



**Determined School Admission  
Arrangements for  
Primary Schools**

**For entry from September 2017**

**The Governing Body of each Own Admission Authority  
School located in Newham, has the option to adopt part or  
all of these arrangements.  
See Appendix 3 for full details**

## Introduction and overview

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

All admissions authorities for state funded schools in England must comply with the current Schools Admissions Code which is produced by Department for Education and sets out the law and guidance relating to school admissions. Local authorities have an important role in monitoring compliance with the Admissions Code and are required to report annually to the Schools Adjudicator on the fairness and legality of the admissions arrangements for all schools in their area, including those for whom they are the admissions authority.

As the Admissions Authority for the community and voluntary controlled infant, junior and primary schools located in Newham, the local authority is required to draft, consult on and determine their admission arrangements including the oversubscription criteria for each new academic year.

Admission arrangements for state funded non fee paying independent academies, free schools, and voluntary aided faith schools located in Newham are set by their own Academy Trust/Governing Body, who are the Admission Authority. They are responsible for drafting, consulting and determining their own admission arrangements. However, all of the state funded independent academies, free schools and voluntary aided faith schools located in Newham are given the option to adopt these arrangements and/or oversubscription criteria. Details of which establishments have fully or in part adopted these arrangements and the oversubscription criteria can be found on Appendix 3.

Whenever the applications exceed the Published Admission Number (PAN) for any establishment, their Admission Authority, will strictly apply their published arrangements to determine which children will be offered any available the places.

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

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

Determined admissions arrangements for all state funded educational establishments can be found on their own website and for those located in the borough on the Newham website. They are also available upon request from the relevant school/academy and the local authority, where they are situated.

Whilst not all school are maintained by the local authority, LB Newham has the duty to provide a school place 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.

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<sup>1</sup>

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

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

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 of the alternative arrangements they have made. Where this does not occur the child will be recorded as missing education and action may be taken against the person(s) with parental responsibility.

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

For reception classes and year 3 classes in junior schools for the academic year 2017/18 starting in September 2017. All families with a children with a date of birth 1 September 2012 and 31 August 2013 inclusive must apply to their home authority irrespective of the location of their preferred school. This means families living in Newham must apply to London Borough of Newham, Pupil Services. For admissions purposes the home borough is where the child's lives and not where there parent/carer live if this is different.

Pupil Services will communicate by a secure method with other Admissions Authorities in Newham and outside of the borough, where preferences are not Newham maintained schools to determine the outcome and offer the highest single offer available to each family who apply.

Newham Pupil Services will notify all Newham applicants in writing of the outcome of any application even where the offered school is not located in Newham. Where families have applied online using the Pan London Eadmissions their outcome will also be electronically available.

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

For 'In Year' admissions and for Reception 2017/8 entry where the late application is being submitted after 31 August 2017:

- Newham residents wanting to apply for any schools located in Newham except Chobham Academy or St. Luke's CoE Primary School must use LB Newham's 'In Year' common application form (CAF) [www.newham.gov.uk/admissions](http://www.newham.gov.uk/admissions)
- Newham residents wanting to apply for schools outside of the borough must check the website for the borough where the school is located to obtain details of the application process.
- Families from outside of Newham who want to apply for a school/academy located in Newham must apply direct to LB Newham Pupil Services [www.newham.gov.uk/admissions](http://www.newham.gov.uk/admissions) Newham Pupil Services will notify the family and their home borough of the outcome.

Parents/carers living in Newham have the right to name six preferences for the schools they would prefer their child to attend, using our common application form (CAF) which can be obtained at [www.newham.gov.uk/admissions](http://www.newham.gov.uk/admissions), requested by phone on 020 8430 2000 or by post from:

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

## Terms of Reference

### 1. Compulsory school age

**This section should be read in conjunction with section 12 Summer Born.**

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 can leave school on the last Friday in June if you'll be 16 by the end of the summer holidays. From the September after they are 16, all young people must do one of the following:

- stay in full-time education, e.g. at a college or sixth form
- start an apprenticeship or traineeship
- work or volunteer (for 20 hours or more a week) while in part-time education or training

In Newham if parent/carers of a school aged child who is residing in the borough fail to provide suitable education and refuse to complete a 'common application form' we reserve the right to apply on their behalf and 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.

### 2. Published Admission Number (PAN)

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

For the majority of schools the PAN is the same for each year group but it is possible for it to be different for some year groups.

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

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

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

The admissions numbers (AN) for entry in the 2017/18 academic year are shown in appendix 1.

