

# WE ARE GOING TO SECONDARY SCHOOL.



## Secondary School Admissions

Your guide to In-Year admissions from September 2023;  
and information about moving from Primary to  
Secondary School in September 2024.

**WE ARE NEWHAM.**

## Summary of steps parents/carers need to complete to apply for a year 7 place for September 2024.

This process is for children born from 1 September 2012 to 31 August 2013.

**REMEMBER** – applicants who apply by the national closing date of 31 October 2023 have a better chance of their child being offered a place at their preferred school than 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

Don't just focus on the schools you know about. Take time to find out about all the schools located in Newham. You can do this by attending as many open days/evenings as you can and by viewing school websites.

**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 2023** which are published in this booklet on pages 44-45. You can use these figures and can calculate your own home-to-school distances using School Finder (see page 6).

This will help you understand the likelihood of your child being offered a place.

# 4

## DECIDE

Decide which schools you are going to name as your preferences (the schools where you want a place) 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 online application via [www.eadmissions.org.uk](http://www.eadmissions.org.uk) by **31 October 2023 no later than 11.59pm**. You should apply earlier to avoid the risk of technical issues close to the deadline.

If you need to use the paper Common Application Form (CAF) you will need to speak to your primary school. Paper forms must be delivered to your home borough no later than **31 October 2023**. See pages 36-37 for information about applying online.

# 6

## SIFS

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

For Newham Catholic schools your SIF **must be received by the school** no later than **31 October 2023**. If the school you prefer is outside Newham, you must check the closing dates.

# 7

## PROVIDE

If you are applying for a school outside of Newham you must submit your proof of address with your application via the eAdmissions portal by **31 October 2023** or if you are applying using a paper form, give the proof to your primary school with your completed application.

# 8

## OUTCOMES

### Friday, 1 March 2024 National Offer Day

- If you applied online via [eadmissions.org.uk](http://eadmissions.org.uk) you will receive a 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.

# HELLO FROM MAYOR ROKHSANA FIAZ OBE



Starting secondary school is one of the biggest events in your child's life. It's a huge deal as well as an awesome milestone as they transition from primary to secondary school. As you move towards this momentous occasion with your child, it's totally normal for it to be a period of mixed emotions for you both.

That's why we are here to help you and your child through this year's school guide. As you flick through the pages, you'll find a raft of useful and important information to help you and your child apply for their secondary school place in one of our amazing Newham schools.

The guide will go a long way in easing your child's new school worries or nerves, as well as yours. I'd encourage you to involve your child during the process by seeking their views and explaining to them what's in the guide. It will help them feel better about what lies ahead as they make the big jump to 'big' school after this coming academic year.

Remember to take them to school visits to meet teachers and members of the wider school community so they can get a feel of the school, see it in action and ask questions if they want to. If a visit isn't possible, there's a raft of other ways that you can find out more about the school such as online or through a video call.

Also, don't forget to ask other parents, friends or family members too! Over the past six years, I remember feeling a combination of excitement and responsibility when asked by

my now 17-year-old niece and 16-year-old nephew a myriad of questions about what it's like being at secondary school: whether it was interesting, what the teachers were like, what I learnt and whether I still remember even being school (yep, they clearly know how to tease their aunt!).

They appreciated the feedback and interest that I took in this important stage of their lives, because secondary school is a major milestone. As well as being bigger, secondary schools offer a whole new world of learning; an even wider circle of friends and loads more inspirational teachers supporting your child to be curious and ambitious as they learn and grow.

Supporting all our young people is fundamental to everything that we do here at the Council. Why? Well, because we want Newham to become the best place for our children and young people to grow up, to be healthy and safe so that they reach their potential and thrive.

Whichever school your child goes to in Newham, they'll be in amongst the best learning environments; so enjoy the coming months as our secondary schools look forward to welcoming you and your child.

Best wishes,

Rokhsana Fiaz OBE, Mayor of Newham

  @rokhsanafiaz



# MESSAGE FROM 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 ensuring all young people receive a well-rounded and fulfilling education. Our enrichment offer includes music, theatre and borough-wide extracurricular opportunities in our fantastic new youth zones. 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 helps to ease the process and all online applicants will be automatically entered into our prize draw to win a free 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 outcome for 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

[🐦@joshuagarfield](https://twitter.com/joshuagarfield) [🐦@mariamdawood](https://twitter.com/mariamdawood)



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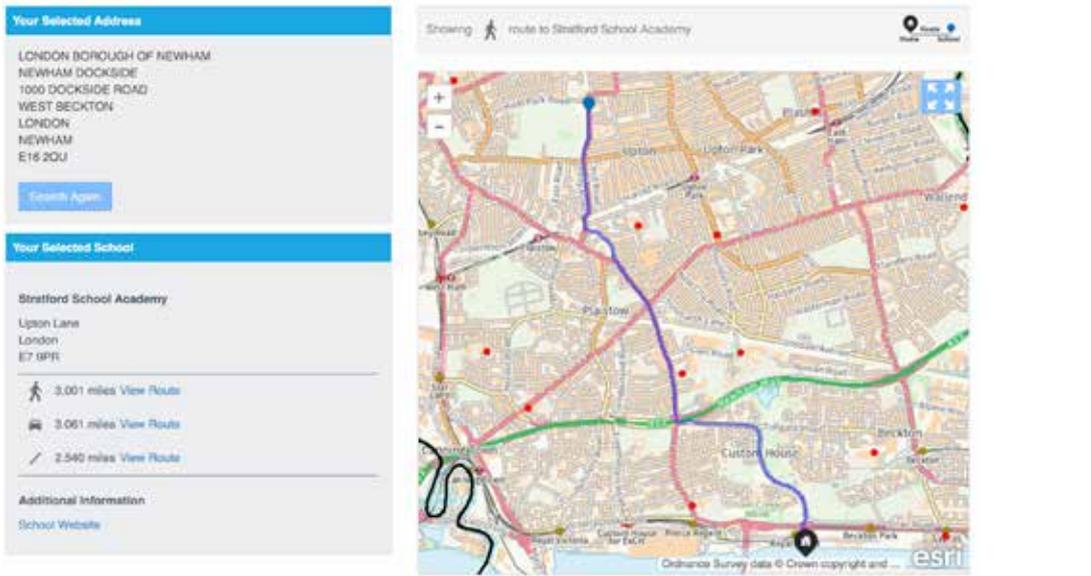
All information in this brochure is correct at time of publication - August 2023.

Front cover and internal photos: Stratford School Academy.

## 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, under 'Your Selected Address', it lists: LONDON BOROUGH OF NEWHAM, NEWHAM DOCKSIDE, 1000 DOCKSIDE ROAD, WEST BECKTON, LONDON, NEWHAM, E16 2DU. Below this is a 'Create Again' button. Under 'Your Selected School', it lists: Stratford School Academy, Upton Lane, London, E7 9PR. Below this are three route options: a walking route of 3.001 miles, a cycling route of 3.051 miles, and a driving route of 2.540 miles. Each route has a 'View Route' link. At the bottom, there is an 'Additional Information' section with a 'School Website' link. On the right, a map shows a route from the address to the school, with a legend indicating 'Showing route to Stratford School Academy'. The map includes a compass, zoom controls, and a copyright notice for Ordnance Survey data and Esri.

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

The Newham School Finder App can provide useful information.

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

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

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

# Apply online for your child's secondary school place now:

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

### Technical difficulties?

If you have any technical difficulties when making your application, contact the help-desk on <https://www.eadmissions.org.uk/support/step1>, email or phone School Admissions and Appeals Team.

### 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 31 October 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 School Admissions and Appeals Team before **5pm on 31 October 2023**, otherwise your application will be late.
- If you need any help, our contact details are [schooladmissions@newham.gov.uk](mailto:schooladmissions@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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# SECONDARY SCHOOLS IN NEWHAM - OPEN DAY DATES 2023

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

School/Venue	Headteacher	School details	Open evening	Open days
<b>Bobby Moore Academy</b> 	Steve West	1 Sidings Street E20 2AE <b>Phone:</b> 020 3146 8000 <b>Email:</b> <a href="mailto:bma-admissions@bobbymooreacademy.co.uk">bma-admissions@bobbymooreacademy.co.uk</a> <b>Website:</b> <a href="http://www.bobbymooreacademy.co.uk">www.bobbymooreacademy.co.uk</a>	Monday 25 September, 5pm-7.30pm	
<b>Brampton Manor Academy</b> 	Dr D. Olukoshi OBE	Roman Road East Ham E6 3SQ <b>Phone:</b> 020 7540 0500 <b>Email:</b> <a href="mailto:info@bramptonmanor.org">info@bramptonmanor.org</a> <b>Website:</b> <a href="http://www.bramptonmanor.org">www.bramptonmanor.org</a>	Thursday, 28th September, 5pm-7pm (virtual open evening)	Thursday 28th September 9am-3 pm Book via website
<b>Cumberland Community School</b> 	Ekhlas Rahman	Oban Close Plaistow E13 8SJ <b>Phone:</b> 020 7474 0231 <b>Email:</b> <a href="mailto:contact@cumberland.org.uk">contact@cumberland.org.uk</a> <b>Website:</b> <a href="http://www.cumberlandcst.org">www.cumberlandcst.org</a>	Tuesday, 3rd October, 4.30pm- 6.45pm	Monday, 11th September to Friday 20th October, 9am-12noon Book via website
<b>Eastlea Community School</b> 	Sarah Morgan	Pretoria Road Canning Town E16 4NP <b>Phone:</b> 020 7540 0400 <b>Email:</b> <a href="mailto:info@eastlea.newham.sch.uk">info@eastlea.newham.sch.uk</a> <b>Website:</b> <a href="http://www.eastlea.newham.sch.uk">www.eastlea.newham.sch.uk</a>		Saturday 30th September, 10am-12noon. To book a day tour during school hours contact reception
<b>Forest Gate Community School</b> 	Shuabur Rahman	Forest Lane Forest Gate E7 9BB <b>Phone:</b> 020 8534 8666 <b>Email:</b> <a href="mailto:info@forestgate.newham.sch.uk">info@forestgate.newham.sch.uk</a> <b>Website:</b> <a href="http://forestgate.newham.sch.uk">forestgate.newham.sch.uk</a>	Tuesday, 19th September, 4.30pm-7pm	Monday, 25th & Friday, 29th September 9am-12noon Book via website
<b>Harris Academy Chobham</b> 	Francesca Perry	40 Cheering Lane East Village E20 1BD <b>Phone:</b> 020 3747 6060 <b>Email:</b> <a href="mailto:info@chobhamacademy.org.uk">info@chobhamacademy.org.uk</a> <b>Website:</b> <a href="http://www.chobhamacademy.org.uk">www.chobhamacademy.org.uk</a>	Wednesday, 11th October, 4.30-7pm	
<b>Harris Science Academy East London</b> 	Dan MacPherson	The Clock Mill Three Mill Lane London E3 3DU <b>Phone:</b> 020 8981 2680 <b>Email:</b> <a href="mailto:info@eastlondonscienceschool.co.uk">info@eastlondonscienceschool.co.uk</a> <b>Website:</b> <a href="http://www.harrisscienceeastlondon.org.uk">www.harrisscienceeastlondon.org.uk</a>	Monday 2nd October, 5.30-7pm (Last entry at 6.30pm)	Tuesday, 26th September & Wednesday, 4th October, 9.30-11am (last entry at 10.30am)
<b>Kingsford Community School</b> 	Joan Deslandes OBE B.Ed (Hons) MA	Kingsford Way Beckton E6 5JG <b>Phone:</b> 020 747 4700 <b>Email:</b> <a href="mailto:admin@kingsford.newham.sch.uk">admin@kingsford.newham.sch.uk</a> <b>Website:</b> <a href="http://www.kingsfordschool.org.uk">www.kingsfordschool.org.uk</a>	Monday, 16th October, 5-7pm	Tuesday, 17th and Wednesday, 18th October, 9.15am
<b>Langdon Academy</b> 	Jamie Brooks	Sussex Road, East Ham E6 2PS <b>Phone:</b> 020 8471 2411 <b>Email:</b> <a href="mailto:info@langdonacademy.org">info@langdonacademy.org</a> <b>Website:</b> <a href="http://www.langdonacademy.org">www.langdonacademy.org</a>	Tuesday, 26th September, 4pm-6.30pm	
<b>Lister Community School</b> 	Kunal Vora	St Mary's Road Plaistow E13 9AE <b>Phone:</b> 020 8471 3311 <b>Email:</b> <a href="mailto:enquiries@lister.newham.sch.uk">enquiries@lister.newham.sch.uk</a> <b>Website:</b> <a href="http://www.lister.newham.sch.uk">www.lister.newham.sch.uk</a>	Monday 18th September 4.30pm- 6.30pm	Tuesday 19th to Friday 22nd September, 9am-10am Book via website

## Icon Key

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

School/Venue	Headteacher	School details	Open evening	Open days
<b>Little Ilford School</b> 	Andrew Finn	Browning Road Manor Park E12 6JB <b>Phone:</b> 020 8478 8024 <b>Email:</b> <a href="mailto:info@littlilford.org">info@littlilford.org</a> <b>Website:</b> <a href="http://www.littlilford.newham.sch.uk">www.littlilford.newham.sch.uk</a>	Tuesday, 10th October, 4.30pm- 6.30pm	
<b>London Design and Engineering - University Technical College</b>   	Geoffrey Fowler	Docklands Campus 15 University Way E16 2RD <b>Phone:</b> 020 3019 7333 <b>Email:</b> <a href="mailto:admin@ldeutc.co.uk">admin@ldeutc.co.uk</a> <b>Website:</b> <a href="http://www.ldeutc.co.uk">www.ldeutc.co.uk</a>	Tuesday, 10th October, 5pm-8pm Tuesday, 21st November, 5pm-8pm	Saturday, 6th July 2024, 10am-2pm
<b>Oasis Academy Silvertown</b> 	Areyauna Firouz	303 North Woolwich Road London E16 2BB <b>Phone:</b> 020 7059 2500 <b>Email:</b> <a href="mailto:office@oasisilvertown.org">office@oasisilvertown.org</a> <b>Website:</b> <a href="http://www.oasisacademysilvertown.org">www.oasisacademysilvertown.org</a>	Tuesday, 3rd & Thursday, 5th October, 8.45am- 10.15am	Tuesday, 21st September, 4.30pm-7pm
<b>Plashet School</b> (Girls) 	Rachel McGowan	Plashet Grove East Ham E6 1DG <b>Phone:</b> 020 8471 2418 <b>Email:</b> <a href="mailto:info@plashetnewham.sch.uk">info@plashetnewham.sch.uk</a> <b>Website:</b> <a href="http://www.plashetschoolnewham.com">www.plashetschoolnewham.com</a>	Wednesday, 27th September, 4.30pm-7pm	Monday, 9th to Thursday, 12th October, 9am-10.15am Pre-book with reception
<b>Rokeby School</b> (Boys) 	Jo Doyle	Barking Road Canning Town E16 4DD <b>Phone:</b> 020 7540 5620 <b>Email:</b> <a href="mailto:info@rokeby.newham.sch.uk">info@rokeby.newham.sch.uk</a> <b>Website:</b> <a href="http://www.rokeby.newham.sch.uk">www.rokeby.newham.sch.uk</a>	Thursday 14th & 28th September, 3:30pm-5pm	Saturday, 9th September, 10am-12noon
<b>Royal Docks Academy</b> 	John Blaney	Prince Regent Lane Custom House E16 3HS <b>Phone:</b> 020 7540 2700 <b>Email:</b> <a href="mailto:jfaldo@royaldocks.newham.sch.uk">jfaldo@royaldocks.newham.sch.uk</a> <b>Website:</b> <a href="http://www.royaldocksacademy.org">www.royaldocksacademy.org</a>	Wednesday, 20th September, 4.30pm- 6.30pm	
<b>Sarah Bonnell School</b> (Girls) 	Rae Potter	Deanery Road Stratford E15 4LP <b>Phone:</b> 020 8534 6791 <b>Email:</b> <a href="mailto:info@sarahbonnell.net">info@sarahbonnell.net</a> <b>Website:</b> <a href="http://www.sarahbonnell.com">www.sarahbonnell.com</a>	Monday, 9th October, 4.30pm- 7.30pm (last entry 7pm)	Wednesday, 27th September, 9.15am - 10.30am
<b>School 21</b>   	Dr Nicola Mason	Pitchford Street Stratford E15 4RZ <b>Phone:</b> 020 8262 2121 <b>Email:</b> <a href="mailto:info@school21.org.uk">info@school21.org.uk</a> <b>Website:</b> <a href="http://www.school21.org">www.school21.org</a>		Due to limited Year 7 pupil places in the 4 to 18 school, site visits are by appointment following application.
<b>St Angela's Ursuline School</b> (Girls)  	Mark Johnson BSc	St George's Road Forest Gate E7 8HU <b>Phone:</b> 020 8472 6022 <b>Email:</b> <a href="mailto:office@stangelas-ursuline.co.uk">office@stangelas-ursuline.co.uk</a> <b>Website:</b> <a href="http://www.stangelas-ursuline.co.uk">www.stangelas-ursuline.co.uk</a>	Thursday, 5th October, 6pm-8pm	6th Form Thursday, 12th October, 6pm-8pm
<b>St Bonaventure's RC School</b> (Boys)  	Christopher McCormack	Bolyen Road Forest Gate E7 9QD <b>Phone:</b> 020 8472 3844 <b>Email:</b> <a href="mailto:info@stbons.org">info@stbons.org</a> <b>Website:</b> <a href="http://www.stbons.org">www.stbons.org</a>	Thursday, 5th October, 6pm-8pm	Monday, 9th to Thursday, 12th October 9.30am-11.30am Pre-book with reception
<b>Stratford School Academy</b> 	Craig Hewitt	Grosvenor Road Building, Grosvenor Road E7 8JA Upton Lane Building, Upton Lane E7 9PR <b>Phone:</b> 020 8471 2415 <b>Email:</b> <a href="mailto:stratford@stratfordschoolacademy.org">stratford@stratfordschoolacademy.org</a> <b>Website:</b> <a href="http://www.stratfordschoolacademy.com">www.stratfordschoolacademy.com</a>	Wednesday, 4th October, 5pm-7pm (Upton Lane building)	Monday, 9th to Friday, 13th October, 9.30am-11.30am Pre-book with reception

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

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

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

# HEALTHY SCHOOL STREETS RETURNS

## IN SEPTEMBER.



Many schools in the borough have restricted vehicle access zones at school run times during term. 21 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 or scoot to school, or park outside the zone.

Find out more at [www.newham.gov.uk/HealthySchoolStreets](http://www.newham.gov.uk/HealthySchoolStreets)

**WE ARE NEWHAM.**



## **Section 1**

# Secondary Education in Newham



Introduction by the  
Executive Principal  
**Mr. Steve West**

### VISION

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

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

### VALUES

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

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

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

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

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

### CURRICULUM:

Bobby Moore Academy is at the leading edge of curriculum design. We want our pupils to stand on the shoulders of giants, to enter the great debates that have defined our shared heritage, and to join contemporary debates about what deserves to be included within our shared cultural 'capital'. Our school boasts superb sports facilities, dedicated Art, Design Technology and Science rooms, and a learning environment to match the very best in the world. Our Computing Suites and Design workshops complement our core subject offer of English, Mathematics, Science, History, Geography, Spanish, RE, PE, Music, Art and Design and Drama.

We are pleased to announce our oversubscribed Sixth Form opened September 2022. Alongside this, we have built partnerships with the new East Bank development, including UCL, Saddlers' Wells, the V&A collection and UAL's London College of Fashion. We offer an extensive range of co-curricular activities including performing arts, sports clubs and teams, creative arts and debating. In the secondary phase, all pupils will have a House Tutor within our house system, to foster a culture of shared endeavour and teamwork. This will ensure that they develop a sense of ownership, responsibility and pride in their Academy and their community.

This is further supported by opportunities to engage in well-informed discussions around the challenges facing young people in the 21st century, and chances to lead and shape every aspect of the school as it grows around them.

# BRAMPTON MANOR ACADEMY



DfE number 3164031

Brampton Manor Trust



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

## ETHOS AND AIMS

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

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

## CURRICULUM

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

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

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

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

## ACHIEVEMENTS

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

## PASTORAL CARE

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

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



## CUMBERLAND COMMUNITY SCHOOL

Community Schools Trust

A

DfE number 3164012



Introduction by  
the Headteacher  
**Ekhlas Rahman**

Students who attend Cumberland Community School have access to life-changing opportunities unrivalled at other schools, not just in Newham but the entire country.

Our college scholarship programme supports our most able

students to apply for fully funded places at the very best independent schools.

This year 15 students are expected to gain scholarships at prestigious colleges, including King's College, Highgate School, London and Mount Kelly, Devon. If your child attends Cumberland Community School, they could too.

