted at the school admission meeting, photo copies are not permissible. Both sides of the documents will be checked for authenticity as photo-copies and scanned images can now capture watermarks.

Certified, dated photo/scanned copies will be taken in all cases of all documents and added to pupil file.

#### Proof of the child's legal name and date of birth:

- **UK Birth Certificate** – short or long versions (non UK birth certificates cannot be accepted as they may be in a language other than English)  
OR
- **Valid Current Passport** (the child maybe included on their parents' valid current passport)  
OR
- **Official Documentation from the National Asylum Seeker Service** including an application registration card (ARC)
  - The ARC has been issued to asylum claimants and their dependants since 2002. The ARC may provide public sector bodies with assurance that you or your dependant is an asylum claimant.
  - This is a credit card-sized plastic card issued by the Home Office to individuals who claim asylum. It contains information about the holder's identity or claimed identity although it is not evidence of identity.

**Note:** only Adoption or Deed Poll documentation can be accepted as proof of a child's official name change following the issue date of any of the above documents.

#### Proof of the child's main address:

Documentation to confirm the child's current home address must be addressed to at least one of the parent/ carers detailed on the Common Application Form (CAF) who must live at the same address as the child.

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

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

- Council Tax Bill for the current financial year (residential not commercial)  
OR
- Current Housing Benefit Entitlement Letter (financial details should be deleted on the copy in their presence)  
OR
- Current Tenancy Agreement for Council Housing or Housing Association Property  
OR
- Tenancy Agreement for Private Accommodation from Newham Accredited Landlord (acceptable to December 2012) or Tenancy Agreement from a Newham Licensed Landlord (accepted from January 2013 onwards)  
OR
- Letter from the National Asylum Support Service (NASS) Team informing the family of the address of the accommodation being provided for the family.  
OR
- A letter from Adult/Children's Services Asylum Team informing the family of the address of the accommodation being provided for the family

**Note:** Tenancy Agreements from Landlords who are not accredited (licensed from January 2013) by Newham and documents relating to house/flat purchase must not be accepted. If you are provided with a child's home address that is Private Sector Housing and the property is unlicensed, the case must be reported by the school via the Private Sector Housing – Report an Unlicensed Private Rented Property page of the Newham website.

AND one of the following Utility Bills (this is not required for families supported by NASS or a Social Care Asylum Team). In all cases the amount due and their balance should be deleted from the copy in the parent/ carers presence).

- Gas Bill/Payment Schedule/Reminder – dated for the current financial year
- OR
- Electricity Bill/Payment Schedule/Reminder – dated for the current financial year
- OR
- Water Bill/Payment Schedule/Reminder – dated for the current financial year
- OR
- Telephone Bill/Reminder – dated for the current financial year
- OR
- Mobile Phone Bill/Reminder – dated for the current financial year

#### Medical Contacts

Doctor's Surgery Name, Surgery Address and Telephone Number, GP Name (optional)

AND

Dentist's Surgery Name, Surgery Address and Telephone Number, Dentist's Name (optional)

#### Emergency Contacts

For all children you must hold at least two Emergency Contacts who must be aged 18 or over. (If possible, at least one of the contacts should be able to speak English).

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

#### Proof of parental responsibility:

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



# FAITH SCHOOLS - ADMISSION ARRANGEMENTS FOR ENTRY FROM SEPTEMBER 2023 ONWARDS

Closing date for application and SIF  
15 January 2023



## NEWHAM CATHOLIC DEANERY PRIMARY SCHOOLS ADMISSION POLICY

For admission from September 2023

Full Determined Arrangements can be found on school websites

Newham Catholic Deanery Primary Schools were founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. The schools are conducted by their Governing Body as part of the Catholic Church in accordance with their trust deeds and instrument of government or articles of association, and seek at all times to be a witness to Jesus Christ.

As Catholic schools, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority for each school and has responsibility for admissions to their school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing bodies have set their Published Admission Numbers (PAN) of pupils to the reception year in the school year which begins in September 2022 as shown below:

St. Antony's Catholic Primary School	60 pupils *
St. Edward's Catholic Primary School	60 pupils *
St. Francis' Catholic Primary School	60 pupils *
St. Helen's Catholic Primary School	60 pupils *
St. Joachim's Catholic Primary School	60 pupils *
St. Michael's Catholic Primary School	30 pupils
St. Winefride's Catholic Primary School	60 pupils

<sup>3</sup> St Helen's and St Joachim's Catholic Primary Schools are part of Our Lady of Grace Catholic Academy Trust and adhere to their articles of association, all other schools are voluntary aided and their trust deeds & instruments of government apply. <sup>4</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.



The governing body will admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

### **Pupils with an Education, Health and Care Plan**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Oversubscription Criteria**

**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. Catholic looked after and previously looked after children. (see notes 2 & 3)
2. Catholic children with a Certificate of Catholic Practice who are resident in the parish in which the school they are applying for is situated. (see notes 3, 4 & 10)
3. Other Catholic children who are resident in the parish in which the school they are applying for is situated. (see notes 3 & 10)
4. Other Catholic children. (see note 3)
5. Other looked after and previously looked after children. (see note 2)
6. Catechumens and members of an Eastern Christian Church. (see notes 5 & 6)
7. Children of other Christian denominations whose application is supported by a minister of religion. (see note 7)
8. Children of other faiths whose application is supported by a religious leader. (see note 8)
9. Any other children.

**Within each of the categories listed above, the following provision will be applied in the following order.**

The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 9).

### **Tie Break**

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school. Distance will be the walking distance measured from the

home to the main entrance of the school. The route will not go through parks, private property or unlit footpaths, and will only use designated pedestrian crossing points for the A13 and the Royal Docks.

### **Tie Break For St Joachim's (ONLY)**

If the governors have to decide between applicants in any of the above admissions criterion the tie break will be: straight line distance (as the crow flies), starting with the nearest address. In the event of two or more children living equidistant from St. Joachim's Catholic Primary School nominated end point (front entrance of Newham Dockside, 1000 Dockside Road, E16 2QU), the place will be decided by drawing lots, the first name drawn will be offered the place.

The Local Authority uses an Industry Leading and Council approved Geographical Information System (GIS) to calculate straight line 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.

### **Start point of calculation (home address)**

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

This start point is the centroid point of within the property building boundary. The property buildings used are based upon the UK's definitive map base supplied by the UK's national mapping agency Ordnance Survey (OS).

This means if a child lives in a block of flats where a communal entrance used as an entry point the LA will use the centroid of the block and not the individual flat for these calculations.

All calculations are based on the child's home address supplied on the application form being correct at the date of parental/carer's signature and the address being classified as a residential property on the Council's database.

### **End point of calculation (St Joachim's Catholic Primary Schools nominated end point)**

The school's nominated end point used for calculation purposes is the main entrance of Newham Dockside 1000 Dockside Road, E16 2QU. No other entrance or school entrance will be used to calculate the distance.

### **Route**

The shortest route is calculated using the straight line distance (as the crow flies) from home to the main entrance of Newham Dockside 1000 Dockside Road.

The route starts and is measured from the pupils

home address centroid, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows the shortest straight line route to link to the nearest ITN point to the school's nominated entrance and then ends at that nominated entrance.

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

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/ nominated end point distance (to three decimal places) the following criteria is used to determine their priority.

For pupils who live in flats, whether they are within a block or a 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. A member of the Admissions Committee will be responsible for drawing the name of the successful applicant and the draw will be overseen by an independent adjudicator who will not work in St. Joachim's Catholic Primary School or have any involvement with the admissions processes.

### For applications from outside of Newham

The route starts and is measured from the pupils home address, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows a straight line measurement (as the crow flies) to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network on the Newham borough boundary, then a straight line to link to the nearest ITN point to the school's nominated entrance and then ends at that nominated entrance.

### Application Procedures and Timetable

To apply for a place at these schools in the normal admission round, you must complete a Common Application Form (CAF) available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 4 and 6-8. The SIF should be returned to the school office to which you are applying by **15 January 2023**.

**For each Catholic Primary School, or Voluntary Aided School, named on the CAF a SIF must also be**

**completed. The SIF must be returned to each school named on the CAF.**

You will be advised of the outcome of your application on 17 April 2023 by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

**If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 4 or 6, and this is likely to affect your child's chance of being offered a place.**

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is **15 January 2023**.

### Late Applications

Late applications will be administered in accordance with the London Borough of Newham Primary Co-ordinated Admissions Scheme. 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 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. You are encouraged to ensure that your application is received on time.

### Admission of Children Below Compulsory School Age and Deferred Entry

See page 38-40

### Admission of Children Outside their Normal Age Group

See page 31

### Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This 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. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term in July 2023.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

### In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting the school office for which you are applying.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### Fair Access Protocol

See page 43

### Nursery

For children attending the school's nursery, where applicable, an application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

The governing body reserves the right to withdraw the offer of a place or, where the child is already attending the school the place itself, where it is satisfied that the offer or the place was obtained by deception.



### Notes (These notes form part of the oversubscription criteria)

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority, i.e. the governing body of the school] to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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

#### A looked after child is a child who is

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

3. 'Catholic' means a member of a Church in full 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. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest

(who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church).

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

<http://www.dioceseofbrentwood.net/departments/education/school-admissions/>

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

6. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

7. 'Children of other Christian denominations' means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as

witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

8. 'Children of other faiths' means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 7 above and which falls within the definition of a religion for the purpose of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity Law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

9. 'Brother or sister' includes:

- (i) all natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address, and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

Examples of those who will not be considered as siblings: Cousins, friends, other family members living in the same home, other children living in the same household who are not included in the list above, children who share the same child-minder or children of a child-minder.

10. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for [September 2022]. Distances will be measured from the home to the main entrance of the school, or Newham Dockside 1000 Dockside Road, E16 2QU in the case of St Joachim's. Please note that we do not use routes through parks, private properties or unlit footpaths and we only use the approved crossing points for the Docks and A13. [Map attached]



## Reception Offers for September 2022 for Catholic Primary Schools in Newham

	Admission Number	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
<b>St. Antony's</b>	60	60	145	0	0	0	10	9	0	1	2	8	0	0	0	0
<b>St. Edwards</b>	60	60	100	0	0	0	7	12	3	0	2	2	0	0	0	1
<b>St. Francis'</b>	60	60	88	0	0	0	1	3	1	0	2	0	0	0	2	0
<b>St. Helen's</b>	60	60	110	1	0	0	9	10	3	1	6	5	0	0	0	0
<b>St. Joachim's</b>	60	60	92	0	0	0	3	10	1	2	2	0	0	0	0	0
<b>St. Michael's</b>	30	30	77	0	0	0	8	4	0	1	0	5	0	0	0	1
<b>St. Winefride's</b>	60	60	57	0	0	0	3	2	3	1	2	1	0	0	0	0

	Voluntary Aided - 7 with Sibling	Voluntary Aided - 7	Voluntary Aided - 8 with Sibling	Voluntary Aided - 8	Voluntary Aided - 9 with Sibling	Voluntary Aided - 9	Voluntary Aided - 10 with Sibling	Voluntary Aided - 10	Voluntary Aided - 11 with Sibling	Voluntary Aided - 11	Voluntary Aided - 12 with Sibling	Voluntary Aided - 12	All-through Places	Local Authority Alternative Allocation	Total	Criterion of Final Offer
<b>St. Antony's</b>	4	21	6	6	0	13	0	0	0	0	0	0	0	0	60	Group 9
<b>St. Edwards</b>	0	5	1	0	3	14	0	0	0	0	0	0	0	7	57	N/A
<b>St. Francis'</b>	1	4	0	0	6	14	0	0	0	0	0	0	0	1	60	N/A
<b>St. Helen's</b>	0	4	0	0	6	14	0	0	0	0	0	0	0	1	60	N/A
<b>St. Joachim's</b>	2	1	0	0	5	16	0	0	0	0	0	0	0	1	43	N/A
<b>St. Michael's</b>	1	2	0	0	1	7	0	0	0	0	0	0	0	0	30	Group 9
<b>St. Winefride's</b>	0	0	7	8	0	0	0	0	0	0	0	0	0	1	30	N/A

	Distance of Final Offer (miles)	Tie-break Procedure
<b>St. Antony's</b>	3.586	Shortest Walking Distance in Miles
<b>St. Edwards</b>	N/A	Shortest Walking Distance in Miles
<b>St. Francis'</b>	N/A	Shortest Walking Distance in Miles
<b>St. Helen's</b>	N/A	Shortest Walking Distance in Miles
<b>St. Joachim's</b>	N/A	Shortest Walking Distance in Miles
<b>St. Michael's</b>	0.786	Shortest Walking Distance in Miles
<b>St. Winefride's</b>	N/A	Shortest Walking Distance in Miles

# ST LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL DETERMINED ADMISSION ARRANGEMENTS

For admission from september 2023



At St Luke's Church of England Primary School, we believe that working in partnership with parents to develop the whole child is the key to their future success. To this end, we have developed an approach that uses a creative curriculum designed by our own staff to motivate our children and this works in tandem with our music, sports and pastoral offers. Our curriculum links different subjects into one core learning quest each half-term from discovering about Volcanoes in Y3 to the murder mystery of the Princes in the Tower in Y5. This enables us to develop our reading, grammar and writing skills and apply them whilst learning about science, history, geography or art aspects, rather than teaching them in isolation. Some subjects remain outside of this curriculum such as maths (we use the Singapore approach) RE and PE unless they fit into a topic naturally.

Our 'whole child' approach means we use a broad offer to help each child find something around which they can build their confidence thus finding the key to unlock their potential. These 'keys' may be around our Eco status (we have our fifth flag putting us in top 100 schools in England - Keep Britain Tidy also used our children to make videos for You Tube on how to run a successful Eco committee).

In music, we work in a close partnership with Newham Music to offer bespoke learning across all year groups and all of Newham Music's Saturday Orchestras operate out of our school, meaning our children do not pay any fees to attend the fabulous music sessions on Saturdays. In sports, we have achieved 'Gold' participation awards for the last 3 years and have been the Newham Girls' Football champions for the last 3 years and are also the current

Boys' champions as well as excelling at many other sports tournaments. We have seen many children discover and develop a talent in one of these areas that has led them to grow in confidence when tackling academic challenges and this approach has resulted improved outcomes.

Our staff work incredibly hard to keep improving themselves and the offer for our families. This drive for excellence goes back over 150 years to the founding of the school and is something that the governing body monitor and assist. I look forward to meeting you so I can show you around our lovely school where every child and every family are known, understood and cherished. Please visit our website at [www.st-lukes.newham.sch.uk](http://www.st-lukes.newham.sch.uk) for more information.

## Introduction and legal overview

See page 23

## Consultation

Formal consultation took place between Monday 29th October 2018 and Monday 5th December 2018. St. Luke's Governing Board 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 (primaries) within the relevant area (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.
- Diocese of Chelmsford.

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

## Publication and availability

See page 23-24

## Compulsory school age

See page 24-25

### Published Admission Number (PAN)

The Published Admission Number (PAN) is the number of places available in a school/academy for the year of entry. This is calculated using a Department for Education capacity formula.

The PAN is only applicable to reception but for St Luke's and the majority of school located in Newham the number of places available in other year groups is the same as the PAN.

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. 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 admission number (AN) for St Luke's is 30.

### Normal Admissions (also known as planned admissions)

See page 28

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

See page 27

### Children from overseas

See page 27

### Application Dates

See page 28-29

### School applications – common application form (CAF)

See page 29

### Supplementary information form (SIF)

For both normal and In Year, applications can only be considered under one of St Luke's criterion of the school's oversubscription criteria where the applicant has completed and submitted the schools SIF. These are available from the school and must be returned directly to the school not Pupil Services and not as an attachment to your eAdmissions applications. Where a SIF is not received the application can only be considered under the non faith criterion. SIFs without

the correct common application form (CAF) cannot be considered as the CAF and not the SIF is the actual application.

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

See page 31

### Looked After and Previously Looked After Children

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

A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

### Previously Looked After Child

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

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

### Worship

St. Luke's CEVA Primary School recognises Christian churches who are members of:

Churches Together in Britain and Ireland

Churches in the Evangelical Alliance

Any other faiths are those eligible to serve on the Newham Standing Advisory Council on Religious Education (SACRE) other faiths panel.

<sup>1</sup>An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

**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.

### **Practising**

St. Luke's CEVA Primary School recognises Practise as at least fortnightly attendance at the place of worship.

This must be supported by receipt of a fully completed School's Church Attendance Confirmation form from a Church leader or relevant faith leader.

### **Religious Membership**

Membership must be affirmed by the Priest/Leader and would be for at least 6 months prior to national closing date for admissions to Reception or 6 months prior to date of submission for late or In Year applications. For people recently moved into the area previous membership is taken into consideration including overseas. Governors will consider evidence of attendance from your previous faith leader.

### **Staff child**

See page 32

### **Siblings**

See page 33

### **Service child**

See page 32

### **Twins and children of multiple births**

See page 33-34

### **Home address and change of home address**

See page 34-35

### **Verification of home address**

See page 35

### **Change of home address**

See page 35

### **Special Education Needs**

See page 36

### **School placements**

See page 36-37

### **Equal Preference - Single Offer Scheme**

See page 36

### **School offer and alternative allocations**

Where St Luke's 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 condition that the information provided on the application form is accurate at the time of submission.

If at any time St Luke's has more applications than places available the 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.

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

St Luke's cannot guarantee that siblings will be placed in the 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 normal admissions where a place for St Luke's is offered Pupil Services will automatically register your acceptance on their records – unless you fully complete and return the refusal section of the offer letter. This means parent/carers can be confident that their offered place is secured.

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

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

### **Start date**

See page 38



### Deferred start and part time arrangements

See page 38

### Summer born children and request for admission outside a child's year group.

See page 38-40

### Waiting lists

See page 40

### Independent admission appeals

A parent/carer whose child has not been offered a place at St. Luke's will be notified in writing of their right to an

independent admissions appeal hearing under the School and Standards Framework Act 1998.

### Fair Access Protocol

See page 43

### Home to school distance – Tie Break

See page 42-43

### Home to school distance calculations:

Tie break for each oversubscription criterion where there are more applicants in that criterion group than places  
See page 42-43

### St Luke's Admission Oversubscription Criteria For entry from September 2023

St Luke's is a Church of England voluntary aided primary school. The governors admit 30 pupils to each year group. If there are more applications for places than the number of places available, places will be offered according to the following order of priority: Children with an Education Health Care Plans who name the school will be admitted to the school before any other applicants are considered ahead of the following categories and will count towards the 30 places available.