### 3. Children from overseas including unaccompanied minors

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

All children of compulsory resident in Newham will be offered a school place or education otherwise irrespective of their immigration status including those from families with no recourse to public funds.

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

Applications for children who will be moving to the UK from overseas, at a future date will not be accepted even if contracts/rental agreements have been signed until they are actually living at an address in UK. Applications will not be processed until the child has moved to an address in the UK (which must be specified by the parent/carer on the application form along with the date they moved to this address).

#### **4. National closing and offer days**

The government has set national closing and offer dates for applications for normal admissions. These dates only apply to applications for reception and year 3 classes in junior schools for entry in September.

National closing – 15 January, preceding entry. Applications received by this date will be processed as on time and those received after will be processed as late. It is important to understand that Late applications cannot be considered for a place until all on time applicants have been provided with places. This means families who apply late are greatly reducing their opportunity to gain a place at one of their preferred schools.

National offer day – 16 April, or first working day after this date where it falls on a weekend. This is the date when outcomes are posted; where the application was made online, via the Pan London admissions portal the outcome will be available online on that date, where the application was made using a paper application this is the date it will be sent using 1<sup>st</sup> class mail.

For In Year admissions there are no closing or offer dates. Our aim is to send notify of the place identified to the applicant within 5 to 15 school days.

#### **5. School applications, offers and alternative allocations.**

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

Newham does not automatically reserve any child a place at the:

- catchment area school;
- OR
- local school;
- OR
- school where their child attends or used to attend the nursery/Children's Centre
- OR
- school where their other children or relatives are or used to be on roll.
- OR
- the faith school linked to the place of worship where they practise

A child will only be considered for places at schools where their parent/carer has applied by completing and successfully submitting the appropriate common application form (CAF). This does not mean we can only place a child at one of the schools named, as we reserve the right

to allocate an alternative placement if we cannot meet parental preference or the preferred schools cannot meet the child's needs.

Newham parents/carers are given the opportunity to name up to maximum of six schools as part of their application.

All of the schools (up to a maximum of six) named by parents/carers on their application forms 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 parent/carers are given the opportunity to supply their religious, philosophical, medical, personal or social reason for wanting a school place at the time of application.

Reception applications and year 3 applications for a junior school applications, for admission in the next academic year received by the published national primary closing date will known as on-time and 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 a place in the same academic year will supersede the last except where a change of preference is received for reception after the deadline (see above). In this instance the latest application received before closing date will be used to determine the initial allocation and the change of preference will be processed as a late application.

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

All school places are offered based on the child's proven date of birth, their academic ability cannot be taken into account at the application or offer stage of the process. The only exception is in relation to Summer Born children – see section 12.

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

All school places in Newham are offered for a particular year group based on the child's date of birth. However the law does not prescribe the year group a child should be admitted into. There is no statutory barrier to children being educated outside their normal year group.

Parents/carers can seek in writing at the point of application places outside their child's normal academic year group but all offers or alternative allocations will be based on the child's age not ability or educational history. At the admission meeting the head teacher will, on behalf of the Admission Authority, consider any parental representations to support their request for their child to be educated a year group higher or lower than for their age group. In all cases the head teacher's decision is final and there is no right of appeal for a place outside a child's academic year group. This does not affect a parent/carers rights of an appeal for a place at their preferred school where they have applied and been refused.

## **7. Siblings**

For admission purposes a siblings is defined as:

Each of two or more children having one or both parents in common; a brother or sister.

This includes;

- Adopted siblings<sup>1</sup>,
- Step-sibling through marriage,
- Common law step-siblings

- Children subject of a residence order and foster children (only those “looked after” by any local authority).

Examples of those who will not be considered as siblings

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

The named siblings must be living at the same address, as the child on the application, at the time of the application. This will be verified by their school, so it is essential that families ensure they inform their child’s school of any address change.

Any sibling connection does not count when the named sibling is attending the school’s nursery class, even where it is an All Through School, irrespective of their age but does when the sibling is attending the formally linked infant or junior school.

These are:

Altmore Infant and Lathom Junior

Odessa Infants and St James C of E Junior

Woodgrange Infants and Godwin Junior

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

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

## **6. Change of child’s home address**

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

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

On receipt of any change of address Pupil Services will recalculate the home to school distances for any school where they are on the waiting list. If they are applying for a reception/junior class place for next September entry, if the address change is prior to the national closing date 15 January preceding entry, it will be used to determine the offer or alternative allocation for national offer day in April. If the change is after the national closing date it will be used as a correspondence address only until the day after national offer day, at which point it will then be used as the address for admissions purposes.