We have created a culture of very high expectations and aspirations amongst all of our students and their families.

A recent Ofsted inspection (September 2022) recognised our high calibre curriculum, expert teaching practice and excellent behaviour.

Cumberland Community School is one of the top performing schools in the country, and when you visit, you will see consistent, excellent practice throughout the school I look forward to welcoming you.

### CURRICULUM

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

### BEHAVIOUR AND SAFEGUARDING

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

### ACHIEVEMENTS

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

- An unrivalled scholarship programme where students secure fully funded places at top independent schools, including four scholarships at Wellington School
- Exceptional exam results allow students to attend top colleges in the borough.
- Officially a 'World Class School' having received accreditation in 2023.
- A well established student leadership programme that supports student and school development
- A student ambassador programme
- Students playing sport at an international level
- Participation in The Brilliant Club, an award-winning University Scholars Programme
- Student work published in academic magazines and books
- Participation in the Jack Petchey Speak Out Challenge
- Extensive creative arts and drama programme
- A brand new high tech fitness suite
- An extensive extracurricular and academic extended schools programme.

### PERSONAL DEVELOPMENT AND CAREERS

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

# EASTLEA COMMUNITY SCHOOL

## Newham Community Schools Trust



DfE number 3164034



Introduction by the  
Headteacher  
**Sarah Morgan**

### ETHOS AND AIMS

We are highly ambitious and open doors of experience, opportunity and success for every Eastlea student. We ensure that no child is left behind and that every child succeeds regardless of their starting point. We ensure our students are given the chance

to discover lifelong interests as well as a love of learning. This is achieved within calm, safe learning environments, where all members of the community treat each other with kindness, tolerance and respect.

### SPECIALISM AND CURRICULUM

Our curriculum is broad and balanced and is tailored to meet the needs of our students. It is highly aspirational with all of our students working towards qualifications in a modern foreign language and sport. In years 10 and 11 students are also able to choose two subjects from a wide range of options including Geography, History, Sociology, Art, Art Textiles, Drama, Music, Computer Science, Design Technology BTEC Child Development and BTEC Travel and Tourism. We ensure students are appropriately challenged with opportunities for additional qualifications available to high achieving students in maths and humanities. We also encourage students to gain a qualification in their community language if they have one.

We have fantastic sporting facilities and an abundance of space. We have specialist Cricket coaches who provide cricket clubs before and after school, together with expert sessions and holiday programmes. We are proud of the range of sporting achievements of our students, in netball, football and rowing amongst others. We also have close links with the Newham School Sports Partnership enabling our students to develop excellence in sports leadership.

Other specialist facilities that we have are a dedicated technology suite, for a breadth of technology subjects, art rooms with an exhibition space, dance studio, theatre, music rooms and a recording studio. We have a flourishing

extra-curricular programme with opportunities for our students to engage in music clubs, performances and concerts.

Beyond our curriculum Eastlea students are provided with high-quality enrichment opportunities that support their goals as part of our 'Opening Doors' programme. We facilitate access to the Russell Group Universities with a comprehensive programme of mentoring from industry professionals, for example through our links with the prestigious law firm, MacFarlanes. Our students visit Gonville and Caius, Cambridge, The University of East London, Staffordshire University's technology campus and work with the London College of Fashion. The importance of community is integral to our school ethos and our students exemplify this when they participate in a community improvement programme at Cody Dock.

### PASTORAL CARE AND DISCIPLINE

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

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

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



## FOREST GATE COMMUNITY SCHOOL

Community Schools Trust



DfE number 3164008



Introduction by the  
Associate Headteacher  
**Shuabur Rahman**

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

As a learning community, we have high expectations and ambition for our pupils. Families joining us next September can

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

We are always looking at ways to broaden the horizons of our pupils. We have run a scholarship programme over the previous seven years that has seen pupils win places at the top independent sixth forms in the country, including two at Eton College and Winchester College. A total of 28 students have left the school on scholarships and 8 more have been accepted this year.

As a NACE accredited school, we pride ourselves on offering a range of bespoke academic programmes that challenge and engage our most gifted students. High achieving students can follow our Pathway X programme, allowing them to sit their exams early, if appropriate.

We are a World Class School. This quality mark has recognised our students' skills and competencies against an assessment framework which prepares them for life beyond school. We also run the Duke of Edinburgh award which helps to promote personal development, develop essential skills and create a more well-rounded education.

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

### ACHIEVEMENTS

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

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

- Ofsted rated 'Outstanding' in 2021 under the new Ofsted framework
- The National Association for Able Children in Education (NACE) accreditation in 2021
- World Class School School 2020
- Winner of the 2020 TES English Team of the Year award
- Nominated for Secondary School of the Year by the TES, 2017 and 2019
- A scholarship programme that has seen two pupils win a place at Eton College
- Winner of the Evening Standard Best School in Challenging Circumstances Award in 2017

#### Our grades in 2022:

Our Progress 8 score is +1.13: it means on average, our students make one whole grade better progress, for all the subjects they have taken, compared with their peers nationally.

This means we are one of the top performing schools in the country.

- 72% of students gained grade 9-5 in English and Maths
- 43% of students achieved five grades 7 or more for their GCSEs.
- 53% of students achieved three grades 7 or more for their GCSEs.

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

### PASTORAL CARE

We realise education is not just about exam results and academic performance. This is why we actively encourage our students to take part in extracurricular activities. This includes sports teams, music lessons, drama clubs, school concerts and plays. We also have a breakfast club, offering free meals to all, where students can complete homework with the support of teachers.

# HARRIS ACADEMY CHOBHAM

Harris Federation



DfE number 3164002



Introduction by  
the Executive Principal  
**Francesca Perry**

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

schools and is deemed to be Outstanding by Ofsted.

## ETHOS AND AIMS

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

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

## OUR CURRICULUM

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

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

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

The subject curriculum at Harris Academy Chobham is broad and balanced. We recognise the key importance of core subjects but also value the arts, media, computing,

languages and business as GCSE choices.

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

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

## ACHIEVEMENTS

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

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

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

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

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





Introduction by  
the Principal  
**Dan MacPherson**

**“Every child a leader in their chosen field.”**

This is no ordinary school, and we are very proud of that. Situated in an eclectic array of buildings next to the renowned Three Mills Studios (location of BBC’s Masterchef) amongst the iconic East London canal network, this is a unique setting

to provide a life changing education for the children of East London.

I joined the school in April 2023 from an outstanding academy in Southeast London that, over five years, become one of the top performing schools in the UK. I have the same ambition for Harris Science Academy East London (HSAEL).

**SCHOOL MISSION**

We will work in partnership with families to ensure every child becomes a leader in their chosen field. HSAEL will become the highest performing academy in Newham and among the top schools in the UK. HSAEL leaders will not be the heartless leaders of the future. We will develop the qualities of gracious leadership to enable all students to be masters of their own destiny and make positive change in the community. Our values of GRACE underpin everything we do:

**Growth**

We are confident that we can be better.  
We know that feedback is essential for improvement.  
We never give up, especially when it is difficult.

**Responsibility**

We are self-disciplined, we own our decisions and we acknowledge their impact on others.  
If we do something wrong, we put it right.

**Ambition**

We aim to be the best versions of ourselves at all times.

We believe in the potential to achieve the highest grades and access to the best careers/ universities.

**Compassion**

We are always kind to others, regardless of who they are. We regularly show our appreciation.

**Excellence**

We are what we repeatedly do. Excellence is not, therefore, an act, but a habit. We are proactive, and curious to know and do more.

**A WELL-TAUGHT ACADEMIC CURRICULUM FOR ALL**

We believe that all students have a right to an academically rigorous curriculum because the qualifications received from such a curriculum give young people the currency to become a leader in their chosen field. The bar is never lowered for disadvantaged students or those with SEND. That’s why **every child learns Latin and French from Year 7, and all children are entered for Triple Science and a language at GCSE.** We insist on the highest quality of teaching in every classroom through our distinctive approach. Students complete independent study at home to master the most important knowledge and there are frequent tests to help children measure their progress.

**EXEMPLARY BEHAVIOUR**

We believe that a kind, calm, structured environment creates the safest space for all students to thrive. That’s why we make our expectations explicit, we give children the opportunity to practise behaving well and we reward children frequently. Staff adopt a ‘warm and firm’ approach so that no learning time is wasted in lessons. We take our students’ safety seriously, which is why we are a **strict no phones Academy.**

**LEADERSHIP DEVELOPMENT**

We work with parents to help children develop the character to lead and make a positive contribution to their community. Oracy matters. Students learn how to communicate articulately and with conviction so they can be a leader in their chosen field. Students have regular opportunities to visit museums, galleries and the theatre as well as attend trips abroad. There are frequent opportunities for students to perform through public speaking, music, and sport. The co-curricular and careers program at the Academy ensures students leave with a broad range of experiences that will enable them to make ambitious plans for their future.



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

### ETHOS AND AIMS

Kingsford Community School is a high-achieving International School and Confucius Classroom where every pupil is welcomed and supported to aspire, succeed and be excellent. The school ethos is centred around securing the highest possible outcomes for our pupils and

building the character needed so that they develop as effective global citizens who are passionate about learning. Kingsford recognises that education must be collaborative and learning is strengthened through partnerships with parents, leading businesses, prestigious universities and independent schools.

### PROGRESS AND ACHIEVEMENT

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

### SPECIALISM AND CURRICULUM

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

### BUSINESS LINKS

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

### EVERY CHILD, EVERY LESSON, EVERY DAY

Kingsford’s highly qualified and dedicated staff use a range of tailored approaches in their teaching to ensure excellent outcomes for every pupil. Lessons are differentiated to meet the individual needs of each child. Challenging and engaging lessons encourage collaboration, alongside independent research projects and other activities to extend and enhance pupil knowledge, achievement and progress.

### GLOBAL OUTLOOK

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

Kingsford’s teaching of Mandarin has seen the school recognised via involvement in the University College London’s Institute of Education Mandarin Excellence Programme, which is offered to targeted pupils from Year 7. Kingsford pupils consistently excel and are frequently placed first in a number of language speaking competitions.





Introduction by  
the Principal  
**Mr Jamie Brooks**

### **ETHOS AND AIMS**

Langdon Academy is much more than a good secondary school.

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

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

Our motto, ‘Progressio Cum Populo’ (Progress with the People), guides us to work in partnership with students, families and staff and strongly to promote our core values of respect, equality, honesty, community, fairness and inclusion.

Langdon is a happy and harmonious academy with strong discipline and high expectations, where outstanding effort and determination from students and staff underpins our success. We are partners with Brampton Manor Academy.

### **SPECIALISM/CURRICULUM**

As an ‘all-through academy’ for students aged 4-16, our own primary pupils are automatically entitled to secondary places and have priority over others. Our strong academic tradition delivers student progress that places us in the top quintile nationally. The curriculum and timetable has bespoke pathways for learners, with many progressing to the top sixth forms in the area.

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

### **ACHIEVEMENTS**

Again, from Ofsted (May 2019): Pupils “make substantial and sustained progress in most subjects...including English and Maths...because teaching in those subjects is routinely

outstanding”. Whilst this is true, we are not complacent.

Smaller than average class sizes and focused, individual support to all students, regardless of their needs, helps us to continue to surpass our previous records. With many of our former students now attending top universities, there really is no ceiling on student achievement at Langdon. In addition to impressive academic and sporting achievements, our students develop personal qualities of reliability, integrity, honesty and leadership with many showing these through their involvement in our excellent debating teams and in roles such as Prefects, Sports Leaders, Eco Leaders, or members of the School Council.

### **PASTORAL CARE AND DISCIPLINE**

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

Our high expectation of students’ attendance, punctuality, behaviour and effort and our belief in strong discipline provide the foundation for academic success.

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



# LISTER COMMUNITY SCHOOL

Newham Community Schools Trust



DfE number 3164025



Introduction by  
the Headteacher  
**Kunal Vora**

## ETHOS AND AIMS

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

values each member of our community. Every child gets individual support, tailored to their needs. Our results improve year on year and remain significantly higher than the national average which highlight the effectiveness of our approach.

In December 2018, Ofsted inspectors found that the school had maintained the Good quality of education and 'made strong progress in many aspects of the school's provision' since the previous inspection in September 2013. Our many strengths were highlighted, including how pupils are 'courteous and articulate' and 'say they enjoy school and value the wide range of opportunities they are given'. We are extremely proud of the fact that increasing numbers of parents are making Lister their first choice!

## SPECIALISM AND CURRICULUM

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

This targeted work has helped us to greatly increase the proportion of our students achieving the top grades at GCSE. Our approach to Mathematics is similar to many of

our feeder primary schools. We use principles of Maths Mastery to offer a stimulating curriculum which develops curiosity and problem solving skills for all students. Music is a great success story at Lister. As the first school to be chosen as a partner in the Music in Secondary Schools Trust, we have one of the best-resourced music departments in London.

All students in Years 7 and 8 have their own instruments, we have a school orchestra and our students take part in a host of exciting performances each term; the Community Opera, a couple of years ago, won the 'Outstanding Music Initiative' award at the National Music Teacher Awards and was performed at the Royal Albert Hall.

## PASTORAL CARE AND DISCIPLINE

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

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

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





Introduction by  
the Headteacher,  
**Andrew Finn**

### ETHOS AND AIMS

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

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

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

### SPECIALISM AND CURRICULUM

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

#### Years 7, 8 and 9

- English, Mathematics and Science
- History, Geography and RE
- Art, DT, Drama, Music and PE
- Information Communication Technology (ICT)
- French or Spanish
- Citizenship/PSHE

#### Years 10 and 11

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

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

### ACHIEVEMENTS

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

### PASTORAL CARE AND DISCIPLINE

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



# OASIS ACADEMY SILVERTOWN

## Oasis Community Learning



DfE number 3164006



Introduction by  
the Principal  
**Areyauna Firouz**

### ETHOS AND AIMS

Oasis Academy Silvertown is a secondary academy located south of the Royal Docks. The academy has been growing every year since it began in 2015. Our 2022 Year 11 cohort achieved our highest ever results, with 86% of students

achieving 4+ in English and Maths. Our mission is to ensure every student at the academy, regardless of background or ability, is "Ready for university, ready to lead." This is underpinned by our core values: Be proud, be professional, be nice, be independent and be resilient.

Oasis Silvertown is part of the Oasis family of schools and our students, staff and community benefit hugely from being part of this family. We are a small academy, with 4 forms of entry in Year 7. Our small size supports with our "family" feel, and makes Oasis Academy Silvertown a safe, nurturing, academic environment where our high expectations and community focus allow every student to experience success.

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

### SPECIALISM AND CURRICULUM

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

#### Oasis Academy Silvertown offers your child:

- a balanced curriculum with a rigorous focus on literacy and numeracy. e.g. all students complete weekly class guided reading sessions with their learning coach
- the following subjects: English, Maths, Science, PE, History, Computing, Geography, Drama, Art, Music, Religious Education, Design and Technology, Food Technology, and PSHRSE

- an opportunity to develop skills in creative and performing arts
- an extended academy day with additional lessons for some students, homework club and extra-curricular activities until 4.15pm daily.
- An iPad for every child for use at home and in school to support learning
- Use of our brand new building with state of the art facilities for all subjects

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

#### Our students will:

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

### ACHIEVEMENTS

We are proud of the progress and high standards found within OAS. Our last Ofsted graded inspection (2017) was "good with outstanding features" and we remain "good" at our ungraded inspection in September 2022. Our 2022 cohort of Year 11 students achieved excellent GCSE results, with many going on to study at some of the top sixth forms in Newham.

### PASTORAL CARE AND DISCIPLINE

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



Introduction by the  
Headteacher  
**Rachel McGowan**

### ETHOS

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

target learning at the individual level. Our aim is that students are happy and successful whilst at our school and in their life beyond Plashet.

Ofsted's comments "Pupils behave exceptionally well in lessons"; "Over time pupils become articulate and confident"; "Pupils' attitudes to learning are superb. Pupils concentrate on their work and no learning time is lost through any disruption". "Pupils are exceptionally well prepared for their next stages of education" capture what we know to be true at Plashet day-in and day-out.

### CURRICULUM

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

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

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

### ACHIEVEMENTS

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

- Academic achievement
- Enriching experiences
- Equality
- Aspiration

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

### PASTORAL CARE

Students at our school can expect stimulating learning experiences and will receive a high level of care and support from both our pastoral and welfare teams as well as subject teachers. Our school is well ordered and purposeful. We expect our students to become independent, mature and empowered, able to make informed decisions about the lives they lead whilst at our school, as well as learning how to be happy and successful in the lives they will lead on leaving us.

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

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



Introduction by  
the Headteacher  
**Jo Doyle**

### **ETHOS AND AIMS**

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

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

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

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

### **CURRICULUM**

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

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

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

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

### **ACHIEVEMENTS**

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

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

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

All students have the opportunity to take part in an Outward Bound expedition to Wales or the Lake District and may choose to take the Duke of Edinburgh Award scheme at Key Stage 4. All students also take part in P4C - Philosophy for Children. This allows them to lead their own learning.

### **PASTORAL CARE AND DISCIPLINE**

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

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

Our school is part of a family of schools called Newham Community Learning (NCL) alongside Eastlea, Lister, Sarah Bonnell, Portway and Selwyn.

For more information, please visit

**<https://rokeby.newham.sch.uk>**

**Twitter @Rokeby\_School**

**Facebook RokebySchoolE16**

**Instagram @RokebySchoolE16**

## ROYAL DOCKS ACADEMY

Burnt Mill Academy Trust



DfE number 3164013

Proud member of BMAT Education



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

This has been an historic year for Royal Docks Academy. In September, the school was judged 'Good' by Ofsted in all areas and was commended in the report for the work leaders do to keep pupils 'happy and safe,' and for the work that all staff do to ensure that all pupils succeed. The report recognised the appreciation that pupils have for staff who 'challenge them to have high standards and aspirations.' This has been the first time the school achieved this judgement and is a result of the

high expectations, hard work and commitment of all staff and pupils.

### ETHOS AND AIMS

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

### CURRICULUM

We provide a curriculum that suits the needs of each individual in the school with high levels of challenge to encourage and support pupils to aspire to higher education and the world of work. We have reviewed our curriculum and now offer a curriculum that is academic and incorporates a wide-range of subjects that will engage pupils and give them the qualifications they need to be successful and financially secure.

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

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

### ACHIEVEMENTS

We are determined to secure the future for Royal Docks Academy as a truly inspiration place to learn and excel. We have very high expectations and standards of behaviour with a no nonsense approach to behaviour that disrupts the learning of others. We have a dynamic and proactive pupil leadership team, mirroring the school's senior leadership team, which actively contributes to our respectful and aspirational school.

### PASTORAL CARE/DISCIPLINE

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



## SARAH BONNELL SCHOOL

Newham Community Schools Trust



DfE number 3164035



Introduction by the  
Headteacher  
**Rae Potter**

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

confidence and character. Our values were developed by students and provide clear guidance for everyone at the school. 'Be Proud, Aim High, Work Hard, Be Kind, No Excuses'.

### SPECIALISM AND CURRICULUM

Our curriculum reflects, represents and recognises the culture, experience and history of our students. The topics, resources and texts used in lessons reflect the rich diversity of our community and actively promote social justice. 'Lessons are engaging and delivered by teachers with very strong subject knowledge. This helps pupils to learn more and to remember more' (Ofsted 2022).

Our curriculum supports and challenges every student to:

- Be Proud - Develop as courageous and confident young people.
- Aim High - Develop a love of learning across a wide range of subjects.
- Work Hard - Build on achievements at Key Stage 2 to achieve the best possible GCSEs.
- Be Kind - Develop communication skills and build friendships.
- No Excuses - Participate fully in the opportunities to learn in and out of the classroom.

A wide range of after-school clubs and educational visits are planned to provide additional opportunities for learning beyond the classroom. Sarah Bonnell school uses an on-line platform for teaching called 'Google Education Suite' and all students are given their own Chromebook computer for use in school and at home. This sits

alongside other resources used to ensure all students have access to the resources they need to learn and succeed. 'Pupils benefit from a curriculum that is carefully sequenced and expertly taught by skilled staff.' (Ofsted 2022)

### ACHIEVEMENTS

GCSE results are consistently very good at Sarah Bonnell and there has been an upward trend over the last five years. Sarah Bonnell is recognised for being amongst the top schools nationally for progress of all students, including those eligible for Pupil Premium.

We have been presented with awards by Healthy Schools and Carnegie Mental Health in recognition of our provision for the personal development, emotional health and wellbeing of students. We provide great opportunities for students to compete in a number of different events and are currently proud holders of the 2022 and 2023 London Debate Mate Cup.

