



STARTING PRIMARY SCHOOL

YOUR GUIDE TO NURSERY, RECEPTION AND PRIMARY EDUCATION IN NEWHAM



Reception admissions in September 2018. Information relating to Pan London co-ordination and In Year admissions 2017/18

AUTUMN 2017 EDITION



Closing date for applications
15 January 2018

A summary of the steps you need to take to apply for a place in reception in a Newham primary school for children born 1 September 2013 to 31 August 2014

Infant to Junior Transition

If your child attends a Newham infant school, Newham Pupil Services will complete the process for you to move to your linked junior school. To apply for another school you must follow the process for reception.

REMEMBER – your chances of getting the school of your preference are better if you apply by 15 January 2018.

1

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

2

Take time to find out all the academies and schools located in Newham. You can do this by asking to visit the schools and reading their own prospectuses.

3

Read and understand how places are offered at each school you are interested in. You do this by reading their admissions criteria and reviewing the placements for **September 2017** which are published in this booklet. This will help you understand the likelihood of your child being offered a place.

4

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

5

If you are naming a faith school (voluntary aided) as any of your preferences and want to be considered under the faith based criterion you must submit their Supplementary Information Form (SIF). For Newham Catholic schools your SIF must be received by the school no later than **Monday 15 January 2018**. If the school you prefer is outside Newham you must check the closing dates for their SIF's with the school.

6

If you are applying for a school outside Newham please submit your proof of address to Pupil Services, PO Box 69972, London E16 9DG by **15 January 2018**.

7

16 April 2018 - National Offer Day

- If you applied online via eAdmissions, you will be able to see which school you have been offered by logging on to eAdmissions (www.eadmissions.org.uk) during the evening.
- Your offer for a school will be sent to you via first class post.

Welcome

Dear parent/carer

Starting school is one of the most important milestones in any child's life

Starting school is an exciting time and we want to make the process as smooth and easy as possible for children, parents, carers and other family members. This guide explains what you need to know to apply for a primary school place for your child.

It is important that your child settles into school quickly and enjoys learning. As a parent or carer, you play a critical role in this, and we will help by providing you with the information you need and by keeping the admissions process as simple as possible.

We have high expectations of Newham schools and are proud of the achievements of our nursery, primary, infant, and junior schools. The vast majority of children in Newham attend a primary school that is rated either good or outstanding by Government inspectors (Ofsted). Most Newham children also make good or outstanding progress because of the high quality teaching they receive at school.

Key Stage 1 and 2 results in our schools have improved substantially over recent years. Compared to children in our neighbouring boroughs or nationally, more Newham children leave their primary school having reached level 4 (the national expectation).

Curriculum learning in school is complemented by Newham's Every Child programme which is funded by the council and delivered with the support of our schools. Every child in a Newham primary school benefits from free school meals, and the Newham Reading Guarantee supports primary children aged five to seven to improve their reading.

The programme also ensures that our children and young people enjoy a good mix of academic, cultural and sporting opportunities. Newham's Every Child a Musician provides free music tuition for four years and a free instrument, and Newham's Every Child a Theatre Goer offers access to free live theatre performances.

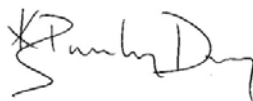
Since 2010, we have invested almost £225 million into maintaining and expanding our primary schools to ensure Newham children learn in the best facilities. This has seen the majority of our primary schools transformed and now providing state of the art technology for Newham's youngest residents to support their learning.

We strongly encourage you to apply online for your child's school place – this means you will be automatically entered into our prize draw to be in with a chance of getting help purchasing school uniform.


We look forward to welcoming your child as they begin school and to supporting them in achieving their potential and getting the best start in life.



Sir Robin Wales
Mayor of Newham



Kim Bromley-Derry
Chief Executive



Councillor Quintin Peppiatt
Cabinet Member for
Children and Young People

School Fact Finder Routes to Schools

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

The screenshot displays the 'Your Selected Address' section with the following text: LONDON BOROUGH OF NEWHAM, NEWHAM DOCKSIDE, 1000 DOCKSIDE ROAD, WEST BECKTON, LONDON, NEWHAM, E16 2QU. Below this is a 'Search Again' button. The 'Your Selected School' section lists Gainsborough Primary School, Gainsborough Road, London, E15 3AF. It provides three route options: a walking route of 2.752 miles, a car route of 2.748 miles, and a cycling route of 2.141 miles, each with a 'View Route' link. The map shows a blue route from the selected address to Gainsborough Primary School, with a 'Showing route to Gainsborough Primary School.' label at the top.

Do you need help deciding which school to apply for?

The School Fact Finder can help you.

You can use the Newham School Fact finder to find:

- the six infant/primary schools closest to your home in Newham
- the catchment school(s) for your home address
- the Catholic parish your home address is in
- facts and figures about schools in Newham.

www.newham.gov.uk/schoolfactfinder

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If you require this document in another format including:

Please call:

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And quote the following:



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www.languageshop.org



All information in this brochure is correct at time of publishing - September 2017.

Front cover and internal photos: Gainsborough Primary School

Nursery and primary education in Newham



Early years education

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

The Guarantee will ensure all Newham parents have access to:

- 15 hours of free eligible childcare, with this increasing to 30 hours when the Government's proposals are rolled out in September 2017 (see page 8).
- regular Stay and Play sessions every week in each community neighbourhood
- programmes, workshops and sessions offering evidence-based advice and guidance to improve parenting capacity in each neighbourhood
- regular employment advice sessions will be available in each neighbourhood
- in each neighbourhood, a range of family health and development sessions including: antenatal support; the transition to parenthood; the early weeks of life; perinatal wellbeing; breastfeeding initiation; healthy weight and nutrition; managing minor ailments and reducing accidents; and supporting speech and language development.