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

If a child changes home address to live temporarily or permanently with another person other than their parent/carer named on the application, even if this person is a family member Pupil

Services will need proof of the change of parental responsibility before the address change will be applied.

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

## **8. Verification of Home Address**

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

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 false address is made, a thorough investigation using all available resources will be made.

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.

## **9. Equal Preference - Single Offer Scheme**

We operate an equal preference system in line with the School Admissions Code. This means all schools (up to a maximum of six) named by the parent/carer on their common application form (CAF) will be treated equally to assess whether a school place could be offered to their child based on the published admissions criteria for each school named. In cases where more than one school place could 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 could 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 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.

## **10. Schools offers and alternative allocations**

All school places are offered conditionally, they can be withdrawn if the parent/carer does not or cannot provide the originals of the required documents as listed on the offer letter or the parent provided false information on the application form. If the parent/carer is unable to provide the required documents, a home visit maybe required to confirm residence/parental responsibility.

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 the child's home address that had a place available at the time of their application. 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.

If the child does not live in Newham their home borough will be responsible for providing a suitable alternative placement even if their family has applied to have them educated in Newham.

We will not automatically allocate a second alternative placement, if a placement become available at a school closer to the child's home address that is not a school named as one of their current preferences. The only exceptions are where the alternative allocation was for a reception class place and the child was below compulsory school age and the parent/carer refused the original alternative allocation and it was withdrawn or where a Newham parent/carers secure education otherwise and later want a school place. For these cases an alternative allocation will be made each time a fresh application is made, where parental preference cannot be met and the child is still below compulsory school age. It is possible that each subsequent alternative allocation may be further from the child's home address than the last and each allocation will be for the closest school to their home at the time of application.

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

If a parent/carer of a compulsory school aged child is unhappy with the school offer school 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.

If a parent/carer of a child of not yet compulsory school age is unhappy with the offered school they must:

Accept the place offered and ensure their child attends until a place becomes available at their current preferred school.

OR

Notify Pupil Services and the named school in writing that they do not want the place, where possible supply the reason why and request that the offer/alternative allocation is withdrawn.

## **11. Split site schools**

Where a school is split across more than one site and the same year groups are taught on more than one site, home to school distances will be calculated to the main entrance on the main site and places will be offered using the published admission arrangements and the site for educational purposes will be determined by a second tier criteria. All families offered a place will then be asked which of the two sites they prefer, where there are more applications for one site than places available, priority will be given where a child has a sibling at the site who is reasonably expected to still be on roll when the child is due to start. In all other cases home to school distances will be calculated for offered children to both sites and those living closest to each site will have priority.

## **12. Start date**

The normal month for admission for infant/junior/primary schools is September. For reception offers made on national offer and through May and June, the named school will families to arrange a transition day and admission meetings. For reception offers made from July onwards parent/carers must contact the school direct to arrange admission.

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

Parent/carers must contact the named school to arrange admission within three school days from receipt of the school offer letter to arrange an admission meeting. At this meeting parent/carers must provide acceptable proof of their child's date of birth and address which must correspond with the details supplied on the application form. If a child's address has changed since the form was completed, the school will require proof of the address on the application form and the new address. See Appendix 2 Documents for Admissions

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

## **13. Deferred start and part time arrangements**

Children due to start reception in September can have their admission deferred up to but not beyond the term in which the child reaches compulsory school age. Any offered placement will only be reserved for deferred entry if the parent/carer has applied for deferment in writing to the head teacher of the school offered, has exceptional circumstances and the head teachers agrees to their request.

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

Children being admitted to reception can be admitted on a part-time basis, until the child reaches compulsory school age or full-time basis, or choose a place at a nursery or other early learning setting if the parents prefer. Any placement will only be considered on a part-time basis if the parent/carer has applied for the hours they prefer in writing to the head teacher of the school offered and the head teacher agrees to their request.

## **14. Summer born children and request for admission outside a child's year group.**

Children are educated in school with others of their year group, this group is based on their date of birth and not their ability or the amount of schools they have already received

However, parents may request that their child is exceptionally admitted outside their age group. The Admission Authority\* of a school 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. There is a right to appeal if a place cannot be offered in another age group at the school.

All requests must include recent professional evidence of the child's circumstances which make education outside the age group necessary. 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 and 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. 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.

#### *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, if the request for later admission is refused by an Admissions Authority.