### BEHAVIOUR

Emotional and physical health and wellbeing are actively promoted at Sarah Bonnell School. There are clear expectations for high standards and 'behaviour in lessons and around the school is exemplary. Pupils are courteous, respectful, and kind' (Ofsted 2022).

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

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

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

Sarah Bonnell School is part of a family of schools called the Newham Community Learning. Belonging to the trust provides great opportunities for students and staff to collaborate and share their expertise and experience to further improve the quality of education in all six schools -Portway, Selwyn, Sarah Bonnell, Lister, Rokeby and Eastlea.

## SCHOOL 21

Big Education Trust



DfE number 3164001



Introduction by  
the Headteacher  
**Dr Nicola Mason**

### ETHOS AND AIMS

School 21 is a pioneering 4 to 18 school in Stratford, East London, for children from all backgrounds.

As part of the Big Education Trust, School 21 operates with the conviction that schools need to ensure a focus on Head (academic

success), Heart (character and well-being) and Hand (generating ideas, problem solving, making a difference).

We are committed to empowering young people to take on the world, and to the development of innovative practices to change the shape of education in the UK. School 21 has developed a series of pedagogies and approaches that give students the chance to find their voice, develop deep knowledge and understanding, and create beautiful work that has real value beyond the classroom.

School 21 is driven by values. We have spent a lot of time refining our values, delving into their meaning and making them anchors for the actions of staff and students on their 4 to 18 journey.

Our values are: **Excellence** (above and beyond), **Openness** (reflect and grow), **Responsibility** (step up), **Humanity** (choose kind) and **Community** (we build strong circles).

### SPECIALISM AND CURRICULUM

- High quality English, Maths, Science and Humanities provision.
- Speaking is elevated to the same status as reading and writing with our Oracy focus - students learn to advocate for themselves.
- Immersive Spanish language curriculum.
- Great opportunities for all students to get involved in Sports, Music and the performing arts.
- Wellbeing and growth through coaching - getting underneath complex issues in small coaching group discussion.
- Art and Design in our custom Makerspace studio.
- Project Based Learning curriculum - inquiry based projects that work towards answering a central question or meeting a challenge.
- Real World Learning - a new approach to work experience with partner organisations.

### PASTORAL CARE AND DISCIPLINE

Our students are polite, respectful and care for each other. Our wellbeing team and coaches support student pastoral care across the school. High standards and our nurturing ethos are reflected in our school values, that allow all of our students to achieve so much and make such a positive difference to their community.





Introduction by the  
Headteacher  
**Mark Johnson BSc**

### ETHOS AND AIMS

In 2023, St Angela's celebrated yet another milestone achievement when rated Outstanding by OfSTED in the year we conclude 160 years of Ursuline educational tradition. All through those years, the ethos of the school has

been embodied in the motto of 'Serviam'. The aims of the school are:

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

### SPECIALISM AND CURRICULUM

The school has an ambitious and well designed curriculum which equips all students with the knowledge, understanding and skills required for success. The broad and balanced curriculum ensures students at all key stages receive an outstanding quality of education. This was recognised by Ofsted in our most recent inspection (November 2022). The curriculum is delivered by subject experts who create a supportive environment that enables learners to flourish. All subjects are highly valued which enables our students to pursue their passions into future learning and employment.

Our curriculum is sequenced so that students are fully prepared for the academic requirements of further studies, including those of the most prestigious universities. As a Catholic school, Religious Education is compulsory up to GCSE and the majority of our students study Modern Foreign Languages. Our Sixth Form is an A-level provider offering 25 individual A-level subjects, with Maths and the Sciences amongst the most popular.

### ACHIEVEMENTS

St Angela's is one of Newham's most successful schools. It regularly achieves the highest GCSE pass rates. English and Maths pass rates have been consistently strong over a long time period. This high standard is replicated at KS3 ensuring that students are well prepared for their next stages of learning. Our teachers use regular assessments to embed knowledge and check understanding. The lessons are planned so that learners remember content they have been taught previously whilst integrating new knowledge.

We place a strong emphasis on reading and homework and on the development of our students as independent learners who are curious about the world around them. We are driven to ensure all students have the opportunity to achieve their potential.

St Angela's Sixth Form is also amongst the most successful post-16 providers in Newham. Non-selective students achieve superb A-levels. It is no surprise that the vast majority of students go on to university, many to the prestigious Russell Group universities. Our Sixth Form is co-educational, accepting boys and girls and people of other faiths and of none.

### PASTORAL CARE

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

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

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



Introduction by the  
Headteacher  
**Christopher McCormack**

### ETHOS AND AIMS

St Bonaventure's has a long and distinguished history, providing a fantastic education for boys since 1877. I am certain that you will want your son to be part of our ongoing success. Visited by Ofsted at the close of 2022, St Bonaventure's received another "Outstanding in all areas" report.

As a Catholic school, we are a welcoming and inclusive community who encourage families of all faiths to consider applying to be part of this special and unique school. We base our motto, mission statement and school virtues on Gospel values and the lived experience within our school: faith, hope, charity, integrity, courage, humility, and kinship are the heart of all that we do, and expect from our students.

This allows everyone to make the most of every opportunity, learn something new every day, reflect on their experiences and show respect to all they meet. We expect hard work and high standards, with students trying their best in all that they do. We help them by providing a safe and calm environment with the very best teaching.

### CURRICULUM

The school provides a broad and balanced curriculum that lays the foundation for a lifelong love of learning. We encourage independence and progress through creativity and innovation with teachers always aiming to do the very best for the students entrusted to them. The school hosts frequent visitors from charities, business, the arts and sporting world to enrich learning, while undertaking a wide range of visits and trips to develop students' wider knowledge of the world.

#### Key Stage 3

Our 3 year provision ensures that students follow the national curriculum and are well prepared for the demands of GCSE. Students enjoy their work, develop their own skills and gain a wide range of knowledge and understanding of a diverse and inclusive curriculum.

#### Key Stage 4

Students are able to take a wide range of subjects that are suited to their particular needs and abilities. They are helped to pick their options with extensive support - we want every student to fulfil their potential and be prepared for the next stage of their education.

#### Key Stage 5

For many students, life at St Bonaventure's is a 7 year journey as they take up their 6th Form Place. A wide selection of courses are offered to suit a range of needs, and a very high number of students move on to university from the school. We ensure they are successful in their transition to higher education, apprenticeships, employment and other opportunities.

### ACHIEVEMENTS

As well as the long-standing excellent academic results that St Bonaventure's students achieve, we are nationally recognised for our performances in many sports including football, basketball, handball and athletics. Our talented artists are frequently recognised in national exhibitions and our writers published. We have also been recognised in public speaking, Maths and STEM competitions.

We have a strong alumni network, with former students frequently visiting to inspire future generations and to create opportunities for current students.

#### St Bonaventure's quotes

"Pupils thrive in every way here. They succeed academically and are exceptionally well prepared for their next steps". Ofsted Nov. 2022.

"Pupils are safe, happy and cared for at this school. There is a climate of respect and compassion for all". Ofsted Nov. 2022.

"Pupils behaviour is exemplary". Ofsted Nov. 2022.

"Teachers are experts in their subjects". Ofsted Nov. 2022.

"Pupils develop a highly detailed knowledge of their subjects". Ofsted Nov 2022.

"Pastoral care systems are excellent and ensure pupils live and learn in a secure and loving environment". Diocese Inspection 2019.

For more information please visit [www.stbons.org](http://www.stbons.org)



Introduction by the  
Headteacher  
**Craig Hewitt**

### ETHOS AND AIMS

Stratford School Academy is a high-performing, inclusive, mixed, community school characterised by high expectations, a rigorous academic curriculum and caring pastoral systems.

This means ensuring students achieve excellent exam results whilst also

developing the qualities and characteristics to enable them to thrive in a rapidly changing world. We believe that every student at SSA can excel. We do this by providing a school environment with excellent behaviour based on mutual respect, great teaching, a wide range of engaging activities beyond the classroom and really knowing and valuing every child. This means you can send your child to SSA knowing they will be safe and cared for, follow a broad academic curriculum that creates life-long learners and be supported to achieve the best of their potential.

As a school community we hold three core values; Respect, Excellence and Responsibility. Our values are woven into our curriculum and build the foundations for our compassionate, ambitious and confident young adults.

### CURRICULUM

High quality teaching is at the heart of what we do. Our curriculum is aspirational and builds on prior learning experiences. Individual targets support the expectation that all students make maximum progress, with the acquisition of knowledge and cultural capital necessary for success in life. At SSA we know the key 'passport' to future success is a set of good GCSE results. Our classroom teaching and our wider programme of support and intervention mean staff 'go the extra mile' to ensure success. We recruit well-qualified specialist teachers and we only ask them to teach the subjects they are trained in.

'The curriculum across all year groups is carefully organised and delivered pupils achieve well' OFSTED October 2022

We ensure teachers are kept up-to-date with the most effective teaching methods. This means students benefit from well-planned, engaging lessons. Homework reinforces what has been taught and regular assessments enable us to quickly identify and close any gaps, meaning no-one falls behind.

We also recognise that students need to experience a wide range of activities beyond the classroom in order to be successful. Every student has the opportunity to participate in the Duke of Edinburgh Award and national competitions in Drama, Science and Maths. We have a lively debating club, which has seen local and national recognition, as well as popular art, sport, music and theatre groups. Excellent advice on careers helps our students make well-informed decisions about their continuing studies and future careers.

### PASTORAL CARE

'This is a school where pupils learn successfully in a calm and supportive environment' OFSTED October 2022.

Our school is organised into two small schools, this means we really get to know the students. This helps us to build the positive relationships that encourage good behaviour and support learning. Good relationships with families are very important to us at SSA; that's why we host regular coffee mornings and work with parents to ensure good communication and strong partnerships. All students belong to a tutor group and Year team, with students taking pride in contributing to their immediate and wider communities. We trust our students. They are welcome in our well-maintained new buildings before school and during breaks and lunchtimes. The food we serve is nutritious. As a result, our students feel safe, cared for and happy.

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



# DON'T LIMIT YOUR OPPORTUNITIES.

1

2

3

4

5

6

**USE YOUR SIX PREFERENCES.**

**YOU SHOULD APPLY FOR MORE THAN ONE SCHOOL.**

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

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

**WE ARE NEWHAM.**



## Section 2

How to apply for a  
secondary school place

# YEAR 7 ADMISSION FOR SEPTEMBER 2024

## IMPORTANT DATES FOR FAMILIES

For children born 1 September 2012 to 31 August 2013



**National closing date: Tuesday 31 October 2023.**

Add a reminder to your diary or phone calendar at least 3 days before 31 October 2023.



Applications received from 1 November 2023 will be processed as 'late'.

Late applicants are placed after all on time applicants.

### Applying on-line:

To avoid possible delays due to technical issues with your devices or internet connection, please apply before 31 October 2023.

### Applying by using a paper form:

To avoid possible postal delays we recommend you deliver your form to your primary school before 31 October 2023 so they can send to us.

### September 2023 – October 2023

Families should try to attend all open evenings to find out about all schools in Newham - not just those you know about, as these meetings may change your mind about your preferred schools.

### September 2023

Junior and primary schools in Newham hand out a copy of this prospectus to all year 6 children.

The schools will also invite year 6 families to a transferring to secondary school meeting to explain the process.

### 1 September 2023

Pan London eAdmissions portal opens for secure online applications. You can find this via your local council's website. 'We are going to Secondary School' - our annual composite prospectus is published at [www.newham.gov.uk](http://www.newham.gov.uk)



### On time applications: Tuesday 31 October 2023 23:59pm

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

Families who cannot apply online must ask their primary school for support in getting their application to Newham's School Admissions and Appeals Team by the closing date.

Note: applications cannot be backdated unless a school in Newham can confirm receipt by 31 October 2023. Postal receipts of any kind cannot be considered and they do not prove what was sent.

### 31 October 2023 - national closing day

The Pan London eAdmissions online application portal closes for new on time applications and changes on Tuesday, 31 October 2023 at 23:59pm but is still open for late applications.

### Changes to preferences and priority rank order

Changes can be made everyday up to and including 31 October 2023.

Changes made after 31 October 2023 to applications already submitted will be treated as late - this means the original application will be used to determine the outcome on national offer day.

After national offer day your changes will be applied. Any other change after this date will be treated in the same way as late applications.

### 31 October 2023

#### Closing date for supplementary information forms.

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

**Supplementary information forms can only be accepted where they are supporting an eAdmissions or postal main application.**

**SIFs must be sent direct to the school and must not be attached to your eAdmissions application.** If you do not meet the SIF deadline the school's governing body may be unable to rank your application correctly.

### 1 November 2023

Applications (CAF) received after the 31 October 2023 - processed as late applications. Late applications cannot be considered until all the on-time applicants have been given their places.

If you have named any out-of-borough school's on your application form, Newham Council will inform the local authority (LA) where they are located of those applications via secure data exchange.

### Late applications

Applications received from 1 November 2023 to 16 February 2024 will be processed as 'late' applications but they will receive their offer outcomes on the same day as 'on-time' applicants.

### 1 March 2024 – national offer day

All families who applied online via the eAdmissions portal will receive an email on the evening of 1 March 2024 with outcome of their application and next steps.

Newham residents who applied using a paper form will be posted an outcome letter on 1 March 2024 - we cannot guarantee when this will arrive.

### 2 March 2024

Year 7 waiting list for September 2024 will be created for each school in Newham. Children will be added in their rightful position on the list based on the school's oversubscription criteria - not the date their family's application was received.

### 2 March 2024 onwards

Offers and alternative allocations continue for late applicants with outcomes being issued usually within a maximum of 10 days of receipt by the school admission team.

### May 2024 onwards

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

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

### Summer term 2024

Year 6 pupils will be invited to attend induction and taster sessions at their secondary school.





### 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 Gmail email account on the eAdmissions site
- It is important that you register well before the deadline, in case there are any problems making your application. The closing date is 31 October 2023 for secondary applications
- We recommend Gmail. However, if you already have an email address you should set your junk mail filter to 'Standard' so that emails from eAdmissions go straight to your inbox. You should check your junk email folder now and then to make sure that messages from the eAdmissions Team are not sent there by mistake
- Once you have registered on the eAdmissions site,

we will send you an email with your **username** and instructions to follow

- Follow the instructions and you will be sent a second email with your **password**
- Please keep these safe as you will need them to log in and apply for any other children you have, and to see the outcome of your application in March 2024 for secondary applications
- The email will also contain a link which will take you to the eAdmissions login page to start your application.

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

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

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

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

#### Please remember

- **Council Tax account number:** Some local authorities will ask you to list this information for the address

where your child lives. For more details select 'local authority details' button on the left hand side bar to see your council's policy on this

- **Child's current school:** Please select the school from the drop down list. Only type the name of the school in the box if your child is at a nursery school or you cannot see the school name listed
- **Twins or triplets and other children of multiple births:** If you have twins or triplets or other children born in a multiple birth 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 School Admissions and Appeals Team
- Make sure you include the details of any brothers or sisters who may be attending one of the schools you have applied for. If you do not tell us, you may lose out on the sibling criterion
- If you would like your child to be considered under medical or social criteria for any of the schools you have applied for, you must tick the relevant box and attach supporting evidence. You can attach documents once you have submitted your application. If you do not provide the evidence to support your application, your request cannot be considered under that criterion
- Some schools ask you to fill in extra forms called Supplementary Information Forms (SIF). If you do not fill in these forms and send them direct to the relevant school, you risk your chance of getting a place at these schools
- It is your responsibility to check that your online application is fully completed and that you have entered all details correctly. If you do not tick certain boxes or enter relevant information (for example sibling box) your application will not be considered under that criterion
- Each time you fill in the information on a page, make sure that you select 'Save and continue' button or the information will not be registered.

### Step 6: Submitting your application

- You can make changes to your online application up until the closing date. Each time you make a change you must resubmit your application
- Select the 'Submit application' button on the last page
- After you have submitted your application you will receive an email confirming details of your online application. The email will list an application reference number similar to this: 316-2024-09-E-123456. If you do not receive a number it means your application was not submitted successfully and you must log in and select the 'Submit application' button again.

### Step 7: Attaching documents

Many local authorities need you to send them information to support your application. You can find out what each local authority needs by reading their information booklet about applying for school places. Select 'local authority details' button on the left hand side bar.

Documents you may need to attach:

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

### Important information

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

### What happens next?

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

# APPLY ONLINE

**ON TIME DEADLINE 31/10/2023**

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



# MOVING UP TO YEAR 7 AT SECONDARY SCHOOL

Applying for Year 7 starting in September 2024

For children born from 1 September 2012 to 31 August 2013

**Every eligible child in England whose parents/carers applied by the national closing date of 31 October 2023 will be notified of their secondary school on national offer day 1 March 2024.**

## Information and application process

### Pan London admissions scheme for children moving from junior/primary school to secondary school

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

**We strongly recommend you name your local secondary school as one of your six preferences.**

### What this means for you

If you are a Newham resident, you only need to apply to Newham's admissions team. This is even if you want to apply for a school place outside Newham, as you have the option to name schools outside of Newham on your application form.

We will pass your information onto the other local authorities using a secure encrypted data exchange which means your data will be totally safe.

### Applying for a Year 7 place for September 2024

You can name up to six schools you would like your child to attend; if you want to name more you must contact Newham's admissions team. The school you most want your child to attend must be named as your first preference and so on. Please remember the more schools you name, the more your child will be considered for - do not limit your opportunities.

Before naming any schools, we recommend you visit them and read their prospectuses. If you wish, you can write on the form the reasons you prefer each school you have named. For example these might include your religious and philosophical views. Do as much research as possible or as much as you want to.

Please remember for schools in Newham we cannot take medical reasons or religious and philosophical views into account at this stage of the processing as they do not form part of our admissions oversubscription criteria.

**We cannot automatically reserve a child a place in any establishment, not even your local school or the school where their siblings attend. We can only consider schools named by the applicant on their Common Application Form (CAF).**

### How do I apply

You need to complete a CAF. The easiest way to apply is online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) – see pages 32-33 for more details.

If you do not want to apply online contact your local primary school for advice.

After **23:59pm on 31 October 2023** the Pan London eAdmissions online portal will close for on-time applications but will continue to be open for late applicants. If you apply late you may not receive your outcome online on national offer day.

**If you apply online your application will not be complete until you receive an email receipt of successful submission from the eAdmissions system. If you do not receive an email receipt it means your application has not been submitted, which means your child will not be offered a school place. If you tried to apply but did not receive an email receipt, you will need to go online to apply again and ensure you receive a receipt - see pages 32-33.**



### Parent/carer's responsibilities

It is the responsibility of every parent or carer to ensure their child receives suitable education. This means parents/carers of Year 6 children must follow the process to ensure their child has a Year 7 place for September 2024 or arrange other suitable education.

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

### Children on roll at all through schools

Families do not need to submit an application for secondary school if their child is on roll in year 6 at an All Through school in Newham and they want the child to move to year 7 in the same school.

Applications for year 7 are only required if the family are interested in a place in another secondary school.

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

- It is the parent/carer's responsibility to obtain, complete and return any supplementary information forms (SIF) for the faith schools named as preferences on their application form.
- If you name one of the Catholic secondary schools in Newham, (St Angela's Ursuline School or St Bonaventure's RC School) as one of your preferences, you **MUST** complete and submit a SIF if you want to be considered under the faith-based criteria
- SIFs are available from: St. Angela's Ursuline School and St. Bonaventure's RC School.
- If your child goes to a Newham Catholic primary school, that school will give the form to you. If not, you must obtain the SIFs you need from the school. [www.newham.gov.uk/secondaryadmissions](http://www.newham.gov.uk/secondaryadmissions) or by calling the school
- SIFs must be completed and returned direct to the school you are applying for. Note: your SIF will not be processed if you attach it to your application.

### Late applications received after 31 October 2023

**If we receive your completed application form after - 31 October 2023 it will be processed as a late application.**

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

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

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

On pages 44-45, you will see that the majority of our school places are offered to 'on time' applicants and only a few schools had places remaining that could be offered to late applicants.

Junior/primary schools in Newham work in partnership with the council to ensure that the families of year 6 pupils submit their application for a year 7 place on time.

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

You must apply using the eAdmissions online portal via the Newham website or request support from your junior/primary school with the application process. We strongly recommend that you apply for your local Newham school as one of your preferences.

If you prefer a secondary school outside of Newham, as a Newham resident you should still follow the process outlined in this guide but should read the composite prospectus of the borough you are applying in order to see how the schools you are interested in offer their places.





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

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

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

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

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

We will use your address at the national closing date 31 October 2023.

If you change your home address before 31 October 2023, we will use the new address – if you provide the required proof (see pages 82). After 31 October 2023, we will use the previous address to determine which school place we offer/allocate.