If there are more applicants than places the governors' Admission Panel allocate places according to the following over subscription criteria – in order of priority:

1. Looked after child and any child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the London Borough of Newham to have been in state care outside of England and ceased to be in state care as a result of being adopted. (Point 15)
2. Children whose parent or carer who have a practising

membership of St Luke's Church, Victoria Dock. (Points 15 &16)

3. Children whose parent/carer have a practising religious membership of a Church of England church. (Points 15 &16)
4. Children who have a sibling on roll at the school who is reasonably expected to still be on roll when they start. (Point 18)
5. Children of parent/carer who are directly employed by the school. (Point 17)
6. Children whose parent/carer have a practising membership of another Christian church or practice another faith. (Points 14,15 &16)
7. Service children (Point 19)
8. All other children.

The points highlighted in red refer to the numbered paragraphs in the Determined Admission Arrangements. Parent/carers will be informed of the result of their application as soon as possible in the case of a mid-year application or within the specified dates outlined in The Starting School Booklet if they are applying for a Reception place.

### Reception Offers for September 2022 for St Luke's Primary School

	Admission Number	Actual Places	On Time Applications	EHCP	Priority - 1	Priority - 2	Priority - 3	Priority - 4	Priority - 5	Priority - 6	Priority - 7	Priority - 8	Priority - 9	Priority - 10	Priority - 11	Priority - 12	Total
<b>St Luke's Primary</b>	30	30	78	0	0	1	3	7	0	9	0	10	0	0	0	0	30

Criterion of Final Offer: Group 8

Tie-break Procedure: 0.499

Distance of Final Offer (miles): Shortest Walking Distance in Miles

# HARRIS ACADEMY CHOBHAM DETERMINED ADMISSION ARRANGEMENTS

For admission from september 2023

**The full determined admission arrangements can be viewed on the school website or you can contact the school for a copy.**

## Introduction

Harris Academy Chobham is a mixed comprehensive all-through academy located in the London Borough of Newham. It is part of the Harris Federation of academies, a multi academy trust.

Admission to all state funded schools is governed by the School Admissions Code 2014 (Code). Under the Code, the Trust is the 'Admission Authority' for the Academy, and has a legal duty to formally determine the 'admission arrangements' for each year's intake in accordance with the requirements of the Code.

The Trust Board delegates the task of determining the admission arrangements each year to the Governing Body of the Academy. Thereafter, the Academy's admission arrangements are determined by the Governing Body and implemented by a committee of three Governors which is known as the Admissions Committee.

This policy and all other admission related documents referred to herein and used during the admission process, together form the Academy's admission arrangements. Any proposed changes to the admission arrangements are subject to statutory consultation before they can be determined. Determined admission arrangements can only be varied in specific circumstances, and usually only with the consent of the Secretary of State for Education.

## Nursery

The Academy also has a nursery offering one year of nursery provision. The Nursery Entry Arrangements are published separately on the Academy's website. Parents should note that children do not automatically transfer from nursery to Reception at the Academy – an application for admission must be made in the normal way, at the appropriate time.

## Definition of a 'Parent'

In this policy and in education law, the definition of a 'parent' includes a natural or adoptive parent of the child (regardless of whether they child lives with them, has contact with them, or they have parental responsibility for the child). It also includes a person who is not a natural or adoptive parent of the child, but who has care of and/or parental responsibility for the child.

## Inclusivity and Equality

The Academy is fully inclusive and welcomes applications for the admission of children with special educational needs (SEN), physical, mental or behavioural disabilities and other protected characteristics defined by the Equality Act 2010. The Academy's admission arrangements are determined and implemented with its equality duties in mind, including the public sector equality duty (PSED).

## Children with an Education Health and Care Plan (EHC plan)

Children with an EHC plan are admitted to school under separate statutory procedures set out in the Children and Families Act 2014. These procedures are managed by the child's home Local Authority, not under the school's determined admission arrangements. Parents of children with an EHC plan should therefore liaise with their child's home Local Authority's SEN team if they want the Academy to be named in their child's EHC plan as their child's school.

Where this happens in the normal admission round (i.e. entry to reception in September), these children will be allocated places before all other children, reducing the number of places left within the published admission number (PAN).

At all other times, children with an EHC plan naming the Academy will be admitted even where this means the PAN will be exceeded.

## Published Admission Numbers (PANs)

The PAN for Reception Year is 90 students.

## Oversubscription Criteria for Reception Year and Year 7

Where there are more applications than places available, the order in which places will be allocated will be as follows:

### Priority 1 - Looked after and previously looked after children

A 'looked after child' is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions, in England. A 'previously looked after child' is a child who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or residence order, or a special guardianship order.

Applications in this category must be accompanied by a signed letter from the child's social worker or former social worker confirming their status, to be received by the application deadline in the normal admission round.

### **Priority 2 - Children of staff members employed at Harris Academy Chobham**

For inclusion in this category, the staff member must be permanently based at Harris Academy Chobham for more than 50% of their normal working hours each week during term time, and have been employed for at least two years at the time of application, as confirmed by their HR Manager.

For the avoidance of doubt, it is not possible for a staff member to have priority at more than one Academy within the Trust.

For the purpose of this category, a 'child' of a staff member is:

- their natural or adopted child, whether they live with the staff member or elsewhere; and/or
- their step-child or child from co-habiting partner, who lives and sleeps with the staff member at their home address for more than 50% of their time from Sunday to Friday night during term time.

For the avoidance of doubt, a step-child or child of a cohabiting partner, who lives elsewhere, will not be eligible for a place under this category.

Applications in this category must be accompanied by a completed Children of Staff Supplementary Information Form, to be received by the application deadline.

The same parent must complete both this form and the application form giving only their own details.

Part A must be completed by the parent, and Part B must be completed, signed and stamped by the parent's HR Manager. This form is available to download on the Academy's website, or in hard copy format from the Academy's main office.

### **Priority 3 - Children with a sibling at the Academy in Reception to Year 12**

For inclusion in this category, the sibling must attend the Academy in Reception Year to Year 12 at the time of application/the application deadline and when the applicant child is admitted.

For the purpose of this category, a 'sibling' is a full sibling (sharing both parents), a half sibling (sharing one parent), an adopted sibling or a long term foster sibling (i.e. not a temporary placement). In all cases, the sibling must live at the child's home address (as defined by this policy) as part of the same core family unit. For the avoidance of doubt, a child of the applicant child's spouse, cohabiting partner,

friend or extended family member (e.g. cousin) will not be a 'sibling' for this purpose, even if they live at the same address as the applicant child.

For inclusion in this category, parents must state the sibling's details in the application form.

### **Priority 4 - All other children**

This category will include all children who do not fall into any of the oversubscription categories above.

#### **Tie break**

Where there are more children in any of the priority groups above than places available home to school distance will be used to determine who should be offered the places – priority will be given based on closest first, then the second closest and so on.

Distance will be measured using London Borough of Newham's Geographical Information System (GIS) in a straight line from the Ordnance Survey centroid point at the child's home address to the Academy's nominated entrance gate

Where the child lives in a multi-dwelling building (for example, an apartment block), distance will be measured from same point in the building so that the distance will be the same for all children living there.

Where two or more children live an equal distance from the Academy (including where they live in the same multi-dwelling building), the order in which places are allocated will be determined by random allocation supervised by someone who is independent of the Academy.

See page 41-43 for full details of how the London Borough of Newham calculates home to school distances.

#### **Child's Home Address**

The child's home address is the residential (not business) address of their parent (as defined in this policy) at which they live and sleep for more than 50% of their time from Sunday to Thursday night during term time. It will usually be the address at which they are registered with their GP, hospital, dentist and/or optician, and/or where Child Benefit/Child Tax Credit (if eligible) is claimed, at the time of application.

Where any uncertainty arises in respect of the child's home address, the Academy reserves the right to seek documentary evidence to determine which address meets the definition stated above. For the avoidance of doubt, it is the address which meets this definition that will be used to process the application, which may not be the address given by the parent.

#### **Children of UK Armed Forces Personnel/Crown Servants**

Applications for the admission of children of UK Armed Forces personnel with a confirmed posting to the area,



or Crown servants returning from overseas to live in the area, will be accepted and processed before the family moves house, as long as the application is accompanied by an official letter giving a relocation date and a Unit postal address or quartering area address for use in applying the oversubscription criteria.

### Statutory Maximum Infant Class Sizes

The statutory maximum infant class size for Reception Year, Year 1 and Year 2 is 30 pupils per teacher.

However, certain categories of children may still be admitted where this would result in a class size exceeding the statutory maximum. These categories are set out in regulations and summarised at Paragraph 2.15 of the Code. Where this happens, the additional pupils are 'excepted pupils' who do not count towards the class size until it falls back to 30, when they will no longer be regarded as 'excepted pupils'.

Twins, Triplets and Siblings of a Higher Multiple Birth (Reception Year to Year 11 Only)

Where a twin, triplet(s) or sibling(s) of a higher multiple birth achieves a place at the Academy within the PAN in the normal way, but their twin, triplet(s) or sibling(s) of a higher multiple birth does not achieve a place, the Academy will admit their twin, triplet(s) or sibling(s) of a higher multiple birth even where this means exceeding the PAN.

### Application Procedure for Admission to Reception Year in September 2023

Applications for admission to Reception Year in September are known as applications made 'in the normal admission round'.

Applications in the normal admission round must be made directly to the child's home Local Authority by completing and submitting a Common Application Form (CAF), which is available to download/complete online via the child's home Local Authority's website, by the application deadline. Parents must state a preference for the Academy in the CAF.