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

If the Admission Authority approves the request, the parent will be advised to re-apply in the following year and provide a copy of the decision. However there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year. It is not possible to reserve a place for the following year. Parents are therefore advised to have alternative arrangement in place.

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

## **15. Waiting lists**

Waiting lists open on the first day of September and are closed and cleared on the last school day of each school term, except where the application was received in Pupil Services on or after the first day of the month in which the school holiday starts then the application will be automatically rolled forward to the same school waiting list for the new term. For reception the child will remain on the waiting list until the last day of school in the autumn term of the school year when they are due to start school.

If a child cannot be offered a place at any of their parent/carers preference as detailed on their application, a child's name will be automatically added to the waiting list for each of the schools named.

The allocation of a preferred school will automatically result in lower ranked schools being withdrawn unless the applicant notifies Pupil Services of their requirements.

Waiting lists are organised in accordance with the published criteria (below), not on a first come, first served basis. Children added to a waiting list are added in their rightful place based on their priority for a place.

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.

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

The child is offered a place at a school ranked higher

OR

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

OR

The parent/carers request their child to be removed from the list, in writing.

OR

The parent/carer submits a fresh application and has not named the school as one of their current preferences

OR

The application was found to be fraudulent or completed to deliberately mislead.

OR

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

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

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

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

## **16. Independent admission appeals**

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

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

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

relevant published complaints procedure.

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

### **17. Fair Access Protocol**

The Council is legally required to have a fair access protocol. This explains that children who come under certain vulnerable groups, for example, children: in the care of a local authority; without a school place; who are the main carer in their family; with physical disabilities; and those who are from traveller families, will be given priority admission to a school if necessary. These children will be given priority over the children on a school's waiting list. You can see the full fair access protocol at [www.newham.gov.uk](http://www.newham.gov.uk) Where a Newham child cannot be placed in any school in the borough due to a shortage of school places, a place will be offered in accordance with this protocol. A copy of this protocol is available on the Newham website or by calling 020 8430 2000.

## **Glossary**

### **Catchment areas/local schools**

For primary school admission purposes the borough is separated into school catchment areas, with at least one community or voluntary controlled school for every address. These have fixed boundaries determined by the Council and approved via formal consultation, which follow nature or manmade features such as rivers, railways, roads or church parishes. Each Newham primary school has a catchment area, in some cases two schools share the same catchment area.

Parent/carers can find out which school(s) catchment area you live in by visiting our School Finder located on the Newham website

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

### **Twins and children from multiple births**

For the normal admission round for reception for the following September twins and children from multiple births will be admitted over the 30 class limit if one of the siblings is the 30th child admitted. For 'In year' admissions outside the normal admission round twins or child from a multiple birth may not be allocated a place over the schools admission number if only one sibling can be offered. Random allocation would be used to determine which of the children will be offered the place available. An officer independent of Children's Services and the admissions processes will be responsible for drawing the name of the successful applicant and the draw will be overseen by an independent adjudicator who will not work in Children Services or have any involvement with the admissions process.

### **Sibling (brother or sister)**

For admission purposes a sibling is defined as:

Each of two or more children having one or both parents in common; a brother or sister.

This includes;

- Adopted siblings<sup>1</sup>,
- Step-sibling through marriage,
- Common law step-siblings
- Children subject of a residence order and foster children (only those "looked after" by any local authority).

Examples of those who will not be considered as siblings

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

The named siblings must be living at the same address, as the child on the application, at the time of the application. This will be verified by their school, so it is essential that families ensure they inform their child's school of any address change.

A sibling will only be considered if their full details are supplied by the parent/carer on the application form and these must be the name and date of birth they are registered with at the school. Supplying alternative versions of their name may lead to the sibling connection not being granted.

Any sibling connection does not count when the named sibling is attending the school's nursery class, even where it is an All Through School, irrespective of their age but does when the sibling is attending the formally linked infant or junior school.

These are:

Altmere Infant and Lathom Junior

Odessa Infants and St James C of E Junior

Woodgrange Infants and Godwin Junior

Children attending any of the above infant schools will be given priority right of admission when moving from Year 2 to the Year 3 class in the linked junior school, before other applicants who come under admission criteria 2 to 6 above, provided their parents/carers request a place at that linked junior school.