If you move after 31 October 2023, you must notify the admissions team at Newham in writing of your new address. If you want to change your school preference because of the move, this will be treated as a late application. You must provide the necessary proof of address. We will only consider a child's new address when they have actually moved in. If you have applied online and move to another borough you must contact the borough you were living in when you created your admissions online account to make the change.

### Acceptance or refusal of offer

Do not worry - Unless you return the completed refusal form, if you have been offered a place at a school in Newham, we will automatically accept it for you – this means you don't have to take any action or worry that you might lose the place. For schools outside Newham you must tell us if you want to accept the place using eAdmissions or by emailing

[schooladmissions@newham.gov.uk](mailto:schooladmissions@newham.gov.uk)

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

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

If we are unable to offer a Newham child a place at any of your preferred schools because all the available places were offered to other children with a higher priority for those places, we will allocate your child an alternative place at the closest available school to your home that has a place.

Note: This may not be close to your home and may even be on the other side of the borough but will be the closest to your home with a place.

### Waiting lists

Waiting lists are created for all schools in Newham on 2 March 2024, after the national offer day outcomes have been sent to families.

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

As waiting lists must be organised in accordance with our admissions criteria, late applicants are not disadvantaged. This means they do not automatically go

to the bottom of the list. On the day the waiting lists are created the date you applied is no longer relevant, so each child is added in their rightful place irrespective of when their parent/carer applied.

Your child will automatically be added to the waiting list for any schools located in Newham that you have named as a higher preference than the school your child was offered, until the last school day in December 2024.

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

The waiting lists for most schools in Newham are cleared on the last day of school each term (autumn, spring and summer). Each application form you submit replaces the last. If you are on a waiting list for a school and you submit a fresh form without naming that school as one of your current preferences, your child's name will be withdrawn from that school's waiting list. So for your child's first year in secondary school, the first time you would need to reapply to be on a waiting list is December 2024. To remain on the waiting list, you must complete a Newham secondary school In Year form and then ensure your child's current school, if in Newham, completes their section and returns it to Newham's Admissions and Appeals Team.

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

### How to use the offer information table on pages 44-45.

The table is provided to help you consider whether your child is likely to be offered a place at a school in Newham. The table tells you about the number of applications made to each secondary school for year 7 admission in September 2023.

This information is only a guide as the application rates may not be the same for this year and the circumstances of the Year 6 children this may be different. Information on home to school distances is provided on pages 44-45.

### What the law says about going to school

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

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

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

# THINKING OF APPLYING FOR A SCHOOL OUTSIDE OF NEWHAM OR A SELECTIVE SCHOOL FOR SEPTEMBER 2024?

## Schools outside of Newham

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

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

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

## Selective Schools

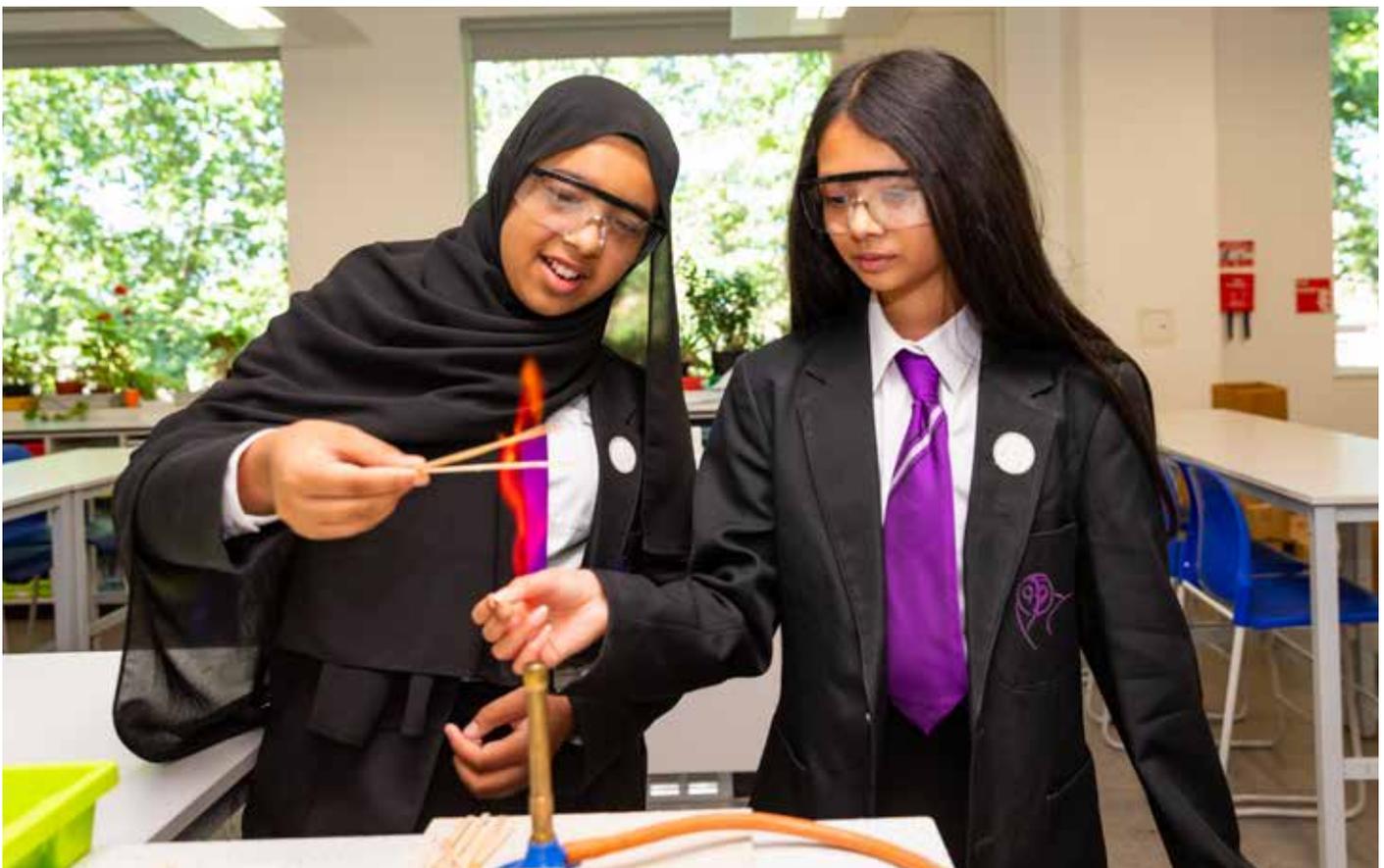
Schools that offer places based on ability and aptitude require each applicant's child to be tested. These include:

- grammar schools
- partially selective ('bilateral') schools

- schools which band applicants by ability to achieve a comprehensive intake
- schools which select up to 10% of their cohort by aptitude in a prescribed subject.

## What is the Pan London process for a September 2024 entry?

- Upon receipt of your test results decide if you want to name any selective schools as your preferences
- Name all the selective and non-selective schools you want your child to be considered for as preferences via the eAdmissions portal or your home local authority's paper copy application
- Correctly submit your common application form (CAF) by the national closing date 31 October 2023, otherwise your application will be considered as late
- Check the websites of your preferred selective schools or call them direct to find out about the testing arrangements
- Register for the tests required by your preferred selective schools - sometimes you will only need to take one test that covers multiple schools
- Await test information
- Attend testing, as required by the selective school.



# PRIZE DRAW

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

Five winning children will be selected at random.

## Why you should apply online:

- your child will be entered in the prize draw
- your child's details are safe and secure
- you will receive a confirmation email when you have successfully submitted your Year 7 application
- you can log in and change your school preferences any time right until 23:59 on 31 October 2023
- you will receive an email during the evening of 1 March 2024 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 2023 to create a password and start your application.



## \*Prize draw terms and conditions:

- All online year 7 2024 applicants 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 have their photograph taken with consent for it to be published.

The uniform will be purchased by Newham Council and will be offered to the prize winner. The uniform will consist of the following:

### Package 1:

- x6 plain trousers or plain skirts
- x6 long or short sleeve buttoned shirts
- x6 polo shirts
- 1 badged school jumper or sweatshirt

OR

### Package 2:

- x1 School blazer

The winners will be chosen at random after the national offer date of 1 March 2024. Winners will be notified within 28 days of the draw.

Winners will need to provide the correct size of the uniforms when requested.

## DATA SHOWING HOW WE OFFERED YEAR 7 PLACES AT SCHOOLS IN NEWHAM- SEPTEMBER 2023 ENTRY

1 Establishment	2 Actual Places	3 On Time Applications	4 EHC Plan	5 Looked After & Previously Looked After	6 SEN Resource
Bobby Moore Academy	180	562	0	1	0
Brampton Manor Academy	450	2864	12	6	0
Cumberland Community School	300	756	4	1	3
Eastlea Community School	180	237	3	0	4
Forest Gate Community School	275	1543	8	4	0
Harris Academy Chobham	210	918	6	2	0
Harris Science Academy East London	120	218	1	1	0
Kingsford Community School	330	685	0	0	0
Langdon Academy	360	934	8	1	4
Lister Community School	330	885	3	1	6
Little Ilford School	360	931	13	0	5
Oasis Academy Silvertown	125	486	3	0	0
Plasht School	305	781	4	0	0
Rokeby School	180	245	2	0	0
Royal Docks Academy	210	505	8	0	4
St Angela's Ursuline School	192	386	0	1	0
St Bonaventure's RC School	210	399	4	0	0
Sarah Bonnell School	270	703	3	2	0
School 21	0	643	1	0	0
Stratford School Academy	330	1145	7	0	2
<b>Total</b>	<b>4917</b>	<b>15826</b>	<b>90</b>	<b>20</b>	<b>28</b>

The information is based on applications received by last year's closing date for pupils starting secondary-phase schools in September 2023. The information is useful because it shows the number of pupils given a place under each category of 2023 admission criteria. These figures do not include the offers made to Newham residents in out-of-borough schools. For information for past years visit [www.newham.gov.uk](http://www.newham.gov.uk)

1. Name of Newham secondary-phase school
2. Number of Year-7 places available at the school for September 2023
3. Number of applications received by the closing date naming the school as a preference
4. Children with an EHC Plan naming the school
5. Looked after or previously looked after children in the care of a local authority
6. Children placed in SEN resource provisions without an EHC Plan as determined by the 0-25 SEND service
7. Number of children who were given a place because they have a brother or sister at that school in the relevant year September 2023.
8. Children who have a parent employed by the school as listed in their admission criteria
9. Children who attend a link primary school and have a sibling at the Secondary school
10. Children who attend a link Primary

	7	8	9	10	11	12	13	14	15	16	17
	Sibling	Staff Child	Link with sibling	Link or All-Through pupils	Priority Area & Sibling	Priority Area	All Other	Local Authority Alternative Allocation	Total	Criterion of Final Offer	Distance of Final Offer (miles)
	24	0	N/A	N/A	N/A	N/A	155	0	180	All Other	2.778
	146	0	N/A	N/A	N/A	N/A	286	0	450	All Other	0.77
	50	2	N/A	N/A	N/A	N/A	141	51	252	N/A	N/A
	25	0	N/A	N/A	N/A	N/A	60	14	106	N/A	N/A
	83	2	N/A	N/A	N/A	N/A	178	0	275	All Other	0.695
	35	0	N/A	90	N/A	N/A	78	0	211	All Other	0.5616
	10	See page 91 for further breakdown of priority groups					44	14	70	N/A	N/A
	52	1	N/A	N/A	N/A	N/A	197	58	308	N/A	N/A
	74	2	N/A	81	N/A	N/A	190	0	360	All Other	1.036
	69	2	N/A	N/A	N/A	N/A	244	5	330	N/A	N/A
	101	0	N/A	N/A	N/A	N/A	241	0	360	All Other	0.803
	22	0	N/A	N/A	N/A	N/A	100	0	125	All Other	1.411
	57	0	N/A	N/A	N/A	N/A	244	0	305	All Other	1.273
	20	2	N/A	N/A	N/A	N/A	47	2	73	N/A	N/A
	33	1	N/A	N/A	N/A	N/A	131	16	193	N/A	N/A
	See page 86 for further breakdown of priority groups							21	192	N/A	N/A
	See page 88 for further breakdown of priority groups							0	210	N/A	N/A
	42	1	N/A	N/A	10	26	184	1	269	N/A	N/A
	0	0	N/A	74	N/A	N/A	0	0	80	N/A	N/A
	31	1	22	127	N/A	N/A	141	0	331	N/A	N/A
	<b>874</b>	<b>14</b>	<b>22</b>	<b>372</b>	<b>10</b>	<b>26</b>	<b>2661</b>	<b>182</b>	<b>4710</b>	<b>N/A</b>	<b>N/A</b>

- school or is on-roll at an All-Through school
- Children who live in the school's priority area, Sarah Bonnell School only.
  - Children who live in the school's priority area but do not have a sibling on roll at the school
  - Children offered a place who are not in any higher priority group, based on their home to school walking distance measurements (closest first)

- Children who were given a place at this school because they could not be offered a place at any of the schools listed on their application form (closest school with a vacancy)
- Total number of 'on-time' applicants offered a place at the school on National Secondary School Offer Day (1 March 2023)
- The priority group (criterion) where the final place was offered

- The home to school distance of the child who was offered the last place.

**N/A** Does not apply to this school.

# IN YEAR ADMISSIONS

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

## Finding a secondary school place in Newham for:

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

## Information and application process

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

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

However, each secondary school has a limit on how many children it can take in each year group.

## Summary of In Year admissions for 2022/2023 school year

Every year Newham's Admissions and Appeals Team receives over 1,200 new 'In Year' admission applications from parents/carers for their children who have recently moved into or returned to Newham or just want their child to attend secondary school in Newham for the first time. In addition we have over 1000 applications from families who want to change their child's school within Newham because, for example, they have moved.

## How to apply

To apply for any of the schools located in Newham you only need to complete the in year application form. For applications for schools outside of Newham, contact the local authority the school is in, or visit their website, for information on the application process.

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

To apply for a place at a voluntary-aided faith school you must complete a Supplementary Information Form (SIF) as well as a CAF if you want to apply under the faith-based criteria.

You have the right to name any schools as your preferences. We strongly recommend that you use at least one of your six preferences to name your non-faith local secondary Newham school where most children

will have the highest priority for a place. If you apply using the online form you will receive an automatic acknowledgment to confirm that your application was successfully submitted. If you apply using a paper form you should receive an acknowledgment letter within five working days. Remember if you do not receive an acknowledgment it might mean that Newham's Admissions and Appeals Team have not received your application so it is important to call **020 8430 2000** from the sixth day to find out what's happened. We aim to start processing all applications within two working days of receipt, so you should receive an acknowledgment within five working days.

As a result of this being a coordinated process, you will now receive the highest of your named preferences available. This offer will usually be made within ten school days of your application being received in Newham's Admissions and Appeals Team.

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

**The admission arrangements for the 2023/2024 school year can be found at [Microsoft Word - LB Newham School Admission Arrangements - Sept 2023](#) or email [schooladmissions@newham.gov.uk](mailto:schooladmissions@newham.gov.uk).**

**Do not refer to the admission arrangements in this guide as these are for the 2024/2025 school year.**

Apply online for a place at [www.newham.gov.uk/inyear](http://www.newham.gov.uk/inyear)



- Decide which school(s) you would like your child to go to. We recommend you visit the school(s) you are considering - make an appointment before you go
- If you choose to read a school's Ofsted report remember to check the date of the report as significant changes, like a change of head teacher, may have happened since it was written
- If you want to apply for a school outside of Newham, visit their website for details
- Although you have the right to apply for schools that are outside of Newham, we strongly recommend that you also apply for your local Newham school as this will be the school where your child has the highest priority for a place.
- If you have applied using a paper form, return it to:  
**School admissions, PO Box 69972, London E16 9DG**
- We aim to add online applications to our database within 24 hours of receipt by Newham's Admissions and Appeals Team. For paper forms this may be a few days after it is received in a council office. This means, if you use first class post, it should be on our database within five working days of you posting it. We will send you an acknowledgment explaining what happens next; this will be by email if you apply online or if you supplied your email address on a paper form. If you do not receive this within seven working days of sending your application email [schooladmissions@newham.gov.uk](mailto:schooladmissions@newham.gov.uk) for advice
- By law all school places must be offered in accordance with each school's own admissions policy/arrangements over subscription criteria. For admissions arrangements for the school year starting September 2023 ending August 2024, visit [Microsoft Word - LB Newham School Admission Arrangements - Sept 2023](#) for all schools located in Newham
- Newham's Admissions and Appeals Team aims to have a decision from all the schools you have named as your preferred schools within five school days of receiving it. Remember this is school days so, if you apply just before or during a school holiday, the school will not be available to consider your application until they return to work after the break.

Your child can only be offered a place at the school you prefer if there is a place. If your child has lost their place at a Newham school because of an extended or unauthorised visit or holiday abroad, there is no guarantee that your child will be offered a place back in that school

when you return to Newham, even if you name it as one of your preferences on your application form.

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

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

If you still choose not to accept the place you must notify Newham's Admissions and Appeals Team in writing at [schooladmissions@newham.gov.uk](mailto:schooladmissions@newham.gov.uk) of the alternative arrangements you have made for your child's education.

### Appeals

If your child does not get a place at your preferred school you have the legal right to an independent appeal hearing (see page 52-56).



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

## CHANGING SCHOOLS WITHIN NEWHAM (INTERNAL TRANSFERS)

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

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

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

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

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

Moving any child from one school in Newham to another school in Newham, except at the end of year 6 or when starting reception for the first time, could be detrimental to your child's progress. Stability in any child's life is really important and for children school is a major aspect of their lives that should remain constant wherever possible. Changing schools may result in a child being

worried about trying to get used to new routines, new rules, new teachers and making new friends. This means they may find it harder to concentrate on their schoolwork.

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

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

Remember schools can usually settle most issues once they know about them so it is essential that parents/carers share their concerns and worries as the earliest opportunity.



### Changing schools for children and young people who have started their GCSEs

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

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

### Applying to change schools within Newham

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

See pages 46-47.

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

If you do not get an acknowledgment or offer within seven days please email [schooladmissions@newham.gov.uk](mailto:schooladmissions@newham.gov.uk) for advice.

### Are all transfer request guaranteed?

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

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

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

Parents/carers must remember it is their responsibility to ensure their child receives suitable education so all children must remain on roll at their current school until they are offered a place at another school even if they are on a waiting list, as there is no guarantee they will be offered another place.

### How we offer places

See Section 4.

### Waiting lists

See Section 4.

### Appeals

All applicants who have applied for a place and been refused have the right to an Independent appeal hearing. See pages 52-56.

**The Human Rights Act allows parents/carers to give religious and/or philosophical reasons for wanting a particular school place.**

**The local authority is required to take these into account when it can. In practice, this means we can only take this into account if the school has enough places. In cases where we have more applications than places for a school, we will follow our admissions criteria to decide which children are offered a place.**

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



# HEALTHY TEETH, HAPPY FAMILY!



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

## Keep your teeth healthy:

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

Find a dentist near you by searching "NHS find a dentist" in your web browser. For more information about how to look after your children's teeth, scan the QR code. You can also talk to your school nurse.



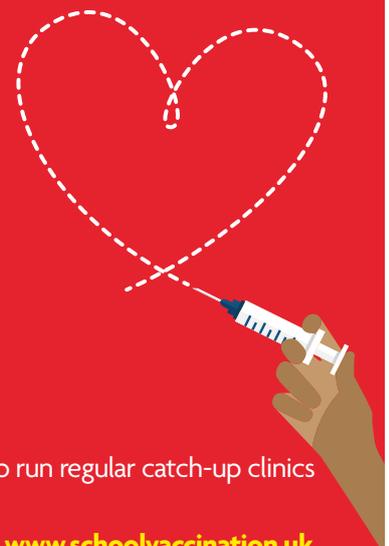
WE ARE NEWHAM.



# VACCINES SAVE LIVES!

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

Secondary School Vaccines	Important Information
HPV	Boys and girls aged 12 to 13 years old Given in 2 doses, 6 months apart Given via injection in arm
DTP (Diphtheria, Tetanus & Polio)	Boys and girls aged 14 years old One dose only Given via injection in arm
Meningococcal	Boys and girls aged 14 years old One dose only Given via injection in arm



Consent forms for the vaccines will be sent from your child's school via a link. You must complete the online consent form to be vaccinated. Your school will provide you with the dates that the immunisation team will be attending your school. For year 8 HPV, this is September / January. Year 9 DTP/ Men ACWY January.

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

For more information, please visit [www.schoolvaccination.uk](http://www.schoolvaccination.uk) or your local school immunisation team [Newham@v-uk.co.uk](mailto:Newham@v-uk.co.uk) or call **020 8214 1395**.

WE ARE NEWHAM.