Parents should carefully consider the oversubscription criteria stated above to determine whether other documentation must be submitted in support of the application. This documentation must be submitted to London Borough of Newham by the application deadline. If not, the child will be placed in the next oversubscription category that applies.

The application deadline for admission to Reception year in the normal admission round is **15 January 2023**.

Applications received after an application deadline will be treated as late applications, which means they will be processed after all on-time applications have been processed and places allocated thereby reducing the chances of the child being offered a place.

### Application Procedure for In-Year Admission (Mid-Year/Other Year Groups)

Applications for admission to Reception Year and Year 7 other than in September, and to Years 1 to 6 and 8 to 11 at any time, are known as applications made 'outside the normal admission round' or 'in-year admission'.

Applications for in-year admission must be made to London Borough of Newham, by completing an In-Year Common Application Form (ICAF) online and submitting it to them. This form and further guidance on the process is available on London Borough of Newham's website.

Parents should carefully consider the oversubscription criteria stated above to determine whether other documentation must be submitted in support of the application. This documentation must be submitted at the same time as the application, or the child will be placed in the next oversubscription category that applies.

### Waiting Lists

The Academy operates a waiting list for children who are unsuccessful in achieving a place in Reception Year to Year 11 throughout the school year.

The waiting list is ranked strictly in accordance with the oversubscription criteria set out in this policy, and not by reference to the date that the child's name was added to the list. This means that a child's name can go down as well as up the waiting list as more names are added.

Children placed at the Academy under the Local Authority's Fair Access Protocol will take priority over children on the waiting list.

### Statutory Right of Appeal

Parents have a statutory right of appeal against the refusal of a place at the Academy. This applies to all year groups, including the sixth form.

Full details of the statutory right of appeal will be set out in the formal letter notifying parents of the refusal of a place, including the deadline for lodging an appeal.

The Academy will also publish an appeals timetable for appeals against the refusal of a place in the normal admission round (i.e. to Year 7 in September) alongside this policy on or before 28 February in the year in which offers are made.

### Deferred Entry and Part-Time Attendance in Reception Year

See page 38-40

### Requests for Admission Outside Normal Age Group

Parents have a right to request that their child is admitted to a year group other than their normal year

group at the Academy. This may be to a year group below or above, and there may be a variety of reasons for making this request. For example, the child might be gifted, suffer from long-term or serious illness, or have been educated overseas and/or used to studying at a different level (these are examples only, not an exhaustive list).

However, parents do not have a right to decide that their child will be admitted outside their normal age group. Such requests must be considered by the Academy's Admission Committee, in order to decide whether or not to agree the request in principle, or refuse the request, taking into account the factors set out below.

Requests for admission outside normal age group are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make their requests in a timely manner, preferably well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions when they subsequently apply for admission. A separate request must be made to the Admission Authority for each school being considered.

Decisions regarding admissions outside of the normal age range are made by the Principal of the site that the student wants to attend on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the parents' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether

they have previously been educated or attended nursery out of their normal age group, and whether they may naturally have fallen into a lower age group, if it were not for being born prematurely. They will also take into account the views of the Principal of the Academy and, where provided, the Headteacher of any current or previous school.

Parents should make their requests by completing a Request for Admission Outside Normal Age Group Form and submitting it with any supporting documents to the Academy marked for the attention of the Admissions Officer. This form is available to download on the Academy's website or in hard copy from the Academy's main office.

In all cases, the Admission Committee will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, this letter should accompany the application for admission subsequently made for a place at the Academy.

Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the Academy's published

Complaints Policy if they do not believe the request was dealt with by the Admission Committee properly. Parents do, of course, have a statutory right of appeal if they also applied for admission and a place was refused in the child's normal year group as well.

## Reception Offers for September 2022 for Harris Academy Chobham

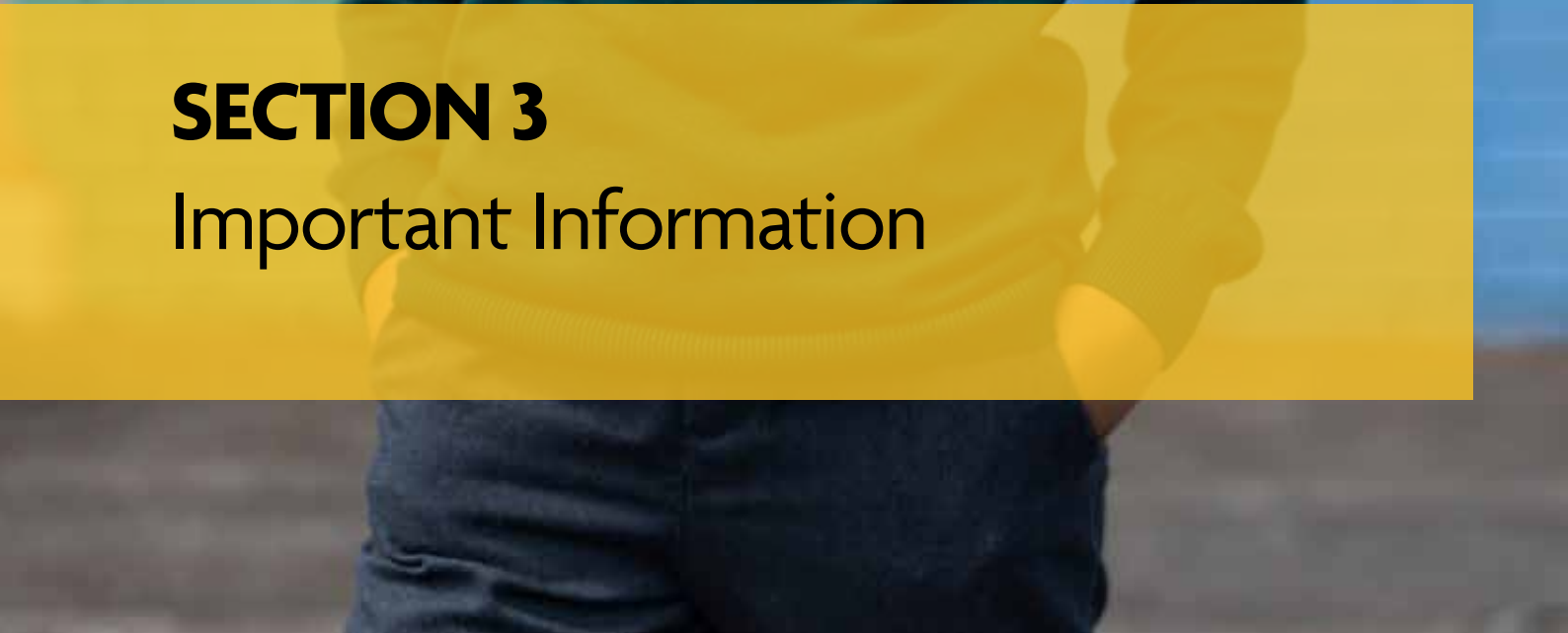
Establishment	Admission Number	Actual Places	On Time Applications	EHCP	Currently or Previously Looked After	Sibling	Staff Child	All Other	Total	Criterion of Final Offer	Distance of Final Offer (miles)
Harris Academy Chobham	90	90	237	2	0	44	2	42	90	All Other	0.8951





## **SECTION 3**

### Important Information



## SPECIAL EDUCATIONAL NEEDS (SEND) AND PHYSICAL ACCESS NEEDS

### Special Educational Needs and Disability (SEND)

If your child has been identified as having SEND, teachers and support staff 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 through an Education, Health and Care Plan (EHCP).

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 EHCP. The EHCP will give the child and their parents certain rights to ensure that the support they need is in place and the parents are able to express a preference for the school where their child is educated. The views of the child, young person and their parents/carers are central to that process.

The funding arrangements to mainstream schools mean most children with SEND can receive appropriate support without having a statutory assessment and EHCP.

If you apply for a place in a school which has resourced provision, it does not necessarily mean that your child will be placed in that provision, even if they have special educational needs.

All places in resourced provision and special schools are allocated by the 0-25 SEND service following assessments and reviews of the child's needs. Most children can

have their needs met in local schools without needing resourced provision or special school places.

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



**SPECIAL EDUCATIONAL NEEDS DISABILITY  
INFORMATION ADVICE SUPPORT SERVICE**

### Resourced provision in primary and nursery schools

The local authority reserves places in 16 primary schools and one nursery school for a small number of pupils with special educational needs.

#### Primary Schools

##### Children with complex needs

Brampton Primary School  
Cleves Primary School  
Colegrave Primary School  
North Beckton Primary School  
Sir John Heron Primary School

##### Children with severe communication difficulties

Calverton Primary School  
Essex Primary School  
Gainsborough Primary School  
Gallions Primary School  
Langdon Academy  
Ranelagh Primary School  
Ravenscroft Primary School  
Sandringham Primary School  
Tollgate Primary School

##### Children with complex speech and language difficulties

Nelson Primary School

##### Children with hearing impairment

Selwyn Primary School

#### Nursery School

##### Children with complex needs

Ronald Openshaw Nursery and Education Centre

#### Special Schools

##### Children with social, emotional, behavioural and mental health needs

EKO Pathways (formerly Eleanor Smith Special School)

##### Children with profound and multiple learning difficulties and pupils with multiple or complex needs

John F. Kennedy Special School



## SCHOOL MEALS

Lunchtime meals are available at all primary schools in Newham. There has never been a better time for your child to stay for a school lunch. Every primary school child has the opportunity to have a free school lunch in all primary schools located in Newham.

### Nutritional guidelines

All school menus should follow the standards laid down by the Department for Education's School Food in England Standards August 2021.