A sibling connection also applies for all years groups from reception to 11 in an All Through School

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

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

At a number of our primary schools there are special educational needs resource provisions. These places are reserved for children with particular special educational needs, who are in receipt of high needs funding. Their younger brothers and sisters will be considered under criterion 3 above

### **Home address**

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

- The address of one of the child's parents, but where the child does not reside on a permanent basis (or on a part time basis as outlined by a residency order)

OR

- An address registered with the Council as commercial property,

OR

- An address registered with the Council as empty or derelict
- OR
- A tenant's address, where the property is owned by the parent/carer but rented to a third party,
- OR
- Another family members/friends address who does not have parental responsibility for the child, even if the tenant is responsible for the child's daycare arrangements,
- OR
- Child-minder's address,
- OR
- A PO Box address
- OR
- Second or other additional property's owned by the child's family, which do not have other tenants and where the child is not resident for at least 6 months of the academic year.
- OR
- Future addresses even if contracts have been exchanged or the Council have offered the property in writing

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

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 measurement purposes will be the one from which the child goes to school in the morning most often on week days.

### ***Tie Break***

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

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

### **Shortest walking distance**

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

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

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

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

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

### **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.

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

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

Areas with no lighting

Parks/recreational areas as these can be closed at times to the public (The Greenway is included in our calculations)

Unofficial crossing points of the A12/3 and Newham docks

Footpaths not approved by the LA

### **Route (straight line distance)**

The straight line distance is calculated using the LA's adopted highways and approved footpaths available to the best of our knowledge at the time of the calculations.

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

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

### **Second stage tie break**

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

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

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



## **Split site schools**

Where a school is split across more than one site and the same year groups are taught on more than one site places will be offered using the published admission arrangements and the site for educational purposes will be determined by a second tier criteria. All families offered a place will then be asked which of the two sites they prefer, where there are more applications for one site than places available priority will be given where a child has a sibling at the site who is reasonably expected to still be on roll when the child is due to start. In all other cases home to school distances will be calculated for offered children to both sites and those living closest to each site will have priority.

## **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.

The entrance (gates) used for home to school distance tie break purposes are the main entrance of the school using the official postal address except for the following schools which use alternative entrances as requested by their Governing Body.

Brampton Primary School – Masterman Road  
Central Park Primary School – Loxford Avenue  
New City Primary School – Tunmarsh Lane  
St. Francis' RC School – Bow Street  
St. Michael's RC Primary School – Howard Road  
Upton Cross Primary School – Churston Avenue (for second site Kirton Road)

## **Transparency**

To deliver a transparent approach the Newham School Finder Apps can be accessed via the Newham website and these show our distance calculations and the route used. These Apps also provide catchment, parish and closest school information for every address in the borough.

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

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

# Appendices

## Appendix 1

### Documents for Admission

All school offer and alternative allocations for educational establishments for compulsory school aged children are conditional. This means they are made on the condition that the information provided on the application was accurate at the time of signing and submission. If it is found to be fraudulent or deliberately misleading the school place made be withdrawn. For a child to be admitted their parent/carer must provide Newham acceptable proofs as specified below. Where these documents cannot be provided further action maybe required before admission can take place. This does not mean any child will be refused a school place, but it does mean they may not be offered a place at an oversubscribed school where they cannot prove they have priority.

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

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

### School admissions - children from overseas

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

### Extract from UK Border Agency Public Funds Guidance - April 2013

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

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

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

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

- **UK Birth Certificate** – short or long versions (non UK birth certificates cannot be accepted as they may be in a language other than English)

OR

- **Valid Current Passport** (the child maybe included on their parents' valid current passport)

OR

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

OR

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

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

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

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

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

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

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

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

**OR**

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

**OR**

- Current Tenancy Agreement for Council Housing or Housing Association Property

**OR**

- Tenancy Agreement for Private Accommodation from Newham Accredited Landlord (acceptable to December 2012) or Tenancy Agreement from a Newham Licensed Landlord (accepted from January 2013 onwards)

**OR**

- Letter from the National Asylum Support Service (NASS) Team informing the family of the address of the accommodation being provided for the family.

**OR**

- A letter from Adult/Children's Services Asylum Team informing the family of the address of the accommodation being provided for the family

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

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

- Gas Bill/Payment Schedule/Reminder – dated for the current financial year

OR

- Electricity Bill/Payment Schedule/Reminder – dated for the current financial year

OR

- Water Bill/Payment Schedule/Reminder – dated for the current financial year

OR

- Telephone Bill/Reminder – dated for the current financial year

OR

- Mobile Phone Bill/Reminder – dated for the current financial year

### **Medical Contacts**

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

AND

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

### **Emergency Contacts**

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

Full Name

Address

Language

Relationship to the Child

Home Number

Mobile Number

### **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.