## **Section 3**

How to appeal and  
independent hearings

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

## Independent appeals

Our appeals process is compliant with 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 Special Educational Needs Disabilities Information, Advice and Support Services (SENDIASS) 0203 373 0707 or email [sendiass@newham.gov.uk](mailto:sendiass@newham.gov.uk)**

## Who can request an independent appeal hearing?

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

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

## How often can an applicant appeal?

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

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

## What can a family not appeal for?

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

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

- note above regarding EHC plans)
- An Alternative Provision (AP).

## How to lodge (apply for) 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://secondary.harrischobham.org.uk/1257/admissions>

Or

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

## Schools outside of Newham

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

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

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 appellants will:

- Receive a letter from NISAAS who are independent advising you where, when and how your appeal will be heard and the names of who will be present. It will usually be during office hours and held virtually through a conferencing facility, for example Zoom. Alternatively your appeal may be heard in person at either Newham Dockside, Newham Town Hall or another suitable venue.
- 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 your case, such as medical evidence or letters.

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

### What is the timeline?

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

#### Normal admissions:

The normal point of entry to school is September, as part of a transition from one year group to another. For example entry for primary to secondary transition and 14-19 transition.

For all applicants whose school application was submitted in time for an outcome to be sent to them on national offer day (1 March 2024), appeals must be heard within 40 school days of their deadline for lodging appeals.

The deadline for lodging appeals for September 2024 entry will be 23:59 on 29 March 2024 for Year 7 entry.

For all applicants whose school applications were submitted too late for the outcome to be sent to them on national offer day (1 March 2024), appeals must be

heard where possible within 40 school days of their deadline for lodging appeals or within 30 school days of the appeal being lodged.

#### In year admissions

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

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

All 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, that they 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 Independent panel's decision.

#### The Independent Panel

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

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

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

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

### **Admission Authority Presenting Officer**

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

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

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

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

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

### **Observers**

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

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

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

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

### **Multiple group appeals**

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

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

### **Individual hearing**

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

### **Order of the hearings**

#### **Stage 1**

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

the Admission Authority's statement.

#### **Stage 2**

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

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

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

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

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

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

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

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

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

For all year groups from reception to Year 6 in multiple 'group' appeals, the panel must not compare the individual

cases when deciding whether an appellant's case outweighs the prejudice to the school. However, where the panel finds there are more cases that outweigh prejudice than the school can admit, it must then compare the cases and uphold those with the strongest case for admission. Where a certain number of children could be admitted without causing prejudice, the panel must uphold the appeals of at least that number of children.

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

For next steps visit [www.gov.uk/schools-admissions/complain-about-the-appeals-process](http://www.gov.uk/schools-admissions/complain-about-the-appeals-process) (DfE):

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 (LGSCO):**

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

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

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

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

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

A complaint to the Education Department for Education must be lodged within six months of the date of the appeal hearing.

### **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 and Social Care Ombudsman nor the Secretary of State for Education can review or overturn the decision of an appeals panel.

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



**Primary to Secondary Transfer Appeals for September 2023  
Heard by 21 July 2023**

<b>Establishment</b>	<b>Heard</b>	<b>Upheld</b>	<b>Not Upheld</b>
Bobby Moore Academy	4	0	4
Brampton Manor Academy	111	0	111
Cumberland Community School	0	0	0
Eastlea Community School	0	0	0
Forest Gate Community School	47	2	45
Harris Academy Chobham	20	1	19
Harris Science Academy East London	0	0	0
Kingsford Community School	2	0	2
Langdon Academy	16	0	16
Lister Community School	7	0	7
Little Ilford School	20	1	19
Oasis Academy Silvertown	16	0	1
Plashet School	7	0	7
Rokeby School	0	0	0
Royal Docks Academy	2	0	2
Sarah Bonnell School	2	0	2
School 21	8	0	8
St Angela's Ursuline Convent School	0	0	0
St Bonaventure's Catholic Comprehensive School	1	0	1
Stratford School Academy	15	1	14
<b>Total</b>	<b>278</b>	<b>5</b>	<b>273</b>





## **Section 4**

# Determined School Admission Arrangements for Secondary Schools

For entry from September 2024

# LONDON BOROUGH OF NEWHAM

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

For entry from September 2024 onwards

### These are the Determined Arrangements for:

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

### Introduction and legal overview

All admissions authorities for state funded schools in England must comply with the current 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 2022 and 31 January 2023. 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.

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 and hard copy versions of the LB Newham's annual composite prospectuses – autumn 2023 editions available for 1 September 2023:

- **We are starting school** (Reception entry from September 2024 and in year 2023/2024)

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

- **We are going to secondary school** (Year 7 entry from September 2024 and in year 2023/2024)

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 2024 entry
- School Standards Framework Act 1998
- [School Admissions Code](#) (September 2021)
- [School Admission Appeals Code](#) (October 2022)
- [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](#) (July 2022)
- [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 UTC's 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 2024/2025 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, Education Access.

LB Newham's Education Access 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 2024, where the application is being submitted after 31 August 2024:

- 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 Education Access [In year application form](#)
- Newham Education Access 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:

School Admissions and Appeals Team  
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 a family's 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



### 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 School Admission and Appeal Team 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.

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 [schooladmissions@newham.gov.uk](mailto:schooladmissions@newham.gov.uk) for the Newham common application form.

**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 Education Access 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 – 16 April** or first working day after this date where it falls on a weekend or a bank holiday.

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

For families who applied using a paper application form their outcome letter 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 Education Access 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 Education Access 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' '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
  - 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 Education Access 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, Education Access 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 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 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 Education Access.

Proof of employment cannot be accepted from the applicant.

#### Service child

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

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

#### Siblings

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

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

If a family has more than one child at the preferred school, they must name a child in the sibling section who

is reasonably expected to be on roll when the child on the application is due to start.

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

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

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

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

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

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

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

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

Examples of those who will not be considered as siblings

- Cousins, aunties, uncles, friends, other family members even when living in the same home,
- Other children living in the same household who are not included in the list above,
- Children 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 Education Access in writing [schooladmissions@newham.gov.uk](mailto:schooladmissions@newham.gov.uk) of the sibling's recent enrolment details for the child's priority for a place from the waiting list to be changed to include their new sibling priority.

Conversely if a child is on a waiting list and has sibling priority, if their sibling is removed from the schools roll following the submission of their application their parent/carer must notify Education Access in writing [schooladmissions@newham.gov.uk](mailto:schooladmissions@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 maybe 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 maybe withdrawn. In some

instances this can lead to prosecution and the child being removed from the roll of a school.

### Change of home address

If a child awaiting a school offer or is on a waiting list, changes their home address their parent/carer must notify Education Access in writing [schooladmissions@newham.gov.uk](mailto:schooladmissions@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, Education Access 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 Education Access are not notified of an address change, in writing by the family to [schooladmissions@newham.gov.uk](mailto:schooladmissions@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, Education Access 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 [schooladmissions@newham.gov.uk](mailto:schooladmissions@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 Education Access 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, Education Access 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 Education Access 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 Education Access 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 Education Access 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, Education Access 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 Admission Appeals Code that can be found at [School Admission Appeals Code](#).

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

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

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

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

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

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

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

The Local authority uses an Industry Leading and Council approved Geographical Information System (GIS) to calculate shortest walking distance measurements. This system provides distances in miles and yards to three

decimal places using a routing database system, based upon two dimensional maps. Contour, elevation or terrain is not taken into account when the distances are measured.

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

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

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

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

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

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

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

All calculations are based on the child's home address



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

### Shortest walking distance

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

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

#### Route (shortest walking distance)

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

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

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

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

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

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

### Second stage tiebreak

If the LA's system calculates that two or more pupils applying for the same school in the same year group have the same home to school distance (to three decimal places) the following criteria is used to determine their priority.

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

In all other cases random allocation would be used to determine which of the children will be offered



the place available. An officer independent of Children's Services and the admissions processes will be responsible for drawing the name of the successful applicant and the draw will be overseen by an independent adjudicator who will not work in Children Services or have any involvement with the admissions processes.

### For applications from outside of Newham

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

### Gates and entrances

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

- Brampton Manor Academy – Boundary Lane E6
- Central Park Primary School – Loxford Avenue E6
- Little Ilford School – Browning Road E12
- St. Angela's Ursuline Convent School – Main Entrance of Our Lady of Compassion (Upton Park)

- St. Bonaventure's Catholic Comprehensive School – Main Entrance of Our Lady of Compassion (Upton Park)
- St Joachim's RC Primary School – Front Main Entrance of Newham Dockside
- Upton Cross Kirton Road Site – Kirton Road E13

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

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

### Fair Access Protocol

The Council is legally required to have a [Fair Access Protocol](#).

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

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

- 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

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 2024

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 2024

Admission number for Year 7 (normal point of entry) unless otherwise stated			
Bobby Moore Academy	180	Little Ilford School	360
Brampton Manor Academy	420	Oasis Academy Silvertown	120
Cumberland Community School	300	Plashet School	300
Eastlea Community School	180	Rokeby School	180
Forest Gate Community School	270	Royal Docks Academy	210
Harris Academy Chobham (see 1 below)	120	Sarah Bonnell School	270
Harris Science Academy East London (see 4 below)	120	School 21 (see 3 below)	N/A
Kingsford Community School	330	Stratford School Academy	300
Langdon Academy (see 2 below)	270	St. Angela's Ursuline	192
London Design and Engineering UTC (Year 9)	80	St. Bonaventure's	186
Lister Community School	330		

### Notes (read in conjunction with the Additional Places and Capping):

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

- Harris Academy Chobham** – only 120 of the 210 places for September are initially available for open application for primary and secondary transition. The first 90 of the 210 places are taken by their year 6 pupils, who can automatically move into year 7. If any of the year 6 chose to move to another school, their place will become available and offered to the next child on the waiting list with the highest priority.
- Langdon School Academy** – only 270 of the 360 places for September are initially available for open application for primary to secondary transition. The first 90 of the 360 are taken by the Academy's year 6 pupils, who can automatically move into year 7. If any of the year 6 chose to move to another school their place will become available and be offered to the next child on the waiting list with the highest priority.
- School 21** – as the primary and secondary phases of the school both have a roll limit of 75, places will only be available for year 7 if any of their year 6 pupils do not take up their places for secondary education. If any of the year 6 pupils' move to another school, their place will become available to the next child on the waiting list with the highest priority.

### Accommodation

- Harris Science Academy East London** – until the academy moves into their permanent accommodation it is possible that the Admission Number maybe lower than the determined number due to capacity of any temporary accommodation. The Determined Admission Numbers (AN) may increase as a result of any permanent expansions agreed via formal consultation after publication of the admissions consultation and final determination.





## APPENDIX 2

### Documents for Admission

All school offer and alternative allocations for educational establishments for compulsory school aged children are conditional. This means they are made on the condition that the information provided on the application was accurate at the time of signing and submission. If it is found to be fraudulent or deliberately misleading the school place made be withdrawn. For a child to be admitted their parent/carer must provide Newham acceptable proofs as specified below. Where these documents cannot be provided further action 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. Education Access 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.



# VOLUNTARY-AIDED SCHOOLS' DETERMINED ADMISSION ARRANGEMENTS FOR SEPTEMBER 2024

## ST ANGELA'S URSULINE SCHOOL

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

The Governors of St Angela's Ursuline School intends to admit 192 pupils into Year 7 for the academic year 2024/2025. Applications for places at St Angela's for admission in September 2023 were 365. By naming St Angela's as a preference, it is assumed that parents/carers wish their child to receive a Catholic education and support the aims and ethos of the school as described in the school prospectus.

Wherever there are more applicants than places available, priority will always be given to Catholic applicants in accordance with the over-subscription criteria for 2024/2025 listed below.

### Catholic

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

### Practising Catholic

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

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

**Certificate of Catholic Practice** means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter).

It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to

attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests <http://www.dioceseofbrentwood.net/departments/education/school-admissions/>

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

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

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

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

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

1. Looked After Catholic Children or Catholic 'previously Looked After Children' who have been adopted.
2. Baptised Roman Catholic girls whose permanent residence is within one of the following Roman Catholic parish boundaries of the Newham Deanery, and who with their family practise regularly as confirmed by the Certificate of Catholic Reference.

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

3. Baptised Roman Catholic girls, who are resident in Newham, but whose level of practice cannot be supported by the Certificate of Catholic Reference.
4. Any other baptised Catholic girls.
5. All other Looked After Children or 'Previously Looked After Children' who have been adopted
6. Children of families of another Christian denomination in the following order of priority:

- Christians who have been Baptised or have a 'service of dedication' and whose minister can confirm their level of practice as at least monthly
  - All other Christians whose minister can confirm their level of practice as at least monthly
  - Any other Christians.
7. Children of families of other faiths residing in Newham whose religious leader can confirm in writing that they are practicing at least monthly.
  8. Any other applications which are complete - includes all requested evidence.
  9. Any other applications that are incomplete.

**Tie Break**

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

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

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

**Siblings**

See page 68.

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

a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special.

**Sixth form admissions**

For admissions to the Sixth Form please refer to St

Angela's Ursuline Sixth Form Admission Criteria 2024/2025 available from St Angela's Ursuline School, St George's Road, Forest Gate, London, E7 8HU. Telephone number: 020 8472 6022.

### Timescales

To apply for St Angela's Ursuline School in the normal admission round you must complete a Common Application Form available for the local authority in which you live. You must also complete the Supplementary Information Form if you wish to apply under oversubscription criteria.

### Late applications

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

### Accuracy

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

### Pupils with an Education Health and Care plan

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining Plans by the pupil's home Local Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

Children with an Education, Health and Care Plan that names St Angela's must be admitted.

Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available to other children.

### Data showing how we offered Year-7 places at St Angela's Ursuline School - September 2023 entry

\* with Sibling

Actual Places	On Time Applications	Voluntary Aided - 1 *	Voluntary Aided - 1	Voluntary Aided - 2 *	Voluntary Aided - 2	Voluntary Aided - 3 *	Voluntary Aided - 3	Voluntary Aided - 4 *	Voluntary Aided - 4	Voluntary Aided - 5 *	Voluntary Aided - 5	Voluntary Aided - 6 *	Voluntary Aided - 6	Voluntary Aided - 7 *	Voluntary Aided - 7	Voluntary Aided - 8 *	Voluntary Aided - 8	Voluntary Aided - 9 *	Voluntary Aided - 9	Local Authority Alternative Allocation:	Total
192	386	0	0	14	60	2	3	2	8	0	0	2	24	0	7	1	2	1	45	21	192

### Appeals procedure

See pages 52-56

### Waiting lists

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

All waiting lists will be maintained only for the academic year 2024/2025. If parents wish the application to join or to remain on the waiting list for the following year after that date, they need to contact the school in writing to request this after the start of the next school year in early September 2025.

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

### Applications

See pages 38-42.

### Supplementary Information Forms (SIF)

- 1) SIF forms obtained from St Angela's school website, should be returned only to the school. A copy of your child's Baptism Certificate must be attached to this application form. The closing date for the forms is 31 October at 5pm.
- 2) **Certificate of Catholic Practice** - obtainable ONLY from the Parish church/ Parish Priest. Catholic applicants will be required to support their application with a Certificate of Catholic Practice, which will confirm practice. Non Catholic applicants must also arrange for their minister/faith leader to send a letter confirming that they are practising at least MONTHLY.
- 3) The Governors require documents detailed on page 82-83

### Fair Access Protocol

See page 91.

## ST BONAVENTURE'S RC SCHOOL

St Bonaventure's has a long and distinguished history, providing a fantastic education for boys since 1877. I am certain that you will want your son to be a part of our ongoing success. As a Catholic school, we are a welcoming and inclusive community who encourage families of all faiths to consider applying to be part of this special and unique school. We base our motto, mission statement and school virtues on Gospel values and the lived experience within our school: faith, hope, charity, integrity, courage, humility and kinship are the heart of all that we do, and expect from our students.

This allows everyone to make the most of every opportunity, learn something new every day, reflect on their experiences and show respect to all they meet both in and outside of school. We expect hard work and high standards, with students trying their best in all that they do. We help them by providing a safe and calm environment with the very best teaching. The Governing board of St Bonaventure's School intends to admit 186 boys into Year 7 in the school year which begins in September 2024.

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

1. The Common Application Form (CAF) for Year 7 application must be returned to Education Access Section by **31 October 2023**. The St Bonaventure's School Supplementary Information Form (SIF) (obtained from London Borough of Newham; downloaded from the school's website: [www.stbons.org](http://www.stbons.org) or collected from the school's reception) together with a photocopy of the Baptismal Certificate should be returned to St Bonaventure's School, who will provide a receipt if requested. A photocopy of the Baptism Certificate must be firmly attached to this Supplementary Information Form. The closing date for the SIF to be handed directly to St Bonaventure's is **31 October 2023**.
2. Non-Newham residents must apply through their own local authority using the appropriate Common Application Form (CAF). They can either obtain the St Bonaventure's School Supplementary Information Form (SIF) from the school's reception; download from the school's website: [www.stbons.org](http://www.stbons.org) or contact Newham's Pupil Service Section to be sent one. Non-Newham residents should return their own borough's CAF to their local authority by the specified deadline. The St Bonaventure's School Supplementary Information Form (SIF) together with photocopies of the Baptismal Certificate must be completed and returned to St. Bonaventure's by **31 October 2023**.
3. Catholic applicants will be required to support their application with a Certificate of Catholic Practice, which will confirm practice as a regular member of the Catholic faith. The Certificate of Catholic Practice can be obtained from your Parish Priest. This must be returned to St Bonaventure's by **31 October 2023**.
4. Non-Catholic applicants will need to obtain a Non-Catholic Faith Leader Reference Form, this will be available on the school website [www.stbons.org](http://www.stbons.org) and arrange for this to be returned to St Bonaventure's by their Faith Leader by **31 October 2023**.  
**Applicants should note that unless the SIF described above has been completed and returned on time to the school, the Governors will be unable to determine the criteria and so the application will be placed under Criterion 9: "Other Applicants" by default. If the Common Application Form is not completed and returned to the appropriate Education Authority as explained above the application will be invalid and the Education Authority will not offer a place in St Bonaventure's school.**
5. The Admissions Authority of St Bonaventure's will inform parents of the outcome of the determination of applications following an admissions meeting held in December 2023. This letter will inform applicants of the criterion in which their application has been placed. This will not be an offer of a place at St Bonaventure's.
6. Parents will be advised of the outcome of their application by Schools Admission and Appeals Team, not the school on **1 March 2024 National Offer Day**. Unsuccessful applicants will be advised of their right of appeal to an independent appeal panel.
7. Parents wishing to Appeal must do so in writing 20 days after they have received confirmation of their offer from Education Access.

## Data showing how we offered Year-7 places at St Bonaventure's RC School School - September 2023 entry

Actual Places	On Time Applications	EHCP	Voluntary Aided - 1 with Sibling	Voluntary Aided - 1	Voluntary Aided - 2 with Sibling	Voluntary Aided - 2	Voluntary Aided - 3 with Sibling	Voluntary Aided - 3	Voluntary Aided - 4 with Sibling	Voluntary Aided - 4	Voluntary Aided - 5 with Sibling	Voluntary Aided - 5	Voluntary Aided - 6 with Sibling	Voluntary Aided - 6	Voluntary Aided - 7 with Sibling	Voluntary Aided - 7	Voluntary Aided - 8 with Sibling	Voluntary Aided - 8	Voluntary Aided - 9 with Sibling	Voluntary Aided - 9	Local Authority Alternative Allocation	Total
186	399	4	0	0	18	58	2	6	0	3	0	0	0	2	3	11	10	18	2	73	0	210

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

1. The attendance of a sibling at the school who will be on the school roll at St Bonaventure's in September 2024, in Years 8-13 will take priority within each criterion.
2. Distance from home to the nominated central point of Newham, which has been agreed as the Front Entrance of Our Lady of Compassion Catholic Church, Green Street, London E13 9AX. This distance is determined by London Borough of Newham, using the 'Shortest Walking Distance' and will be used to rank order applicants within each criterion.

### Tie – Break

In the event of two or more children living equidistant from the nominated central point of Newham, the place will be offered by random allocation. Further details can be found by reading the London Borough Of Newham Home To School Distance Calculations Protocol, available on the school website <https://www.stbons.org/admissions-information/>

### Definitions

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

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

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

An adoption order in England, is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the

Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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

**'Practising Catholic'** – it is the role of a priest to determine whether applicants meet the criteria for qualification as practising Catholic families. The definition of a practicing Catholic is defined by 'Canon Law' which states that the faithful are obliged to participate in Sunday Mass and Holy Days. Ref:

[http://www.vatican.va/archive/ENGLI04/\\_P4N.HTM](http://www.vatican.va/archive/ENGLI04/_P4N.HTM)

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

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

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

**'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Christian Church. The list of churches recognised as belonging to the Eastern Christian Churches can be found on the school website [www.stbons.org](http://www.stbons.org) **'Churches Together In England'** CTE is a national body set up in 1990. CTE is a visible sign of the Churches' commitment as they seek a deepening of their communion with Christ and with one another, and proclaim the Gospel together by common witness and service. Its strength comes from people from different traditions finding new ways to work and worship together. A list of member churches belonging to CTE can be found on the website <https://cte.org.uk/about/whos-who/member-churches/> For the purposes of this policy, deanery boundaries as laid down by the Diocese of Brentwood) are as shown on the map in the school reception.