## FREE SCHOOL MEALS

All parents/carers of children in Newham should register for free school meals (even if they do not think they are currently eligible) so we can automatically review your eligibility every week. Don't worry, your school can help you with the registration process or you can visit

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



## ELIGIBILITY

Your child may receive free school meals if you get any of the following benefits:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Your child might also get free school meals if you get any of these benefits and your child is both:

- younger than the compulsory age for starting school
- in full-time education

If your child is eligible for free school meals they will remain eligible until they finish their current phase of schooling (primary or secondary) they are in or 31 March 2023.

## EXTENSION OF FREE SCHOOL MEALS ELIGIBILITY

The Government have permanently extended free school meal eligibility to children in all households with no recourse to public funds (NRPF) subject to maximum income thresholds.

These groups are:

- Zambrano carers
- families who have no recourse to public funds with a right to remain in the UK on grounds of private and family life under Article 8 of the European Convention on Human Rights
- families receiving support under Section 17 of the Children Act 1989 who are also subject to a no recourse to public funds restriction
- a subset of failed asylum seekers supported under Section 4 of the Immigration and Asylum Act 1999
- Chen carers
- families holding a British National (Overseas) passport
- spousal visa holders
- work visa holders
- student visa holders
- those with no immigration status

## HELP YOUR CHILD'S SCHOOL GET EXTRA FUNDS

A child's school could get extra funds of £1385 from the Government known as FSM Ever6 Pupil Premium you apply for free school meals and are assessed as being in receipt of one of the qualifying benefits.

We would ask you to apply even if you don't think you qualify so we can review your claim every week to see if the situation changes.

## GETTING TO SCHOOL EVERYDAY

To stay healthy and protect the environment we recommend walking and cycling.

There are lots of options of how children can get to school every day.

### Why walk or cycle to school?

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

#### 1. Fitness and wellbeing

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

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

#### 2. Concentration at school

Evidence shows that children who are physically active on the way to school burn off some of their

excess energy, and are more able to settle down and focus well in lessons.

#### 3. Road safety skills

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

#### 4. Socialising and independence

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

#### 5. Newham provides free cycle training to children in all schools.

#### 6. It is better for the environment if children don't travel to school in a car or on a bus.







### **Newham's Cycling Strategy**

We are working hard to make it easier, safer and more enjoyable for more people to cycle in the borough. This will help increase levels of physical activity, reduce exposure to poor air quality and help create a more efficient transport system.

Our Cycling Strategy sets out the Council's policy to support cycling and presents a plan of action to deliver greater numbers of cycling trips in Newham, with a target of 5% of trips across the Borough being made by bike by 2025.

**For more information about Newham's cycling strategy visit:** <https://www.newham.gov.uk/transport-streets/safer-healthier-streets/2>

### **Travelling to school by public transport**

We recognise that some children may not be able to walk or cycle to school and choose to use public transport instead.

Transport for London (TfL) offer a wide range of discounted travel for children and young people through their Zip Oyster Photocard scheme.

### **Zip Oyster Photocards**

Children aged 5-10 get free travel on all our transport services with a Zip Oyster photocard.

Children aged 11-15 get free and discounted travel on all our transport services with a Zip Oyster photocard.

For more information about Zip Oyster photocards visit: <https://tfl.gov.uk/fares/free-and-discounted-travel>

### **Home to school transport**

A small number of pupils with SEND receive assistance with home to school transport. This may be in the form of independent travel training, personalised payments, walking escort, bus pass or transport. Initial enquiries about this assistance should be made to: 0-25 Travel Assistance Service

**Telephone:** 020 3373 1630

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

**Application link** [www.newham.gov.uk/schooltravel](http://www.newham.gov.uk/schooltravel)

### **Travel assistance**

Some children who cannot walk, cycle or travel to school using a ZIP Oyster card may be eligible for assistance with their journey.

## Travel Assistance

All Local Authorities in England must have a Home to school travel and transport policy to meet the requirements of The Education and Inspections Act 2006 sections 508B and 508C relating to home to school travel arrangements. These sections place a duty on local authorities to ensure that suitable travel arrangements are made, where necessary to facilitate a child's attendance at school meaning the 'relevant educational establishment' for the child.

The law states in order to comply with our home to school travel and transport statutory duties London Borough of Newham must:

- Promote the use of sustainable travel and transport;
- and**
- Make transport arrangements for all eligible children.

The duty applies to "home to school" at the start of the day, and "school to home" travel arrangements at the end of the day. It does not relate to travel between school sites or other educational institutions during the school day or to and from extra-curricular activities, these are the responsibility of the child's education provider.

To comply with the statutory legal framework the London Borough of Newham has formulated this Home to school travel pass policy which forms part of the CYPs Home to school travel and transport policy suite.

[photocard.tfl.gov.uk](http://photocard.tfl.gov.uk)

It has been developed in conjunction with Transport for London's ZIP oyster photo card scheme.

## Scope

This policy only applies to children and young people who are:

- Newham residents
- Not eligible for free travel assistance under the current ZIP oyster photo card scheme
- Of school age.

And whose parents/carers apply for a free travel pass for the sole purpose of travelling to and from school in term time.

## Transport for London (TfL): ZIP oyster photo card scheme

All parents/carers are expected to determine their child's entitlement to free or discounted travel under the current Transport for London (TfL) ZIP oyster photo card scheme before applying through the London Borough of Newham.

For more information about ZIP oyster visit <https://tfl.gov.uk/fares/free-and-discounted-travel> or ask at your local station.

## Getting to school

Parents/carers are responsible for ensuring their children attend school regularly and arrive on time each day.

When deciding which schools to apply for, we recommend that parents/carers consider:

- Home to school distance and journey time
- The possibility of walking or cycling to school each day
- Transport requirements and any escort arrangements
- Cost of travel
- Impact of travelling to a school on the child, for example travel time and potentially adverse weather conditions
- Connecting with school friendship groups out of school hours.

We want you to promote sustainable travel by encouraging more families to choose to walk or cycle to school. To do this we are committed to making our streets safer and healthier to encourage families to walk or cycle to school. Our Healthy School Streets programme aims to improve the air outside schools across the borough and are safe from cars near the school gates.

We understand that where it is not possible for a family to walk or cycle the cost of transport may be a financial worry.

The Education Act 1996 and the Education and Inspections Act 2006, states Local Authorities have a duty to provide assistance with travel to and from qualifying schools/college for children and young people aged 5-16 in certain circumstances.

## Eligibility criteria for travel arrangements

The London Borough of Newham has a duty to provide free travel arrangements to residents of the borough who apply and meet the following criteria:

All pupils of compulsory school age (5-16) if their nearest suitable school for pupils.

For these purposes the Department of Education recognise the nearest suitable school is: as the nearest qualifying school with places available that provides education appropriate to the age, ability and aptitude of the child, and any special educational needs that the child may have.

## Statutory home to school walking distances eligibility:

Below the age of 8 - is beyond 2 miles

Between ages of 8 and 16 is beyond 3 miles

Note: In London support is covered for most pupils by the TFL ZIP Oyster scheme

## Unsafe route eligibility:

All pupils of compulsory school age who:

- Cannot reasonably be expected to walk to nearest suitable school because the nature of the route is deemed unsafe to walk
- and**
- There is no reasonable alternative route, within the



statutory walking distance, that it would be safe for them to walk.

### Extended rights eligibility:

Some families may qualify under the extended eligibility rights. These provide free travel arrangements where pupils are entitled to free school meals or their parents are in receipt of maximum Working Tax Credit if the:

- Nearest suitable school is beyond 2 miles (for children over the age of 8 and under 11)
- School is between 2 and 6 miles (if aged 11-16 and there are not three or more suitable nearer schools)
- School is between 2 and 15 miles and is the nearest school preferred on the grounds of religion or belief (aged 11-16).

### How we calculate home to school walking distance

The London Borough of Newham uses an Industry Leading and Council approved Geographical Information System (GIS) to calculate shortest walking distance measurements from a child's home to school. This system provides distances in miles and yards to three decimal places using a routing database system, based upon two dimensional maps. Contour, elevation or terrain is not taken into account when the distances are measured.

All calculations are based on the child's home address held by their school. Where this does not agree with the address on the application for a travel pass review we will contact both the family and their child's schools to establish the correct home address and why the two are not the same.

### Other addresses cannot be considered

Applicants to check their home to school distance by visiting <https://www.newham.gov.uk/schoolfactfinder>

### Discretionary entitlement

The law provides local authorities with discretionary powers to go beyond their statutory duties and provide transport for children who are not entitled to free travel or transport.

### Application process

Newham parents/carers whose children cannot secure free travel assistance under the current Transport for London ZIP oyster can choose to apply for a free travel pass to London Borough of Newham.

We do not automatically check the eligibility of all children. Only parents/carers who apply can have their child's cases for a free travel pass considered.

### Before applying

For an application to be considered a child must be:

- A Newham resident, living in Newham for the majority of the week where they will be expected to attend school the next day
- Of school age (from the September for the academic year that a free travel pass is being requested)
- Attending a state funded schools, not a private fee paying school or receiving Elective Home Education (home schooling).

Before applying it is recommended that parents/carers consider the points below, as these are likely to mean they may not be entitled to a free travel pass. Even if they apply to a child it does not mean a parent/carer cannot apply.

- The school they are attending is quite close to your home address
- The school they are attending if a significant distance from your home address, but you named this school as a preference above closer schools
- Your child is attending a school outside of Newham.