### Admission to sixth form

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

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

### Appeals procedure

Parents may appeal against the decision of the Governors to offer their son a place. See appeals process on pages 48-52.

### Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting For Year 7 for September 2023 online via [www.eadmissions.org.uk](http://www.eadmissions.org.uk) by 11.59pm on 31 October 2023 list. The waiting list

will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list.

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

### SEND Applications

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

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

**Criteria 1** - Adopted, "Looked After" (LAC), previously "Looked After" and Internationally Adopted Previously Looked After Children from overseas state care (IAPLAC) from Catholic Families.

**Criteria 2** - Practising Catholic children, as determined by a Catholic Priest using the Certificate of Catholic Practice Form, who are resident in the Deanery of Newham.

**Criteria 3** - Practising Catholic children, as determined by a Catholic Priest using the Certificate of Catholic Practice Form, who are resident outside of the boundary of the Deanery of Newham.

**Criteria 4** - Baptised Catholic children as determined by a Catholic certificate of baptism.

**Criteria 5** - Adopted, "Looked After" (LAC), previously "Looked After" and Internationally Adopted Previously Looked After Children from overseas state care (IAPLAC) who are not Catholic.

**Criteria 6** - Members of an Eastern Christian Church, whose application is supported by an appropriate Minister of Religion using the Reference Form for Non- Catholic Faith leaders.

**Criteria 7** - Members of other Christian denominations that are members of "Churches Together in England", whose application is supported by an appropriate Minister of Religion using the Reference Form for Non- Catholic Faith leaders.

**Criteria 8** - Children of other Faith traditions, whose application is supported by an appropriate Religious Leader using the Reference Form for Non-Catholic Faith leaders.

**Criteria 9** - All other applicants.

# ACADEMY AND FREE SCHOOLS DETERMINED ADMISSION ARRANGEMENTS FOR SEPTEMBER 2024

## HARRIS SCIENCE ACADEMY EAST LONDON



Harris Science Academy East London is an 11 – 18 mixed free school for pupils of all abilities and backgrounds with 125 places available in Year 7. We accept pupils from across London. Our pupils live almost equally in Newham and Tower Hamlets with some coming from even further afield. This is something we are keen to maintain as it gives the school a uniquely diverse pupil intake. We do not operate any form of aptitude or academic selection in pupil admissions. **However, the education we offer is unashamedly academic and this is something that we know our pupils and parents value highly.**

### Over subscription criteria

**1. Children with an EHC plan** are admitted to the Academy 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. 4.2 Where this happens in the normal admission round (i.e. entry to Year 7 in September) these children will be allocated places before all other children, reducing the number of places left within the published admission number (PAN).

**2. Looked after and previously looked after children.** A 'looked after child' is one 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 one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category may need to be supported by documentary evidence confirming the child's status, such as a signed letter from the child's current or former social worker confirming their status, and/or an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When assessing the evidence provided, the DfE's current guidance will be followed. Where the Virtual School Head at the Local Authority has already verified the

child's status and the Academy is able to confirm this with them, there will be no need further evidence to be provided to the Academy.

**3. Children with a sibling at the Academy in Years 7 to 11.** For inclusion in this category, the sibling must attend the Academy in Year 7 to 11 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), a step sibling (one child's parent married to the other child's parent), or a child of their parent's cohabiting partner. 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 avoidance of doubt, a child of a 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, the sibling's full details must be provided in the application form.

**4. Children of staff members employed at Harris Science Academy East London.** For inclusion in this category, the staff member must be permanently based at Harris Science Academy East London 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; and/or
- Recruited to fill a vacant post for which there is a demonstrable skill shortage, as confirmed by their HR Manager.

For the avoidance of doubt, or 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.

**5. Distance from the Academy.** After places have been filled by the criteria above, 1/3 of any remaining places will be offered to children who live between 0 and 1.499km from the school, measured by straight-line distance from the main school entrance of the current school location (as specified in the school prospectus or on the school website) to the child's home address being the home address of the main carer as set out on the application form. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.

After places have been filled under the criteria above, 1/2 of any of the remaining places will be offered to children who live between 1.500km and 2.999km from the front gate of the school. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.

After places have been filled under the criteria above, any remaining places will be offered to children living a distance of 3.000km or beyond from the front gate of the school. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.

**6. All other children.** This category will include all children who do not fall into any of the oversubscription categories above.

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

#### Waiting List

- The Academy operates a waiting list for children who are unsuccessful in achieving a place 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.

#### Data showing how we offered Year-7 places at Harris Science Academy East London School - September 2023 entry

Band	A	B	C	D	E	F	G	Other	Total
<b>Totals</b>	1	10	0	11	11	23	0	30	<b>86</b>

Note: 'Other' figure is Local Authority Alternative Allocation



# HARRIS ACADEMY CHOBHAM

## 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
- In addition to the main school, the Academy also has a sixth form. The admission arrangements for the sixth form are also set out in this policy, insofar as they relate to external candidates. All references to 'child' (and plural derivatives) in this policy should be taken to include references to 'external candidates' (and plural derivatives)
- The Academy also has a nursery offering one year of nursery provision. The Nursery Entry Arrangements are published separately on the Academy's website. Parents should note that children do not automatically transfer from nursery to Reception at the Academy - an application for admission must be made in the normal way, at the appropriate time.

## Definition of a 'Parent'

- In this policy and in education law, the definition of a 'parent' includes a natural or adoptive parent of the child (regardless of whether they child lives with them, has contact with them, or they have parental responsibility for the child). It also includes a person who is not a natural or adoptive parent of the child, but who has care of and/ or parental responsibility for the child.

## Inclusivity and Equality

- The Academy is fully inclusive and welcomes applications for the admission of children with special educational needs (SEN), physical, mental or behavioural disabilities and other protected characteristics defined by the Equality Act 2010. The Academy's admission arrangements are determined and implemented with its equality duties in mind, including the public sector equality duty (PSED).

## Children with an Education Health and Care Plan (EHC plan)

- Children with an EHC plan are admitted to school under separate statutory procedures set out in the Children and Families Act 2014. These procedures are managed by the child's home Local Authority, not under the school's determined admission arrangements. Parents of children with an EHC plan should therefore liaise with their child's home Local Authority's SEN team if they want the Academy to be named in their child's EHC plan as their child's school
- Where this happens in the normal admission round (i.e. entry to Year 7 in September), these children will be allocated places before all other children, reducing the number of places left within the published admission number (PAN)
- At all other times, children with an EHC plan naming the Academy will be admitted even where this means the PAN will be exceeded.

## Published Admission Numbers (PANs)

- The PAN for Reception Year is 90 students
- The PAN for Year 7 is 120 students. This figure relates to external applicants for Year 7 places only, as the Academy's existing Year 6 pupils will simply transfer to Year 7 in the usual way
- The PAN for Year 12 is 50 students. This figure relates to external candidates for Year 12 places only, as the Academy's existing Year 11 students will simply transfer to Year 12 in the usual way, if they meet the Minimum Academic Entry Criteria (see below) and want to continue their education in the sixth form
- Once the total number of places allocated to internal students and external applicants/candidates within a year group are known, it may be possible to admit further external applicants/candidates until the year group reaches capacity.

### **Oversubscription Criteria for Reception Year and Year 7**

- Where there are more applications than places available, the order in which places will be allocated will be as follows:

#### **Looked after and previously looked after children**

A 'looked after child' is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions, in England. A 'previously looked after child' is a child who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements order, residence order, or a special guardianship order.

Applications in this category must be accompanied by a signed letter from the child's social worker or former social worker confirming their status, to be received by the application deadline in the normal admission round.

### **Children of staff members employed at Harris Academy Chobham**

For inclusion in this category, the staff member must be permanently based at Chobham Academy for more than 50% of their normal working hours each week during term time, and have been employed for at least two years at the time of application, as confirmed by their HR Manager.

For the avoidance of doubt, it is not possible for a staff member to have priority at more than one Academy within the Trust.

For the purpose of this category, a 'child' of a staff member is:

- their natural or adopted child, whether they live with the staff member or elsewhere; and/or
- their step-child or child from co-habiting partner, who lives and sleeps with the staff member at their home address for more than 50% of their time from Sunday to Friday night during term time.

For the avoidance of doubt, a step-child or child of a cohabiting partner, who lives elsewhere, will not be eligible for a place under this category.

Applications in this category must be accompanied by a completed Children of Staff Supplementary Information Form, to be received by the application deadline. The same parent must complete both this form and the application form giving only their own details.

Part A must be completed by the parent, and Part B must be completed, signed and stamped by the parent's HR Manager. This form is available to download on the Academy's website, or in hard copy format from the Academy's main office.

### **Children with a sibling at the Academy in Reception to Year 12**

For inclusion in this category, the sibling must attend

the Academy in Reception Year to Year 12 at the time of application/the application deadline and when the applicant child is admitted.

For the purpose of this category, a 'sibling' is a full sibling (sharing both parents), a half sibling (sharing one parent), an adopted sibling or a long term foster sibling (i.e. not a temporary placement). In all cases, the sibling must live at the child's home address (as defined by this policy) as part of the same core family unit. For the avoidance of doubt, a child of the applicant child's spouse, cohabiting partner, friend or extended family member (e.g. cousin) will not be a 'sibling' for this purpose, even if they live at the same address as the applicant child.

For inclusion in this category, parents must state the sibling's details in the application form.

### **All other children**

This category will include all children who do not fall into any of the oversubscription categories above.

### **Child's Home Address**

- The child's home address is the residential (not business) address of their parent (as defined in this policy) at which they live and sleep for more than 50% of their time from Sunday to Thursday night during term time. It will usually be the address at which they are registered with their GP, hospital, dentist and/or optician, and/or where Child Benefit/Child Tax Credit (if eligible) is claimed, at the time of application
- Where any uncertainty arises in respect of the child's home address, the Academy reserves the right to seek documentary evidence to determine which address meets the definition stated above. For the avoidance of doubt, it is the address which meets this definition that will be used to process the application, which may not be the address given by the parent.

### **Children of UK Armed Forces Personnel/ Crown Servants**

See page 67.

### **Statutory Maximum Infant Class Sizes**

- The statutory maximum infant class size for Reception Year, Year 1 and Year 2 is 30 pupils per teacher
- However, certain categories of children may still be admitted where this would result in a class size exceeding the statutory maximum. These categories are set out in regulations and summarised at Paragraph 2.15 of the Code. Where this happens, the additional pupils are 'excepted pupils' who do not count towards the class size until it falls back to 30, when they will no longer be regarded as 'excepted pupils'.

### **Twins, Triplets and Siblings of a Higher Multiple Birth (Reception Year to Year 11 Only)**

- Where a twin, triplet(s) or sibling(s) of a higher multiple birth achieves a place at the Academy within the PAN in the normal way, but their twin, triplet(s) or sibling(s) of a higher multiple birth does not achieve a place, the Academy will admit their twin, triplet(s) or sibling(s) of a higher multiple birth even where this means exceeding the PAN.

### **Application Procedure for Admission to Reception Year/Year 7 in September**

See page 2

### **Application Procedure for In-Year Admission (Mid-Year/Other Year Groups)**

- Applications for admission to Reception Year and Year 7 other than in September, and to Years 1 to 6 and 8 to 11 at any time, are known as applications made 'outside the normal admission round' or 'in-year admission'
- Applications for in-year admission must be made to London Borough of Newham, by completing an In-Year Common Application Form (ICAF) online and submitting it to them. This form and further guidance on the process is available on London Borough of Newham's website, which can be accessed here
- Parents should carefully consider the oversubscription criteria stated above to determine whether other documentation must be submitted in support of the application. This documentation must be submitted at the same time as the application, or the child will be placed in the next oversubscription category that applies.

### **Waiting List**

- The Academy operates a waiting list for children who are unsuccessful in achieving a place in Reception Year to Year 11 throughout the school year
- The waiting list is ranked strictly in accordance with the oversubscription criteria set out in this policy, and not by reference to the date that the child's name was added to the list. This means that a child's name can go down as well as up the waiting list as more names are added
- Children placed at the Academy under the Local Authority's Fair Access Protocol will take priority over children on the waiting list.

### **Statutory Right of Appeal**

- Parents have a statutory right of appeal against the refusal of a place at the Academy. This applies to all year groups, including the sixth form
- Full details of the statutory right of appeal will be set out in the formal letter notifying parents of the refusal

- of a place, including the deadline for lodging an appeal
- The Academy will also publish an appeals timetable for appeals against the refusal of a place in the normal admission round (i.e. to Year 7 in September) alongside this policy on or before 28 February in the year in which offers are made.

### **Requests for Admission Outside Normal Age Group**

- Parents have a right to request that their child is admitted to a year group other than their normal year group at the Academy. This may be to a year group below or above, and there may be a variety of reasons for making this request. For example, the child might be gifted, suffer from long-term or serious illness, or have been educated overseas and/or used to studying at a different level (these are examples only, not an exhaustive list)
- However, parents do not have a right to decide that their child will be admitted outside their normal age group. Such requests must be considered by the Academy's Admission Committee, in order to decide whether or not to agree the request in principle, or refuse the request, taking into account the factors set out below
- Requests for admission outside normal age group are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make their requests in a timely manner, preferably well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions when they subsequently apply for admission. A separate request must be made to the Admission Authority for each school being considered
- Decisions regarding admissions outside of the normal age range are made by the Principal of the site that the student wants to attend on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the parents' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery out of their normal age group, and whether they may naturally have fallen into a lower age group, if it were not for being born prematurely. They will also take into account the views of the Principal of the Academy and, where provided, the Headteacher of any current or previous school
- Parents should make their requests by completing a Request for Admission Outside Normal Age Group Form and submitting it with any supporting documents to the Academy marked for the attention of the Admissions Officer. This form is available to download on the

Academy's website or in hard copy from the Academy's main office

- In all cases, the Admission Committee will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, this letter should accompany the application for admission subsequently made for a place at the Academy
- Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the Academy's published Complaints Policy if they do not believe the request was dealt with by the Admission Committee properly. Parents do, of course, have a statutory right of appeal if they also applied for admission and a place was refused in the child's normal year group as well.

### Primary to Secondary Transition for September 2023 - National Offer Day on time Applicants for Harris Academy Chobham

<b>Actual Places</b>	<b>120</b>
<b>On Time Applications</b>	<b>918</b>
<b>EHCP</b>	<b>6</b>
<b>Looked After &amp; Previously Looked After</b>	<b>2</b>
<b>Sibling</b>	<b>35</b>
<b>Staff Child</b>	<b>0</b>
<b>All Other</b>	<b>78</b>
<b>Total</b>	<b>211</b>



For information on sixth form admission see the school website

# STRATFORD SCHOOL ACADEMY

## General Principles

1. Stratford School Academy is an 11-16 mixed comprehensive school. We do not have any requirement for aptitude from prospective students.
2. There is no guarantee of a place for children who have a brother or sister who attend the school or who attend a linked primary school.
3. Admission to our school is not dependent on any 'voluntary' contribution.
4. The school will endeavour to provide places for students who do not have a brother or sister in the school and who do not attend a link primary school provided that they can be accommodated within the admission limits.
5. Pupils will be admitted at the age of 11+ **without** reference to ability or aptitude using the criteria below.
6. Stratford School Academy recognises that parents may seek a place for their child outside of their normal age group. Where the school agrees to a request the status of that child's application will be the same as all other applications made for that year group at the relevant time.
7. The admission number for September 2024 will be 300.
8. Stratford School Academy participates in the Local Authority co-ordinated scheme and all deadlines within that scheme must be adhered to by applicants.
9. Children with a statement of Special Educational Need or an Education Health and Care Plan naming Stratford School Academy will be admitted.
10. As required by the School Admissions Code the school will give the highest priority to applications on behalf of children in public care (looked after children) and all previously looked after children. (see definitions below)
11. The Board of Governors of Stratford School Academy has determined that the criteria for admissions from September 2024 will be as follows.
  - g. William Davies School, Stafford Road, Forest Gate, London E7 8NL
13. By **sibling** we mean brothers and sisters, adopted siblings, step-children, common law step-children, half- siblings, children subject to a child arrangements order or special guardianship order and foster children (only those "looked after" by any local authority) who permanently live in the same household
14. For Stratford School Academy to take a sibling into account the sibling's name must be correct on the application form and the sibling must be on roll of Stratford School Academy at the time of application.
15. By an **employee** of the Stratford School Academy we mean someone who is on the payroll of the Academy.
16. By **child** of an employee of Stratford School Academy we mean a child living in the same household as an employee or, if living in a different household, then the employee is the natural parent or guardian of that child.
17. For Stratford School Academy to consider the child of an employee then one or other of the following circumstances must apply : a) the employee has been employed at the school for two or more years at the time at which the application for admission to the school is made, and /or b) the employee is recruited to fill a vacant post for which there is a demonstrable skill shortage.
18. **Home Address:** proof of residence will be required by the co-ordinated scheme. The offer of a place may be withdrawn if proof of residency is not met or a place has been offered under fraudulent or intentionally misleading grounds.
19. **Where a child lives part of the week** with one parent and part of the week with another member of the family the '**home address**' will be considered to be the residence where the child spends at least three nights of the school week each week.
20. **Looked After:** A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to the school. This **does not** include Looked After Children from overseas that are in public care.
21. **Previously Looked After:** A child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

## Definitions and Details

12. Our **linked primary** schools are:
  - a. Elmhurst School, Upton Park Road, Forest Gate, London E7 9PG
  - b. Park School, Mathews Park Avenue, Stratford, London E15 4AE
  - c. Portway School, Stratford Road, London E13 0JW
  - d. Selwyn School, Cecil Road, London E13 0LX
  - e. Shaftesbury School, Shaftesbury Road, Forest Gate, London E7 8PF
  - f. St Stephen's School, Whitfield Road, East Ham, London E6 1AS

22. **Previously Looked After Child – Adoption Order, Child Arrangements Order, Special Guardianship Order:** An adoption order, in England, is an order under the Adoption Act 1976 and covering children who were adopted under the Adoption and Children Act 2002. A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

#### Admissions criteria

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

#### Oversubscription criteria

25. In the event of over subscription we will offer places to applicants in this order:
- a. Category 1:** Looked after children and any child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the London Borough of Newham to have been in state care outside of England and ceased to be in state care as a result of being adopted.  
And then
- b. Category 2:** Children of employees of Stratford School Academy (see definitions above) And then
- c. Category 3:** Children who are eligible for the service premium (additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel)  
And then
- d. Category 4:** Children who attend a linked primary school and who have a sibling at Stratford School Academy who is on school roll at the time of application  
And then
- e. Category 5:** Children who have a sibling at Stratford School Academy who is on school roll at the time of application  
And then

- f. Category 6:** Children who attend a linked primary school  
And then
- g. Category 7:** Other children.

#### Tie breaker

26. If there are more applications than places available, then all applicants will be allocated a number via a random allocation (lottery) process. This number will decide a child’s priority within each of the admission criterion set out above. It will only be used if there are not enough available places left to accommodate all the applicants falling under that criterion. Places will then be offered to applicants in accordance with the randomly allocated number, starting with the lowest number first. This process will be independently verified.

#### Applications made outside the normal admissions round

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

#### The Academy waiting list

28. The Academy will hold a single waiting list.
29. In regard to applicants for Year 7 places, all children whose Year 7 applications were unsuccessful (that is, children who were allocated a place at a school for which they had not expressed a preference or for which they had expressed a preference that was lower than that expressed for Stratford School Academy) in the normal admission round will be included on the waiting list on the day following national offer day in March and will remain on the waiting list until the last school day of the Autumn Term.
30. All children whose parents apply for places in other years and for whom the Academy is unable to offer a place will be included on the waiting list on the date their application is rejected.
31. For all other year groups, waiting lists open on the first day of the school term, and are closed and cleared on the last school day of each school term, except where the application was received by Newham Education Access 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.
32. If a parent wishes for their child to remain on be added to the waiting list having been removed, they must

complete a new application.

33. When places become available, if there are more children in the relevant year group(s) on the waiting list than there are places available, then all those on the waiting list will be allocated a number via a fresh random allocation (lottery) process (any number allocated in a previous random allocation will be discounted). This number will decide a child's priority within the highest relevant oversubscription criterion set out above which they meet. It will only be used if there are not enough available places left to accommodate all those on the waiting list in the relevant year group(s) falling under that criterion. If it is used places will be offered to children in order of the randomly allocated number, starting with the lowest number first.