To check a shortest walking distance from a child's home to school in Newham visit:

Secondary - <https://www.newham.gov.uk/homepage/171/secondary-school-fact-finder>

Primary <https://www.newham.gov.uk/homepage/172/primary-school-fact-finder>

### How to apply:

It is recommended that all families apply in July, for a TfL Zip Oyster to start for the new academic year unless the child already has one. but applications can be processed throughout the year for new arrivals or families who move home.

### How long do applications take to process: What information is considered?

- Child's age
- Child's home to school shortest walking distance
- Is the school the child is attending in Newham
- Is the school they are attending nearest to their home address
- Was the school they are attending one of their parents preferred schools
- Could they have been offered a place at a nearer school, if it had been named on their school application
- Does the child attend a Resource Provisions for their Special Educational Needs
- Has the child changed their home address since starting at their current school
- What was the child's home to school distance before they move
- Has the parents/carers applied for free schools meals

for the child

- Is the child entitled to free school meals
- Has the child been temporarily rehoused by the council
- Is the child studying for GCSE's
- Is the child attending their school for religious or philosophical reasons.

This is not an exhaustive list.

### Notification of outcomes

Outcome notifications are sent by post or email; the letter will clearly advise, if the child is entitled to free travel pass.

If yes (eligible), the letter will advise:

- Entitlement start and end dates (passes will generally have an end date being the last school day in July of the school year that the free travel pass is being issued for)
- Eligibility criterion
- When and how the child will receive their free travel pass
- Conditions of use
- Renewal information

If no (not eligible), the letter will advise;

- Detail reasons for non-eligibility
- How to request a review of their application by a senior officer.

### Review and independent appeals

Families who apply for free travel assistance and do not meet the eligibility criteria outlined in this policy will have their application refused. For these families the Department for Education expects the Local Authority to adopt their recommended appeals process to support continuity of approach. The London Borough of Newham has adopted this two stage approach.

A parent/carer has 20 working days from receipt of our request for a free travel pass decision to make a written request asking for a review of the decision.

The review request should outline the areas of the decision they wish to challenge on:

- The travel arrangements available
- Their child's eligibility
- The distance measurement in relation to the statutory walking distances
- The safety of the route
- Their current benefits
- Religious or philosophical reasons.

And provide detail of their specific challenges and provide supporting evidence where available.

To request a stage one review or independent appeal parents/carers must submit their application in writing by completing and submitting our Travel Pass review or appeal application forms located on the Newham website

### Withdrawing entitlement

#### Child meets Transport for London's ZIP oyster photo card scheme.

If a child in receipt of a free travel pass issued by London Borough of Newham subsequently becomes eligible under the Transport for London's ZIP oyster card scheme, the free travel pass will be withdrawn by the London Borough of Newham at the end of the current school term or academic school year.

#### Breach of the Transport for London's Young Persons Behaviour Code

If any child or young person living in Newham fails to follow the Young Person's Behaviour Code, commits a crime on London's public transport network or premises or if Transport for London believe they have behaved in an antisocial way, any free travel pass or other financial support with travelling to and from school may be withdrawn.

#### Failure to attend school - nonattendance

Where a child or young person in receipt of a free travel pass issued by London Borough of Newham fails to attend school on a regular basis and as a result has high level of nonattendance their continuing entitlement to their free travel pass may be reviewed and their pass maybe withdrawn.

#### Applications made using fraudulent or deliberately misleading information.

Where it appears that a free travel pass has been issued based on fraudulent or deliberately misleading information a full investigation will be conducted and any free travel pass maybe withdrawn.



## PROMOTING GOOD SCHOOL ATTENDANCE AND REDUCING ABSENCE



Newham Children's and Young People's Services (CYPS) is committed to helping children and young people benefit from their education so they have the best chances in life irrespective of their race, culture, gender or disability.

We aim to work in partnership with families and schools to raise the profile of good attendance and punctuality. Good habits of attending school regularly and on time prepare children for life as adults in the world of work and should begin early on, as soon as a child starts to attend nursery or school. Children also learn better and socialise better when they attend regularly. They develop confidence and friendships, and are able to feel part of the life of the school. They also achieve much better results when they do their exams.

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

Parents of children of compulsory school age (5-16 years) are

### Safeguarding Newham Children

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

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

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

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

[www.newham.gov.uk/Child-protection](http://www.newham.gov.uk/Child-protection)

required to ensure that they receive a suitable education by regular attendance at school or otherwise. Failure to comply with this duty can lead to prosecution under Section 443 of the Education Act (1996) and a School Attendance Order will be issued. All young people are expected to remain in education or training until age 18.

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

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

- 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.
- If in the circumstances mentioned in the above section
- the parent knows that their child is failing to attend regularly at the school and fails to cause them to do so, the parent is guilty of an offence.

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



### Local authority responsibilities are:

- to work with schools and families to ensure that families are able to access early support when a child's attendance falls below 92%
- to make arrangements for the provision of suitable education at schools or other appropriate settings for children of compulsory school age who may not be able to attend school for reasons such as illness or exclusion
- to maintain a register of children not in school, including children who are educated at home, children who are missing from education or missing out on receiving an education, and children who only attend school for some of the time or only attend part-time
- to ensure that the children not in school receive a good quality of education experience which reflects that which they would normally expect to learn and achieve as set by the government
- to take legal action where parents fail to secure suitable education for their children by enrolling their child at a school, or otherwise, or where parents fail to engage with the offer of support to ensure their children attend school regularly and punctually (this can include issuing Penalty Notices, see below).

### Monitoring of school attendance

Schools are required to take attendance registers twice a day. If a pupil is absent, schools must indicate in their register whether the absence is authorised by the school, or unauthorised. Parents/carers are responsible in law for ensuring their children attend school. Attendance should be as near to 100 per cent as possible.

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

### Penalty Notices

Penalty Notices can be issued for a range of reasons related to attendance and punctuality. A Penalty Notice requires a fine of £60 to be paid by each parent, for each child, within 21 days. If the fine is not paid within 21 days, but paid within 28 days, the fine rises to £120 per parent, per child. If the fine is not paid at all, the parents will be prosecuted for the non-attendance. Please note: the government has changed the timescales for payment, to enable prosecutions to be brought more quickly, when necessary.

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

There is no entitlement of parents or carers to apply for or take their child out of school during term time. Head teachers may, in exceptional circumstances, authorise a leave of absence request, but usually only for exceptional circumstances, as they know how important it is for any child to keep learning and for there not to be any breaks in a child's learning, growth and development. All requests for leave must be made to the school in writing, and your child's school will have a form you can use to request leave. You must clearly state the exceptional reasons for your child's absence from school and the date which your child will return to 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" and you may be issued as a penalty notice.

Your child could lose their school place if you fail to return to school on time, or if you fail to provide a date of return.

### Children Missing from Education (CME)

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

### Child employment, performance licensing and chaperone licencing

If your child wants to take part in performing, entertainment or modelling, their agency must obtain a Performance Licence from the local authority. People who wish to accompany children who are performing are called chaperones. They also must be licenced by the local authority.

If school-age children want to do paid work the employer must apply for a Work Permit. Hours of work are strictly limited for school age children, and they are prohibited from certain types of employment.

For further information please email us at [child.employment@newham.gov.uk](mailto:child.employment@newham.gov.uk) or call the Attendance Management Service on **020 3373 0390**.



## SCHOOL HEALTH SERVICE

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

We work with children, young people and their families and with schools, Health Visitors, local hospitals, maternity services, GP's and Social Care to deliver the Healthy Child Programme. The Healthy Child Programme 5 - 19 years is the early intervention and prevention public health programme.

### School Entry Health Assessment

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

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

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

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

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

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

### What we do

In addition to the screening programmes, the School Health Service provides face to face and virtual support in the following areas:

- emotional health and wellbeing
- school readiness and transition to secondary school
- managing complex and additional health needs

- monitoring growth and development
- vision and hearing screening
- support with growing up and preparing for adulthood.

We also offer support when more help is needed with:

- specific parenting issues
- additional and long term health conditions
- accident prevention
- emotional health and well-being
- domestic abuse
- bullying
- dealing with exam stress
- special educational needs
- drugs and alcohol misuse
- looked after children and young carers.

We also provide health promotion sessions in primary and secondary schools on a variety of topics including:

- healthy eating
- oral hygiene
- puberty
- hygiene.

### Long Term Health Conditions and Individual Health Care Plans

If your child has a long term health condition we will meet with you to complete an Individual Health Care Plan, these are written and agreed in partnership with yourself, your child's school, your child's GP and any other health professionals who may be involved in the care of your child's condition.

This support is provided when:

- medication is required in school and/or
- daily support in school is required and/or
- there is a risk for the need of emergency intervention.

### Community events

The School Health team are often present at community events such as The Newham Show, if you see us there come and say hello!

### Referrals

We accept referrals from schools, Social Workers, GP and all other health professionals and from parents/carers and children and young people themselves. You can either fill in a referral form online which can be found on our website:

[www.newham.gov.uk/schoolhealthreferral](http://www.newham.gov.uk/schoolhealthreferral) or just contact us using the details below:

- **Email [SchoolHealth@newham.gov.uk](mailto:SchoolHealth@newham.gov.uk)**
- **Call us on 020 3373 9983 (option 2 mobile number)**

# HEALTHY STREETS RETURNS

## IN SEPTEMBER.



Many schools in the borough have restricted vehicle access zones at school run times during term. 20 so far with more planned.