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

34. By the deadline set Stratford School Academy receives 1174 Year 7 applications for 300 places.
- Separately 3 children have a statement of Special Educational Needs or an Education Health and Care Plans that name Stratford School Academy and so are offered places. This means there are 1174 applicants for the remaining 297 places.
  - Therefore each of the 1174 applicants is randomly allocated a number from 1 to 1174.

- 1 applicant falls into Category 1. The school can offer the applicant a place and so does. This leaves 296 places available
- 2 applicants fall into Category 2. The school can offer both applicants places and so does. This leaves 294 places available.
- 1 applicant falls into Category 3. The school can offer the applicant a place and so does. This leaves 293 places available
- 46 applicants fall into category 4. The school can offer all 46 applicants places and so does. This leaves 247 places available.
- 21 applicants fall into category 5. The school can offer all 21 applicants places and so does. This leaves 226 places available.
- 122 applicants fall into criterion 6. The school can offer places to all 122 applicants and so does. This leaves 104 places available.
- 981 applicants fall into category 7 but the school now only has 104 places available. So the numbers allocated under the random allocation procedure will be used to decide which of these applicants will be offered places. The 981 applicants who fall into category 7 will each have been randomly allocated a number between from 1 to 1174 at the start of the process, so it will be the 104 applicants with the lowest numbers who will be offered a place.

#### Example

The school receives 1174 applications for 300 places.

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

Category	Applicants satisfying criteria	Offer places to	Places remaining
Children with a statement of Special Educational Needs or an Education Health and Care Plan that names Stratford School Academy; then	3	3	297
Category 1: Children in public care (looked after children) and all previously looked after children	1	1	296
Category 2: Children of employees of Stratford School Academy	2	2	294
Category 3: Children who are eligible for the service premium	1	1	293
Category 4: Children who attend a linked primary school and who have a sibling at Stratford School Academy who is on school roll at the time of application	46	46	247
Category 5: Children who have a sibling at Stratford School Academy who is on school roll at the time of application	21	12	226
Category 6: Children who attend a linked primary school	122	122	104
Category 7: Other children	981	104	Process complete, all places have been offered

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

35. The Academy has a Resourced Provision for Children with Autism. Places in the Resourced Provision are reserved for children with a diagnosis of autism. The maximum planned capacity of the Resourced Provision is 10 pupils (2 per year group) between Years 7, 8, 9, 10 and 11.

### Admissions Criteria

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

### Waiting Lists

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

### Fair Access Protocol

42. As per the legal requirement, Newham Council has

a fair access protocol which is adopted by Stratford School Academy.

43. This explains that children who come under certain vulnerable groups (as detailed in the Newham Fair Access Protocol) and those unplaces, will be allocated to a school place as quickly as possible.
44. This Protocol only applies for families applies outside of normal admissions, it only applies to In-year admissions.
45. The London Borough of Newham developed the local Fair Access Protocol in partnership with all schools located in Newham and this has been agreed by the majority of schools, including Stratford School Academy.
46. Children with an EHCP or those who are Looked After cannot be placed using our Fair Access Protocol, these are placed using specific regulations.
47. A copy of Newham's latest Fair Access protocol is available on the Newham website or by calling 020 8430 2000.

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

48. Normal Admissions for entry into Year 7 in September: Twins, children from multiple births and siblings who are not twins but are born within a period that means they are in the same academic year group will be admitted over the limit if required. If one child of a multiple birth, or one child of siblings from within the same academic year group, is drawn in the random allocation process and any other child/children are not, the Academy will admit the additional children even if this is over the agreed limit.
49. In-year admissions: Twins, children from multiple births and siblings who are not twins but are born within a period that means they are in the same academic year group may not be admitted over the limit if required.

### Children from overseas -

#### Right to attend school in England

[www.gov.uk/guidance/education-overseas-for-service-children](http://www.gov.uk/guidance/education-overseas-for-service-children)

50. In most cases, children arriving from overseas have the right to attend schools in England. School admission authorities must not refuse to admit a child on the basis of their nationality or immigration status nor remove them from roll on this basis.
51. 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.

52. Information on how to determine rights can be obtained from [www.gov.uk/government/publications/right-of-abode-roa](http://www.gov.uk/government/publications/right-of-abode-roa)
53. 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.
54. Children aged under 18 are classed as dependant children if they are the children of foreign nationals who have settled status in the UK, or who are entering the UK on a work visa or Student visa, or who are part of a family entering or residing in the UK under the immigration route for British National (Overseas) citizens and their dependants. These children are entitled to enter the country with their family, or to join their family and study at a state-funded or independent school once in the UK.
55. 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.
56. Stratford School Academy adopts the Newham Local Authority process for managing Internationally Adopted Previously Looked After Children – overseas state care (IAPLAC) to ensure continuity of approach across schools in Newham.

### The Ethos of Stratford School Academy

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

58. To the extent that it does not conflict with this principle, or with the law, or with our obligation to educate our students for the 21st Century, we will do our best to accommodate the religious and cultural practices of the communities we serve.
59. So, for example, in almost all cases, including some PE lessons, students are taught in mixed classes; but at the same time Stratford School Academy has sought and been granted by the Local Authority a 'Determination' which allows us to organise our daily acts of collective worship as times of reflection that have the right flavour for our school and setting and do not have to be wholly or mainly Christian.
60. We believe that the one thing that Stratford School Academy, as a school, can uniquely offer its students is a good education. So the school will take very seriously behaviour that interrupts our students learning.
61. We expect any student whose behaviour interferes with their learning or the learning of others to take responsibility for their behaviour and work with us to change it and to put matters right. We will not accept continued poor behaviour We expect parents to support us and their children in this work.
62. Stratford School Academy believes its students are members of its community and represent the School from the time they leave home to come to school until the time they return. Stratford School Academy expects all its students to wear its uniform whilst at school and on the way to and from school.
64. We ask all parents applying for a place here to respect this ethos and its importance to the school community.

### Primary to Secondary Transition for September 2023 Entry - National Offer Day On Time Applicants Stratford School Academy

Actual Places	On Time Applications	EHCP	Looked After & Previously Looked After	SEN Resource	Staff Child	Link with Sibling	Link	Sibling	All Other	Local Authority Alternative Allocation	Grand Total
330	1145	7	0	2	1	22	127	31	141	0	331



## **SECTION 5**

Education options for 14-to-16 year olds  
Year 9-10 transition

If your child is in Year 8 or 9 in the 2023/2024 academic year they will usually remain at their current school until they leave at the end of Year 11, but you now have the option to apply for a place at a Studio School or a University Technical College (UTC).

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

### Studio School

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

### University Technical College (UTC)

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

The sponsor university appoints the majority of the UTC's governors and key members of staff.

If you are interested in this as an educational route for your child, you have the opportunity to apply for any of

these establishments that are located across London and the South East.

As this is a big step we strongly recommend that you do thorough research before deciding and if you still think it's the best route for your child, you will need to apply directly to the relevant school or college. Check their website for application information.

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

For information on all the Studio Schools and UTCs within a reasonable distance from your home, please visit:

<https://studioschoolstrust.org> and [www.utcolleges.org](http://www.utcolleges.org)

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

The London Borough of Newham will be contacting all families attending school in the borough with further information on the Studio Schools and UTCs within a reasonable distance from your home by 12 September 2023 for admission in September 2024.

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



## LONDON DESIGN AND ENGINEERING - UNIVERSITY TECHNICAL COLLEGE



DfE number 3164009



Introduction by the Principal  
**Geoffrey Fowler**

### ETHOS AND AIMS

LDE UTC is an industry-led, hi-tech 13-to-19 college, providing educational excellence for the learners of today. Young people choose to come to us because they have a passion to pursue a career in engineering. They will work with the latest industry standard technologies,

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

The curriculum is delivered through interesting and exciting employer-led projects, enabling learning by doing. Learning content is relevant and memorable, boosting our learners' academic achievement.

Our young people receive expert advice from our employer partners and university sponsor, coupled with mentoring, site visits and work placements. Our employer partners include Thames Water, Costain, Skanska, Tideway, the University of East London and many more.

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

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

### SPECIALISM AND CURRICULUM

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

you are excited about. Pioneering technical projects incorporate our subject specialisms which include: Engineering, Built Environment, Art and Design and Digital Media.

A range of qualifications are on offer alongside the core curriculum. A bespoke personal skills programme further enriches the curriculum and allows you to develop a variety of work-related and transferable skills including in finance and enterprise.

### ACHIEVEMENTS

Our Learners achieve average technical grades of a Distinction and well above National average grades for their Maths, English and Science GCSEs. These impressive attainment results coupled with the many opportunities our employer sponsors provide leads to our learners securing impressive destinations, from universities such as Cambridge to employers that include Rolls Royce, Sky and British Airways to name but a few.

### PASTORAL CARE

At LDE UTC, each learner is recognised as an individual with different interests and needs. You are fully supported throughout your time with us by the Head of Year and tutor who help learners focus on achieving their full potential and make the link between the learning in the classroom and the world of work. Our employer partners support learners in writing a good CV, rehearse interview skills and support project work. They are also able to help with organising work experience. As well as having access to the UEL SportsDock, (a £21m sports facility built for the American Olympic Team), all learners have access to a number of clubs and societies.

Alongside our pastoral programme, and our very own Chaplaincy team, LDE UTC enables our young people to learn useful transferable skills, such as organisation, teamwork, resilience whilst also promoting good mental health and wellbeing. Our learners leave LDE UTC with the necessary skills and knowledge to become valued members of society and the workforce of the future.

## THE PUBLISHED ADMISSION NUMBER (PAN)

The LDE UTC at full capacity has 600 learners in total. Since opening in 2016, the LDE UTC has been reviewing its admission arrangements regularly given its experience of recruiting learners. As a result, the LDE UTC revised its oversubscription criteria from 2018 onwards to include a gender oversubscription criterion. From 2020 onwards the UTC has reverted to just having Year 9 and Year 12 intakes.

The LDE UTC has a PAN of 80 learners for admission into Year 9 (age 13) for September 2024.

The LDE UTC's Post-16 PAN for applicants into Year 12 (age 16) is 180 in 2024

If less than 100% of the UTC's own Year 11 learners transfer into Year 12, additional external learners will be admitted until Year 12 is full.

The following two tables show how the UTC has grown to full capacity over the last five years and how the PAN has fluctuated over that period

Total Expected Learner Numbers (Capacity)						
	2019	2020	2021	2022	2023	2024
Year 9	80	80	80	80	80	80
Year 10	80	80	80	80	80	80
Year 11	100	80	80	80	80	80
Year 12	140	180	180	180	180	180
Year 13	200	140	180	180	180	180
<b>Total</b>	<b>600</b>	<b>560</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>600</b>

Published admissions Number (PAN)						
ENTRY into the UTC	2019	2020	2021	2022	2023	2024
Year 9 (age 13)	80	80	80	80	80	80
Year 10 (age 14)	80					
Year 12 (age 16)	140	180	180	180	180	180
<b>Total</b>	<b>300</b>	<b>260</b>	<b>260</b>	<b>260</b>	<b>260</b>	<b>260</b>

## THE ADMISSIONS APPLICATION PROCESS

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

### Year 9 Applications for 2024 and subsequent cohorts

#### Deadline for September 2024 is 15th December 2023.

For entry into Year 9 in September 2024, parents will apply directly to the UTC using the LDE UTC Year 9 online application form, which is available from the LDE UTC website at: [www.ldeutc.co.uk/join-at-13.aspx](http://www.ldeutc.co.uk/join-at-13.aspx)

#### Please Note:

All learners with an Educational Health and Care Plan (EHCP) will be admitted to the LDE UTC when it is named in the plan and subject to the college being able to meet the specific needs of the learner.

All applicants will be admitted if fewer applications than the PAN are received. Where the LDE UTC receives more applications than it has places available, the following criteria will apply.

### Oversubscription Criteria for Year 9 in 2024

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

#### 1. Looked after children and previously looked after children.

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

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

guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

#### Definition of a looked after child

A looked after child is a child who is

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

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

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

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

**ii. Siblings of children who will still be attending the UTC in the academic year of admission.** (Siblings include step, adopted or foster brothers and sisters living in the same family unit on 1st September in the year of admission.) Applications for children of multiple births (twins, triplets etc.) will be treated as a single application. This might take the UTC above its PAN.

**iii. Children of Staff:** Children of current permanent members of staff who: - have been directly employed at the school for a minimum of two years at the time that the application is made (this rule cannot be applied until staff have been employed at the school for two years), or - have been recruited to fill a vacant post for which there is a demonstrable skills shortage. The absolute authority of the Board of Directors of the LDE UTC will determine this shortage. The child in question must reside permanently with the member of staff and must have been doing so for two years by the time of application.

iv. **Random allocation using Catchment Area Bands.** The remaining places within the PAN will be allocated by random allocation for each of three concentric circular bands measured from the main gate of the LDE UTC site in 50%, 40%, 10% proportions. Band A is less than 4.5 miles distance, Band B less than 10.5 miles and Band C all areas beyond that. **See diagram below.** A person independent of the LDE UTC will supervise the random allocation process.

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

In the case of all learners' residences, (houses, flats or multiple occupancy buildings), measurement will be taken from the main entrance of the building of residence to the main entrance of the LDE UTC in a straight line. Distances will be measured using the local authority's protocol.

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

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

**Tiebreak Procedure**

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

**Admission for Post-16 Provision**

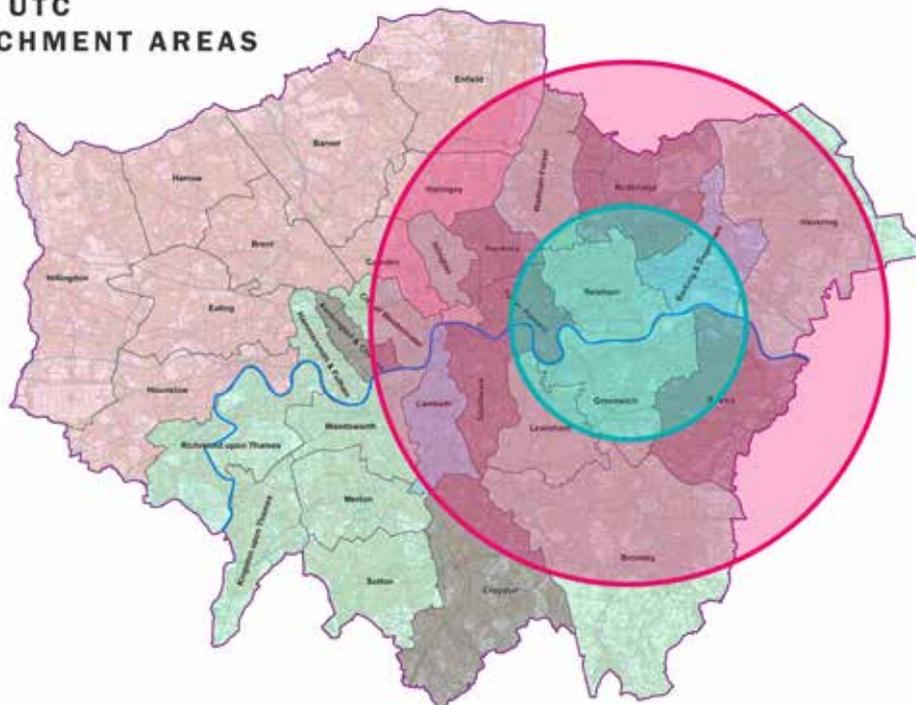
Applications for a place at age 16 should be made directly to the UTC using the LDE UTC Year 12 online admissions application form, which is available from the LDE UTC's website at: [www.ldeutc.co.uk/join-at-16.aspx](http://www.ldeutc.co.uk/join-at-16.aspx)

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

For Level 3 courses: 5+ GCSEs at grades 9 to 5 or Level 2 vocational diploma equivalents  
For Level 2 courses: 5+ GCSEs at grades 9 to 1

The LDE UTC will admit any learner to post-16 provision with an Educational Health Care Plan where the plan names the UTC and where the LDE UTC is able to meet their specific educational needs. Learners with EHCPs will need to meet the minimum entry requirements.

**LDE UTC  
CATCHMENT AREAS**



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

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

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

The LDE UTC will admit any learner to post-16 provision with an Educational Health Care Plan where the plan names the UTC and where the LDE UTC is able to meet their specific educational needs. Learners with EHCPs will need to meet the minimum entry requirements.

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

When Year 12 is undersubscribed all applicants meeting the appropriate minimum academic entry requirements will be admitted. Where there is oversubscription for available post-16 places by qualified external applicants the oversubscription criteria as for age 13 entry (above) will be applied.

External applications for a place at age 16 at the LDE UTC should be made directly to the UTC using the Year 12 online application form, which is available from the LDE UTC's website at: [www.ldeutc.co.uk/join-at-16.aspx](http://www.ldeutc.co.uk/join-at-16.aspx)

#### **The deadline for external applications for post-16 courses starting in September 2024 is 12 January 2024**

#### **4. Equal Opportunities**

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

#### **5. Notification of Admission Decisions**

1 September 2024, aged 13, decision letters will be sent to parents on or after 1 March 2024.

For learners entering the LDE UTC on 1 September at age 16, decision letters will be sent to learners on or before 30 April 2024.

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

#### **6. Waiting Lists**

Waiting lists complying with the LDE UTC's admissions criteria will be applied to all oversubscribed places and not based on the date of application. Waiting lists will be held for a minimum of one term. Where parents have submitted a transfer form before the closing date, but then change

their preference to another school or college after the closing date, this will be treated as a "late" application.

#### **7. In-Year Admissions**

Learners will be admitted into the LDE UTC at the start of the Autumn Term in each UTC year although there may be some exceptional circumstances when learners transfer during an academic year. Parents seeking in-year admissions should contact the college directly in the first instance. They will then be directed to the LDE UTC's In-Year Application Form. If the LDE UTC has more applications than places available, then the oversubscription criteria as for ages 13 entry (above) will be applied.

#### **Fair Access Protocol information**

All local authorities must have a Fair Access Protocol, to ensure that unplaced pupils and vulnerable children and those who have difficulty securing a school place in year, are allocated a place as quickly as possible. This Protocol must be developed in partnership with schools in the area and agreed by the majority of those schools. The London Design and Engineering UTC has adopted the London Borough of Newham's Fair Access Protocol. For full details and more information on how places at this college may be offered via this Protocol visit **London Borough of Newham's Fair Access Protocol**

#### **8. Appeals**

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

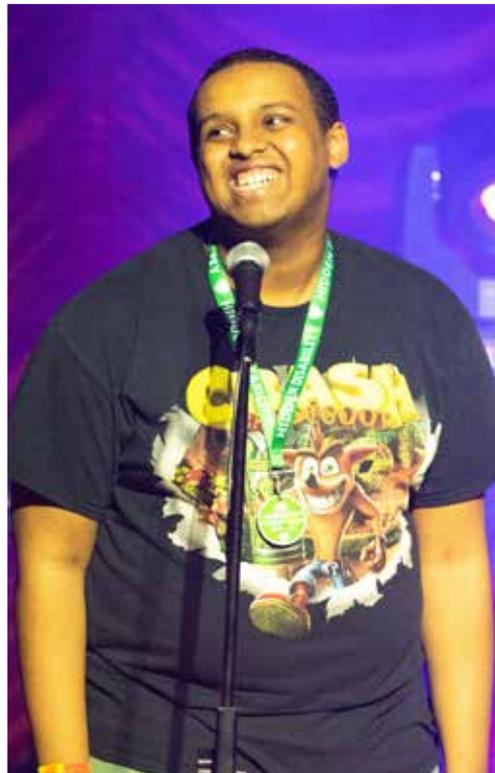
Details on admissions appeals can be found in the school Admission appeals code, which can be found using the following link: [www.gov.uk/government/publications/school-admissions-appeals-code](http://www.gov.uk/government/publications/school-admissions-appeals-code)

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

#### **Year 9 Admission for September 2023 Entry - National Offer Day On Time Applicants London Design & Engineering UTC**

<b>On Time Applications</b>	<b>295</b>
<b>EHCP</b>	<b>5</b>
<b>LAC/PLAC</b>	<b>0</b>
<b>Sibling</b>	<b>20</b>
<b>Staff</b>	<b>0</b>
<b>Female</b>	<b>41</b>
<b>Random Allocation</b>	<b>35</b>
<b>Total</b>	<b>100</b>

# COULD OUR YOUTH EMPOWERMENT FUND HELP YOU?



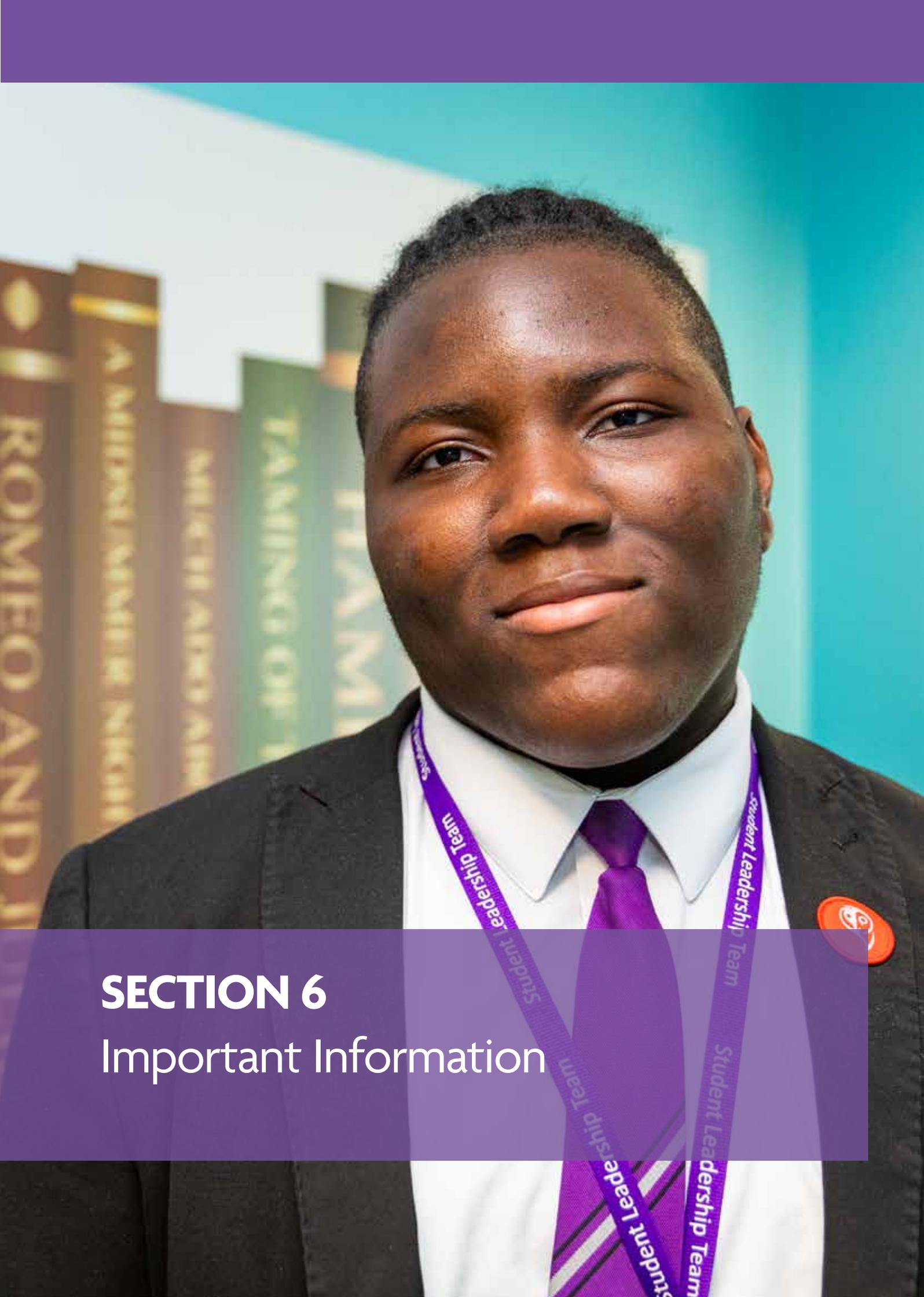
Calling Newham young people! Are you aged between 9-25?  
Do you need financial assistance to help with your ambitions and career goals?

**The Youth Empowerment Fund may be able to help you.  
We provide financial assistance up to £2,500!**

Check out our website for eligibility and an application form.

[www.newham.gov.uk/children-families/youth-empowerment-fund](http://www.newham.gov.uk/children-families/youth-empowerment-fund)

**WE ARE NEWHAM.**



# SECTION 6

## Important Information

# SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND)

## 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. 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 three 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.



## Special Schools

### Children with social, emotional, behavioural and mental health needs

EKO Pathways (formerly Eleanor Smith Special School)

### Children and young people with profound & multiple learning difficulties and autism spectrum condition

Connaught Special School opening in 2023

JFK has school sites in Beckton, North Woolwich, Plaistow and Stratford

### Resource provision in secondary schools

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

### Children with complex needs

Eastlea Community School

Royal Docks Academy

### Children with severe communication difficulties

Cumberland Community School

Langdon Academy

Little Ilford School

Stratford School Academy

### Children with hearing impairment

Lister Community School

Our Local Offer gives children and young people with special educational needs and disabilities (SEND) and their families information to help them find the right help and support in their area.

To find out more visit the Newham website <https://families.newham.gov.uk/kb5/newham/directory/localoffer.page?localofferchannel=0>

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

# SENDIASS

SPECIAL EDUCATIONAL NEEDS DISABILITY  
INFORMATION ADVICE SUPPORT SERVICE

## PHYSICAL ACCESS

Bobby Moore Academy	1	
Brampton Manor Academy	1	Has lift access in main block only. Some areas adapted to exclude ultra violet light.
Cumberland Community School	1	Also has life skills suite (kitchen, bedroom, study).
Eastlea Community School	1	Has a large site – could be hard for someone who has difficulty walking and does not use a wheelchair.
Forest Gate Community School	1	Has lift access in one block only.
Harris Academy Chobham	1	
Harris Science Academy East London	4	Access via cobblestone bridge. This Academy will have full physical access when they relocate to their permanent site.
Kingsford Community School	1	
Langdon Academy	1	Fully wheelchair accessible and has physio and hygiene space. Stair lifts are used which are unsuitable for a high volume of traffic due to slowness.
Lister Community School	1	Has hygiene room jointly with physio space (limits numbers of dependent wheelchair users to 3 or 4.) Has a small lift in the main block – the upstairs of the old block is only accessible by climbing stairs.
Little Ilford School	1	
Oasis Academy Silvertown	1	
Plashet School (girls)	3	Lift access to part of one block only, stairs to other upper floors. School is spread over a large area making it difficult for pupils with limited mobility.
Rokeby School (boys)	1	
Royal Docks Academy	1	Also has a life skills suite
Sarah Bonnell School (girls)	1	
School 21	1	
St Angela's Ursuline School (girls)	3	
St Bonaventure's RC School	3	Has wheelchair stair lift to one floor only; upper floor and basement Comprehensive School (boys) have stair access.
Stratford School Academy	1	
<b>Special schools</b>		
Connaught Special School	1	Opening in 2023
John F Kennedy (Post 16 Beckton)	1	
EKO Pathways	1	
John F Kennedy Academy	1	

### Key to table of physical accessibility

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

- physiotherapy space or hygiene room.  
4. No physical access – no significant access.

### Note:

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

## SCHOOL MEALS

Lunchtime meals are available at all secondary schools in Newham. There has never been a better time for your child to stay for a healthy school lunch.

### Nutritional guidelines

All our school menus should follow the standards laid down by the Department for Education's School Food in England Standards February 2023.

### 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

<https://www.newham.gov.uk/schools-education/free-school-meals/1>

**Remember not all children in secondary schools in Newham receive a free school lunch like they do at primary school.**

**So if you have never applied, submit the application as soon as possible, to see if they are entitled to free school meals at secondary school. There is no need to reapply if you already have a form in our system.**

## FREE SCHOOL MEALS WHO IS ELIGIBLE?

Your child may receive free school meals if you get any of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

All existing and new free school meals eligible claimants continue to receive free school meals whilst



Universal Credit is rolled out until March 2025. Even if their earnings rise above the threshold during that time.

After March 2025, any existing claimants that no longer meet the eligibility criteria at that point will continue to receive free school meals until the end of their current phase of education (i.e. primary or secondary).

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

Eligibility is subject to income threshold based on location. Visit [www.newham.gov.uk](http://www.newham.gov.uk) for more information on the process.

## HELP YOUR CHILD'S SCHOOL GET EXTRA FUNDS

Your child's school could get extra funds of £985 from the Government known as Ever 6 Pupil Premium, if you apply for free school meals and you are assessed as being in receipt of one of the qualifying benefits.

## GETTING TO SCHOOL EVERYDAY



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)

This has been developed in conjunction with Transport for London's ZIP Oyster photo card scheme.

### Scope

This policy only applies to children and young people who are:

- Newham residents
- not eligible for free travel assistance under the current ZIP oyster photo card scheme
- of school age.

And whose parents/carers apply for a free travel pass for the sole purpose of travelling to and from school in term time.

### Transport for London (TfL): ZIP oyster photo card scheme

All parents/carers are expected to determine their child's entitlement to free or discounted travel under the current Transport for London (TfL) ZIP oyster photocard scheme before applying through the London Borough of Newham.

For more information about ZIP Oyster visit: <https://tfl.gov.uk/fares/free-and-discounted-travel> or ask at your local station.

### Getting to school

Parents/carers are responsible for ensuring their children attend school regularly and arrive on time each day.

When deciding which schools to apply for, we recommend that parents/carers consider:

- home-to-school travel distance
- 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:

Compulsory school aged pupils (5-16) attending their nearest, suitable and available school.

For these purposes the Department for Education recognises the nearest suitable school as the nearest qualifying school with places available that provides education appropriate to the age, ability and aptitude of the child, and any special educational needs that the child may have.

#### **Statutory home to school walking distances eligibility for travel support:**

Below the age of eight - is beyond two miles  
Between ages of eight and 16 is beyond three 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 their nearest suitable school because the nature of the route is deemed unsafe to walk.

and

- There is no reasonable alternative route, within the statutory walking distance, that it would be safe for them to walk.

#### **Extended rights eligibility:**

Some families may qualify under the extended eligibility rights. These provide free travel arrangements where pupils are entitled to free school meals or their parents are in receipt of maximum Working Tax Credit if the:

- Nearest suitable school is beyond two miles (for children over the age of eight and under 11)
- School is between two and six miles (if aged 11-16 and there are not three or more suitable nearer schools)
- School is between two and 15 miles and is the nearest school preferred on the grounds of religion or belief (aged 11-16).

#### **How we calculate home to school walking distance.**

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

All calculations are based on the child's home address held by their school. Where this does not agree with the address on the application for a travel pass review, we will contact both the family and their child's schools to establish the correct home address and why the two are not the same.

Other addresses cannot be considered.

Applicants to check their home to school distance by visiting: <https://www.newham.gov.uk/schoolfactfinder>

#### **Discretionary entitlement**

The law provides local authorities with discretionary powers to go beyond their statutory duties and provide transport for children who are not entitled to free travel or transport.

#### **Application process**

Newham parents/carers whose children cannot secure free travel assistance under the current Transport for London ZIP Oyster can choose to apply for a free travel pass to London Borough of Newham.

We do not automatically check the eligibility of all children. Only parents/carers who apply can have their child's cases for a free travel pass considered.

#### **Before applying**

For an application to be considered a child must be:

- A Newham resident, living in Newham for the

majority of the week where they will be expected to attend school the next day

- Of school age (from the September for the academic year that a free travel pass is being requested)
- Attending a state-funded schools, not a private fee paying school or receiving Elective Home Education (home schooling).
- Before applying it is recommended that parents/carers consider the points below, as these are likely to mean they may not be entitled to a free travel pass. Even if they apply to a child it does not mean a parent/carer cannot apply
- The school they are attending is quite close to your home address
- The school they are attending is a significant distance from your home address, but you named this school as a preference above closer schools
- Your child attend child is attending a school outside of Newham.

To check a shortest walking distance from a child's home to school in Newham visit:

Secondary <https://www.newham.gov.uk/homepage/171/secondary-school-fact-finder>

Primary <https://www.newham.gov.uk/homepage/172/primary-school-fact-finder>

### How to apply:

It is recommended that all families apply in July, for a free travel pass to start for the new academic year but applications can be processed throughout the year for new arrivals or families who move home.

### What information is considered?

- Child's age
- Child's home to school shortest walking distance
- Is the school the child is attending in Newham
- Is the school they are attending nearest to their home address
- Was the school they are attending one of their parents preferred schools
- Could they have been offered a place at a nearer school, if it had been named on their school application
- Does the child attend a Resource Provisions for their Special Educational Needs
- Has the child changed their home address since starting at their current school
- What was the child's home to school distance before they move
- Has the parent/carer applied for free schools meals for the child
- Is the child entitled to free school meals
- Has the child been temporarily rehoused by the council
- Is the child studying for GCSE's
- Is the child attending their school for religious or philosophical reasons

This is not an exhaustive list.



### Notification of outcomes

Outcome notifications are sent by post or email; the letter will clearly advise, if the child is entitled to free travel pass.

If yes (eligible), the letter will advise:

- Entitlement start and end dates (passes will generally have an end date being the last school day in July of the school year that the free travel pass is being issued for)
  - Eligibility criterion
  - When and how the child will receive their free travel pass
  - Conditions of use
  - Renewal information
- If no (not eligible) the letter will advise:
- Detailed reasons for non-eligibility
  - How to request a review of their application by a senior officer.

### Review and independent appeals

Families who apply for free travel assistance and do not meet the eligibility criteria outlined in this policy will have their application refused. For these families the Department for Education expects the Local Authority to adopt their recommended appeals process to support continuity of approach. The London Borough of Newham has adopted this two stage approach.

A parent/carer has 20 working days from receipt of our request for a free travel pass decision to make a written request asking for a review of the decision.

The review request should outline the areas of the decision they wish to challenge on:

- The travel arrangements available
- Their child's eligibility
- The distance measurement in relation to the statutory walking distances
- The safety of the route
- Their current benefits
- Religious or philosophical reasons.

It should also provide detail of their specific challenges

and provide supporting evidence where available.

To request a stage one review or independent appeal, parents/carers must submit their application in writing by completing and submitting our Travel Pass review or appeal application forms located on the Newham website.

### **Withdrawing entitlement**

#### **Child meets Transport for London's ZIP Oyster photo card scheme.**

If a child in receipt of a free travel pass issued by London Borough of Newham subsequently becomes eligible under the Transport for London's ZIP Oyster card scheme, the free travel pass will be withdrawn by the London Borough of Newham at the end of the current school term or academic school year.

#### **Breach of the Transport for London's Young Persons Behaviour Code**

If any child or young person living in Newham fails to follow the Young Person's Behaviour Code, commits

a crime on London's public transport network or premises or if Transport for London believe they have behaved in an antisocial way, any free travel pass or other financial support with travelling to and from school may be withdrawn.

#### **Failure to attend school - nonattendance**

Where a child or young person in receipt of a free travel pass issued by London Borough of Newham fails to attend school on a regular basis and as a result has high level of non-attendance their continuing entitlement to their free travel pass may be reviewed and their pass may be withdrawn.

#### **Applications made using fraudulent or deliberately misleading information.**

Where it appears that a free travel pass has been issued based on fraudulent or deliberately misleading information a full investigation will be conducted and any free travel pass may be withdrawn.



## SCHOOL 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, child health practitioners, child health screeners and school health assistants with specialist training in public health for children, young people and families and part of the wider 0-19 Children's Health Service.

We work with children, young people and their families and with schools, Health Visitors, local hospitals, maternity services, GPs and Social Care to deliver the Healthy Child Programme. The Healthy Child Programme 5 - 19 years is the early intervention and prevention public health programme.

### School Entry Health Assessment

When your child is starting secondary school we will ask them to complete a school entry health assessment (SEHA). This is a series of questions about their health and wellbeing. We will contact you if there are any long-term health needs and will provide them with support or signpost them, to other services identified any concerns or worries so we can discuss them further.

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

### What we do

The School Health Service aims to improve the health and wellbeing of all children and young people and can provide 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!

We also co-ordinate and take part in the 'Live your Best Life' health fairs in held in schools and local Youth Zones where young people can come and get advice about transitioning from children to adult health services.

Young people can get advice about:

- Future employment
- Emotional health and wellbeing
- Screening programmes
- Oral hygiene
- Travel vaccinations,
- Keeping safe.

### ChatHealth

We offer a confidential anonymous text service for young people to ask a qualified nurse any health questions they may have. We can provide health information or direct to the right service for support.

**Drop us a text on 07507326645**

### 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 3034 (Option 2)**

## SCHOOL ATTENDANCE REALLY MATTERS

Newham Children and Young People's Service (CYPS) is committed to helping children and young people thrive in their education journey across our schools and settings, to give them the best start in life and secure their life-chances beyond education, irrespective of their ethnicity, culture, gender or ability.

We work in partnership with families, school leaders, governors and trustees, to raise the profile of the importance of securing high attendance and punctuality in schools and colleges. Excellent attendance and participation in education really does prepare children to achieve well for life when they become adults in the world of work. Children also learn and socialise better when they attend regularly. They develop their confidence and friendships, and are able to feel part of a whole school community. They also achieve much better results when they take formal assessments and examinations leading to qualifications.

### **Parents and Carers have a legal duty to ensure their child is educated when they reach compulsory school age.**

Parents and carers of children of compulsory school age are required to ensure that their child receives a suitable education by enrolling their child at a school or by providing a suitable education otherwise than at school, for example Elective Home Education. Failure to comply with this duty can lead to a School Attendance Order being served on a Parent or Carer which directs them to send their child to a specific school. Failing to comply with a School Attendance Order could see a parent or carer being prosecuted under Section 443 of the Education Act 1996.

### **Section 444 (1 / 1A) of the Education Act 1996 makes it parents' and carers' legal responsibility to send their child to school every day unless the school decides to authorise their child's absence or the child is unwell.**

If a child does not attend school regularly, and the school does not authorise the child's absence from school, the parent or carer could possibly commit a criminal 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 sentence.**

### **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
- 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 by law for ensuring their children attend school. Children should attend school in accordance with the rules prescribed by the school, which means your child should attend school unless their absence is authorised by the school.

The local authority monitors the attendance rates in schools and advises on support services, attendance management policy, procedures and best practices to improve a child's attendance or the overall school attendance. Newham Council's Attendance Management Service helps schools to comply with legal duties in relation to attendance, absence, pupil registration, dual-registration and off-rolling.



### Penalty notices

These can be issued to parents and carers for a range of reasons related to absence and punctuality. A Penalty Notice is a fine of £60 which must be paid by each parent, for each child. 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 parents and carers could be prosecuted for their child's absence from school.

### 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 with 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 Not in School

Children who are not enrolled in school or in any form of education, or who only attend school for some of the time may be at greater risk of harm from abuse or exploitation. This is a very important safeguarding

matter and is treated by the local authority as such. If you are aware of a child whom you believe is not attending school, please notify us via email at [childrenmissingeducation@newham.gov.uk](mailto:childrenmissingeducation@newham.gov.uk) or by telephoning on **020 3373 9938**.

### Child employment, performance licensing and chaperone licensing

If your child wants to take part in performing, entertainment or modelling, their agency must obtain a Performance License from the local authority. If an individual wishes to accompany a child who is performing, they have make an application to the Local Authority to obtain a Chaperone License.

If school-age children want to undertake paid work, the employer must apply for a Work Permit. Hours of work are strictly limited for school-age children, and they are prohibited from certain types of employment.

Further information is available from the council website or you can contact the CME and Enforcement Team for more information on **020 3373 9938** or by emailing [child.employment@newham.gov.uk](mailto:child.employment@newham.gov.uk)



### Safeguarding Children in Newham

Newham Children's Social Care works with families and partners to ensure the wellbeing and safety of children and young people as well as to enable parents to look after their children safely. Families, neighbours, professionals and members of our communities all play a vital role in supporting children. Most children in our society grow up in a safe protected environment, but a minority do not and need extra help to keep them safe and free from the risk of harm or exploitation.

The aim of Newham's Children Social Care is to maximise capacity in families through support from all staff whether social workers, outreach workers and family support workers. We focus on keeping children in their families and communities wherever possible. Where this is not possible, we may need to bring a child into care and ensure they are kept safe throughout their childhood elsewhere – this may include through adoption or in foster care. Working closely with other practitioners in health, schools and the police and other community organisations, we provide a range of services to promote the wellbeing and safety of children in their families.

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

# IT'S IMPORTANT TO GO TO SCHOOL ON TIME, EVERYDAY.



**WE ARE NEWHAM.**

# Apply online for your child's secondary school place now:

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

## Technical difficulties?

If you have any technical difficulties when making your application, contact the help-desk on <https://www.eadmissions.org.uk/support/step1>, email or phone School Admissions and Appeals Team.

## 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 31 October 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 School Admissions and Appeals Team before **5pm on 31 October 2023**, otherwise your application will be late.
- If you need any help, our contact details are [schooladmissions@newham.gov.uk](mailto:schooladmissions@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.

3 1 6 - 2 0 2 4 - 0 9 - E -