This way we can continue to keep our streets safer and see less air pollution. Please remember to check for details and walk, bike, scoot or park outside the zone.

Find out more at [www.newham.gov.uk/HealthySchoolStreets](http://www.newham.gov.uk/HealthySchoolStreets)

**WE ARE NEWHAM.**

# HEALTHY TEETH, HAPPY FAMILY!

Did you know that one in four five-year-olds in Newham has tooth decay?

NHS dental care is free for all children under 18 and 19 if you are in full-time education.



Top tips for keeping your teeth healthy:

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

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

## Fluoride varnish

Did you know that fluoride, when applied to the teeth by a dentist helps to strengthen children's teeth?

**Fluoride varnish is offered to all children in Newham who are in nursery, reception and year 1.**

To sign up, please complete the consent form that is provided to you by your school.

For more information about how to look after your teeth, scan the QR code. You can also talk to your school nurse.







## **Section 4**

Directory of

- Academies and free schools
- Infant, junior and primary schools
- Nurseries



**Directory of schools located in Newham. For more information and changes after July 2022 visit <https://get-information-schools.service.gov.uk/>**

School	DFE	Head Teacher	Address	Telephone	Website
<b>Beckton</b>					
Ellen Wilkinson Primary School	2090	Sue Ferguson	Tollgate Road E6 5UP	020 7511 9414	<a href="http://www.ellenwilkinson.newham.sch.uk">www.ellenwilkinson.newham.sch.uk</a>
Gallions Primary School	2098	Claire Ormerod	Warwall E6 6WG	020 7476 1252	<a href="http://www.gallions.newham.sch.uk">www.gallions.newham.sch.uk</a>
North Beckton Primary School	2092	Alison Helm	Harrier Way E6 5XG	020 7473 3344	<a href="http://www.northbeckton.newham.sch.uk">www.northbeckton.newham.sch.uk</a>
Winsor Primary School	2077	James Dawson	East Ham Manor Way E6 5NA	020 7476 2323	<a href="http://www.winsor.newham.sch.uk">www.winsor.newham.sch.uk</a>
<b>Canning Town, Custom House and Silvertown</b>					
Britannia Village Primary School	2099	Linda May Bingham	Westwood Road E16 2AW	020 7511 5412	<a href="http://www.britannia-village.newham.sch.uk">www.britannia-village.newham.sch.uk</a>
Calverton Primary School	2089	Darren Williams	King George Avenue E16 3ET	020 7476 3076	<a href="http://www.calverton.newham.sch.uk">www.calverton.newham.sch.uk</a>
Drew Primary School	2016	Theresa Goodrich	Wythes Road E16 2DP	020 7476 1727	<a href="http://www.drew.newham.sch.uk">www.drew.newham.sch.uk</a>
Edith Kerrison Nursery School	1000	Jo Aylett	Sophia Road E16 3PB	020 7476 1735	<a href="http://www.edithkerrison.newham.sch.uk">www.edithkerrison.newham.sch.uk</a>
Hallsville Primary School	2030	Keri Edge	Radland Road E16 1LN	020 7476 2355	<a href="http://www.hallsville.newham.sch.uk">www.hallsville.newham.sch.uk</a>
Keir Hardie Primary School	2032	Violet Otieno	13 Robertson Road E16 1FZ	020 7476 1284	<a href="http://www.keirhardie.newham.sch.uk">www.keirhardie.newham.sch.uk</a>
Ravenscroft Primary School	2055	Simon Bond	Carson Road E16 4BD	020 7476 2454	<a href="http://www.ravenscroft.boleyntrust.org">www.ravenscroft.boleyntrust.org</a>
Rosetta Primary School	2059	Lindsay Bradbury	Sophia Road E16 3PB	020 7476 5308	<a href="http://www.rosetta.boleyntrust.org">www.rosetta.boleyntrust.org</a>
Royal Wharf Primary School	2011	Linda May Bingham	John Harrison Square, E16 2ZA	020 7511 5412	<a href="http://www.royalwharfprimary.co.uk">www.royalwharfprimary.co.uk</a>
Scott Wilkie Primary School	2088	Keri Edge	Hoskins Close E16 3HD	020 7474 4138	<a href="http://www.scottwilkie.newham.sch.uk">www.scottwilkie.newham.sch.uk</a>
St Joachim's Catholic Primary School	3506	James Allen	Shipman Road E16 3DT	020 7476 1658	<a href="http://www.st-joachims.newham.sch.uk">www.st-joachims.newham.sch.uk</a>
St. Luke's Church of England Primary School	3300	Matthew Hipperson	Ruscoe Road E16 1JB	020 7476 3559	<a href="http://www.st-lukes.newham.sch.uk">www.st-lukes.newham.sch.uk</a>
Star Primary School	2066	Lisle Von Buchenroder	Star Lane E16 4NH	020 7476 5336	<a href="http://www.star.newham.sch.uk">www.star.newham.sch.uk</a>

School	DFE	Head Teacher	Address	Telephone	Website
<b>East Ham</b>					
Altmore Infant School	2000	Sarah Rowlands	Altmore Avenue E6 2BX	020 8472 3555	<a href="http://www.altmore.newham.sch.uk">www.altmore.newham.sch.uk</a>
Brampton Primary School	2004	Tracey Baillie	Brampton Road E6 3LB	020 8472 0830	<a href="http://www.brampton.newham.sch.uk">www.brampton.newham.sch.uk</a>
Central Park Primary School	2097	Paul Taylor	Central Park Road E6 3DW	020 8472 5588	<a href="http://www.centralpark.newham.sch.uk">www.centralpark.newham.sch.uk</a>
Cleves Primary School	2091	Nneoma Onyemachi	Arragon Road E6 1QP	020 8472 6298	<a href="http://www.cleves.boleyntrust.org">www.cleves.boleyntrust.org</a>
Hartley Primary School	2034	Leilah McClay	Hartley Avenue E6 1NT	020 8472 2523	<a href="http://www.hartley.newham.sch.uk">www.hartley.newham.sch.uk</a>
Langdon Academy	4005	Jamie Brooks	Sussex Road E6 2PS	020 8471 2411	<a href="http://www.langdonacademy.org">www.langdonacademy.org</a>
Lathom Junior School	2037	Sarah Rowlands	Lathom Road E6 2DU	020 8472 0386	<a href="http://www.lathom.newham.sch.uk">www.lathom.newham.sch.uk</a>
Nelson Primary School	2094	Fiona Cullen	Napier Road E6 2SE	020 8472 0642	<a href="http://www.nelson.newham.sch.uk">www.nelson.newham.sch.uk</a>
Oliver Thomas Nursery School	1006	Lorna Prynne	Mathews Avenue E6 6BU	020 8552 1177	<a href="http://www.oliverthomas.org.uk">www.oliverthomas.org.uk</a>
Roman Road Primary School	2058	Asif Mahmood	Roman Road E6 3SQ	020 7476 1602	<a href="http://www.romanroad.newham.sch.uk">www.romanroad.newham.sch.uk</a>
St Michael's Catholic Primary School	3507	Natasha Scott	Howard Road E6 6EE	020 8472 3964	<a href="http://www.st-michaels.newham.sch.uk">www.st-michaels.newham.sch.uk</a>
St Stephen's Nursery School	1004	Neena Lall	Whitfield Road E6 1AS	020 8586 0147	<a href="http://www.st-stephens-nurserychildrencentre.org.uk">www.st-stephens-nurserychildrencentre.org.uk</a>
St Stephen's Primary School	2069	Neena Lall	Whitfield Road E6 1AS	020 8472 7575	<a href="http://www.st-stephens-primary.org.uk">www.st-stephens-primary.org.uk</a>
Vicarage Primary School	2093	Shabana Khan	Vicarage Lane E6 6AD	020 8472 0674	<a href="http://www.vicarage.newham.sch.uk">www.vicarage.newham.sch.uk</a>

School	DFE	Head Teacher	Address	Telephone	Website
<b>Forest Gate</b>					
Earlham Primary School	2017	Natalie Robinson	Earlham Grove E7 9AW	020 8534 6127	<a href="http://www.earlham.ekotrust.org.uk">www.earlham.ekotrust.org.uk</a>
Elmhurst Primary School	2018	Sukwinder Samra	Upton Park Road E7 8JY	020 8472 1062	<a href="http://www.elmhurstprimary.co.uk">www.elmhurstprimary.co.uk</a>
Godwin Junior School	2024	Sine Brown	31 Cranmer Road E7 0JW	020 8534 7601	<a href="http://www.godwin.newham.sch.uk">www.godwin.newham.sch.uk</a>
Kay Rowe Nursery School	1001	Sarah Porter	Osborne Road E7 0PH	020 8534 4403	<a href="http://www.kayrowe.newham.sch.uk">www.kayrowe.newham.sch.uk</a>
Odessa Infant School	2049	Clare Barber	Wellington Road E7 9BY	020 8534 7967	<a href="http://www.odessa.newham.sch.uk">www.odessa.newham.sch.uk</a>
Sandringham Primary School	2096	Robert Cleary	Sandringham Road E7 8ED	020 8472 3800	<a href="http://www.sandringham.newham.sch.uk">www.sandringham.newham.sch.uk</a>
Shaftesbury Primary School	2064	Geoff Hadlow	Shaftesbury Road E7 8PF	020 8472 0761	<a href="http://www.shaftesburyprimaryschool.co.uk">www.shaftesburyprimaryschool.co.uk</a>
St Antony's Catholic Primary School	3511	Angela Moore	Upton Avenue E7 9PN	020 8552 3670	<a href="http://www.stantonscatholicprimary.co.uk">www.stantonscatholicprimary.co.uk</a>
St James' CofE Junior School	3000	Rose Boland Bourne	Tower Hamlets Road E7 9DA	020 8534 4030	<a href="http://www.st-james.newham.sch.uk">www.st-james.newham.sch.uk</a>
William Davies Primary School	2065	Sally Norris	Stafford Road E7 8NL	020 8472 3864	<a href="http://www.williamdavies.newham.sch.uk">www.williamdavies.newham.sch.uk</a>
Woodgrange Infant School	2025	Sarah Soyler	Sebert Road E7 0NJ	020 8534 2120	<a href="http://www.woodgrange.newham.sch.uk">www.woodgrange.newham.sch.uk</a>

School	DFE	Head Teacher	Address	Telephone	Website
<b>Manor Park</b>					
Avenue Primary School	2001	Hafise Nazif	Meanley Road E12 6AR	020 8553 5682	<a href="http://www.avenue.newham.sch.uk">www.avenue.newham.sch.uk</a>
Dersingham Primary School	2015	Lando Du Plooy	Dersingham Avenue E12 5QJ	020 8478 2133	<a href="http://www.dersingham.newham.sch.uk">www.dersingham.newham.sch.uk</a>
Essex Primary School	2095	Cecilia Mojzes	Sheridan Road E12 6QX	020 8472 0322	<a href="http://www.essex.newham.sch.uk">www.essex.newham.sch.uk</a>
Kensington Primary School	2036	Ben Levinson	Kensington Avenue E12 6NN	020 8470 2339	<a href="http://www.kensington.newham.sch.uk">www.kensington.newham.sch.uk</a>
Monega Primary School	2014	Elizabeth Harris	Monega Road E12 6TT	020 8472 0533	<a href="http://www.monega.boleyntrust.org">www.monega.boleyntrust.org</a>
Salisbury Primary School	2061	Andrea Choppy	495 High Street North E12 6TH	020 8478 6059	<a href="http://www.salisbury.newham.sch.uk">www.salisbury.newham.sch.uk</a>
Sheringham Nursery School & Children's Centre	1005	Julian Grenier	Sheringham Avenue E12 5PB	020 8553 2479	<a href="http://www.sheringham-nur.org.uk">www.sheringham-nur.org.uk</a>
Sheringham Primary School	2080	Emma Peltier	Sheringham Avenue E12 5PB	020 8478 4244	<a href="http://www.sheringhamprimaryschool.com">www.sheringhamprimaryschool.com</a>
Sir John Heron Primary School	2101	Victoria Broughton	School Road E12 5PY	020 8514 9860	<a href="http://www.sirjohnheron.newham.sch.uk">www.sirjohnheron.newham.sch.uk</a>
St Winefride's RC Primary School	3508	Nicola Brosnan	Church Road E12 6HB	020 8478 0510	<a href="http://www.st-winefrides.newham.sch.uk">www.st-winefrides.newham.sch.uk</a>



School	DFE	Head Teacher	Address	Telephone	Website
<b>Plaistow</b>					
Curwen Primary School	2012	Paul Harris	Atlas Road E13 0AG	020 8472 0290	<a href="http://www.curwen.newham.sch.uk">www.curwen.newham.sch.uk</a>
Grange Primary School	2026	Dellis Smith	Suffolk Road E13 0HE	020 7476 5146	<a href="http://www.grange.newham.sch.uk">www.grange.newham.sch.uk</a>
Kaizen Primary School	2102	Barbara Sims	Elkington Road, London, E13 8LF	020 7473 6890	<a href="http://www.kaizen.newham.sch.uk">www.kaizen.newham.sch.uk</a>
New City Primary School	2047	Caroline Stone	Tunmarsh Lane, Plaistow, London, E13 9NE	020 8472 2743	<a href="http://www.newcity.boleyntrust.org">www.newcity.boleyntrust.org</a>
Plaistow Primary School	2104	Dean Benoit	Junction Road E13 9DQ	020 8548 5620	<a href="http://www.plaistow.newham.sch.uk">www.plaistow.newham.sch.uk</a>
Portway Primary School	2010	Scott Chudley	Stratford Road E13 0JW	020 8472 7142	<a href="https://portway.leadinglearningtrust.org/">https://portway.leadinglearningtrust.org/</a>
Selwyn Primary School	2081	Helen Mawer	Selwyn Road, London, E13 0ES	020 8471 6173	<a href="http://www.selwyn.leadinglearningtrust.org">www.selwyn.leadinglearningtrust.org</a>
Southern Road Primary School	2083	Gavin MacGregor	Southern Road E13 9JH	020 8471 9048	<a href="http://www.southernroad.newham.sch.uk">www.southernroad.newham.sch.uk</a>
St Edward's Catholic Primary School	3503	Paul Underwood	Green Street E13 9AX	020 8472 4337	<a href="http://www.st-edwards.newham.sch.uk">www.st-edwards.newham.sch.uk</a>
St Helen's Catholic Primary School	3505	Claire Doherty	Chargeable Lane E13 8DW	020 7476 1785	<a href="http://www.st-helens.newham.sch.uk">www.st-helens.newham.sch.uk</a>
Tollgate Primary School	2071	Emma O'Connor	Barclay Road E13 8SA	020 7476 1848	<a href="http://www.tollgate.boleyntrust.org">www.tollgate.boleyntrust.org</a>
Upton Cross Primary School	2073	Charlotte Moore	Churston Avenue E13 0RJ	020 8552 1081	<a href="http://www.uptoncross.newham.sch.uk">www.uptoncross.newham.sch.uk</a>

School	DFE	Head Teacher	Address	Telephone	Website
<b>Stratford and West Ham</b>					
Bobby Moore Academy	4011	Daniel Botting	Siding Street, Queen Elizabeth Olympic Park, E20 2AE	020 3146 8000	www.bobbymooreacademy.co.uk
Carpenters Primary School	2006	Diane Barrick	Friendship Way E15 2JQ	020 8534 4759	www.carpenters.newham.sch.uk
Colegrave Primary School	2079	Tahreem Shaz-Vennus	Henniker Road E15 1JY	020 8534 0243	www.colegrave.newham.sch.uk
Gainsborough Primary School	2022	Lisa Christall	Gainsborough Road E15 3AF	020 7476 3533	www.gainsborough.newham.sch.uk
Harris Academy Chobham	4003	Michael Whitworth	40 Cheering Lane E20 1BD	020 3747 6060	www.harrischobham.org.uk
Maryland Primary School	2039	Lorna Jackson	Gurney Road E15 1SL	020 8534 8135	www.maryland.newham.sch.uk
Park Primary School	2051	Natasha Ttofalli	Mathews Park Avenue E15 4AE	020 8534 4065	www.park.newham.sch.uk
Ranelagh Primary School	2043	Shella Lawrenson	Corporation Street E15 3DN	020 8534 4364	www.ranelagh.newham.sch.uk
Rebecca Cheetham Nursery and Children's Centre	1002	Rohan Allen	Marcus Street E15 3JT	020 8534 3136	www.rebeccacheetham.newham.sch.uk
Ronald Openshaw Nursery School	1003	Alison Lentz	Education Centre Henniker Road E15 1JP	020 8534 6196	www.ronaldopenshaw.newham.sch.uk
School 21	4001	Nicola Mason	91 Pitchford Street E15 4RZ	020 8262 2121	www.school21.org.uk
School 360	2023	Sarah Seleznyov and Andrea Silvain	Sugar House Lane, E15 2QS	020 8706 3360	www.bigeducation.org
St Francis' Catholic Primary School	3510	Natasha Scott	Bow Street E15 1HD	020 8534 0476	www.st-francis.newham.sch.uk
Stratford Manor Primary School and Nursery	2038	Kate McGee	Richardson Road E15 3BB	020 8534 2238	www.manor.newham.sch.uk
West Ham Church Primary School	3001	Nicola James	Portway E15 3QG	020 8534 3904	www.westham.newham.sch.uk

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## [www.eadmissions.org.uk](http://www.eadmissions.org.uk)

### Technical difficulties?

If you have any technical difficulties when making your application online, the Online admissions helpdesk' is available from 9.30am to 5.30pm Monday to Friday.  
**Call 020 8255 5555 and select option 1.**

### Important notes:

- If you don't already have an email address, you will need to create one before you apply online.
- The closing date for all applications and the other information we ask for is 15 January 2023.
- If you apply online and you cannot see your exact address in the list presented, or the schools you want to apply for are not listed, you must contact the Pupil Services Team before **5pm on 15 January 2023**, otherwise your application will be late.
- If you need any help, contact [pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk)

### Receipt details

Use the space below to record the username, email address and passwords you have used to make your application. Without these details you will not be able to go online and see which school place we have offered your child. Your application is only valid when you press the 'Submit application' button at the end of the 'Check & submit' page.

You will then be issued with an application reference number (ARN). The eAdmissions Team will then send you a confirmation email which will include all the details of the application you have just made along with your ARN. In the case of twins, triplets and so on, make sure you have a different ARN for each child. To do this, make sure you tick 'yes' to the 'multiple birth' question so that you can fill in the extra online forms for each child.

#### Email details used

Email address: \_\_\_\_\_

Password: \_\_\_\_\_

#### eAdmissions details used

Username: \_\_\_\_\_

Password: \_\_\_\_\_

### Record your application reference number here.

This is a receipt that shows you have successfully submitted (made) your application.

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