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

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

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

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

Stay and play activities - parents/carers stay and play with their

children, learning how their children learn and develop through play. Activities range from messy play to block building, and heuristic play to mark making.

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

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

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

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

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

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

Nursery education

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

The Early Years Foundation Stage framework

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

School inspections

By law, all schools must be inspected by the Office for Standards in Education (Ofsted). This is to make sure schools are working to provide the best education they can.

Every school in Newham has been inspected in the last four years. Inspection reports can be obtained by contacting the school direct or by visiting the Ofsted website at www.ofsted.gov.uk

Your child's progress

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

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

At the end of Key Stage 2, assessment results for all schools are published each year. The results for summer 2014 are available at www.ofsted.gov.uk

Visiting schools

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

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

Nursery education

Information and application process

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

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

We have seven nursery schools, and nursery classes in the majority of the primary schools in Newham. Children are normally offered a place for mornings or afternoons for the whole week.

Children can only have a nursery place in one Newham nursery school or nursery class in an infant or primary school. You cannot take a morning place in one school and an afternoon place in another.

If you are offered a nursery place, your child must attend regularly. If they do not attend for a prolonged period of time they risk losing their place. There are also a number of private, voluntary and independent sector nursery providers and approved childminders where early education places are available.

Remember, getting a place in a nursery within a school does not mean you will automatically get a place in their reception class. You will need to apply for a reception class for your child to be considered and your child will not get priority for a reception place just because they attend the nursery.

Register for nursery

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

Having a nursery place does not guarantee a place in any particular

primary school. Equally, you keep the same right to a primary school place even if you do not take up a nursery place.

How to register your child

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

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

Ask how likely it is that a place will be available. The school will let you know in writing whether your child has a place or not a few weeks before the term starts.

If you are offered a nursery place, you must write or call to accept it within two weeks, otherwise you may lose it. If you are not offered a place, you will be added to the waiting list. You cannot appeal but you can try a different nursery.

How we offer places

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

For Newham community nursery schools and nursery classes in community schools the order of priority is detailed below. For all other schools both in and out of Newham check the schools website.

- Children with assessed special educational needs will be given priority. This will usually be in the local school/class, but may be elsewhere when a child's needs can only be met at those nursery schools/classes.
- Children in the care of the local authority will also be given priority for local nursery schools/classes.

If there are more children than the number of places available in other cases, places are offered:

- First to children who will get one term in nursery before starting primary school
- then to children who will get two terms in nursery and so on.

In each age group we admit children in this order:

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

If a decision has to be made between children in one of the groups, a place is given to the child who lives nearest to the school by walking distance (see page 33). If there are any places remaining, then these are offered to other children using rules one, two, three and four (above).

When the nursery cannot offer a place, your child will be put on a waiting list for the relevant year group.

Free early years education for two-year-olds

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

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

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

From September 2017 many working families will be eligible for 30 funded hours per week (or 1140 hours per year). To apply go to www.childcarechoices.gov.uk or call **0300 123 4097**. A directory of Newham providers can be found at www.newham.gov.uk/30freehours

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

Reception classes for September 2018

For children born 1 September 2013 to 31 August 2014

Information and application process

Pan-London admission system for children starting school in a reception class in September 2018

Reception class is the first formal class in school life and is for children who will turn five during the school year. Every year, over 70,000 children living in London and the Home Counties start school in a reception class, many crossing borough boundaries to do so because of parental preference for an out-of-borough school, for example due to work commitments.

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

This means:

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

The governing bodies of our voluntary-aided (VA) faith schools: St. Antony's, St. Edward's, St. Francis', St. Helen's, St. Joachim's, St. Luke's, St. Michael's and St. Winefride's will continue to make decisions on their own admissions, as will the academies and free schools. They will rank numbers for each application so the highest single offer can be made to each child whose family has applied.

To apply and be considered for a faith based place at a voluntary-aided faith school you must complete a Supplementary Information Form (SIF) as well as an online CAF. This is only if you want your child to be considered under priority groups 2 to 10. Should you choose not to submit a SIF your application will still be considered but will automatically be placed in priority group 11.

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

All families who apply by the national closing date of **15 January 2018** will receive an offer of one reception class place on 18 April 2018.

If we receive your application after national offer day, 18 April 2018, we will usually offer a place within 10 school days.

What this means for you

You only need to complete one Common Application Form (CAF) for all schools in London and the Home Counties rather than applying separately to each school. You can name any Newham state maintained school on the CAF. Before you name one of Newham's VA Catholic, academy or free schools or Church of England schools on the form, please check their admission criteria on pages 39-46.

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

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

Faith School Supplementary Information Forms (SIF)

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





Visit www.newham.gov.uk/schoolfactfinder to find out which catchment area you live in.

As you will see from 'Newham community and voluntary controlled primary schools' (see page 30), you stand the best chance of getting the place you want for your child if you choose your local school.

Parent/carer's legal responsibility

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

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

When will my child's school place start?

All children will be offered a school place that starts in September 2018 if we have received a completed CAF before 1 July 2018. For applications received after this date their start date will be determined by the head teacher of the school they have been allocated.

If you apply from July 2018 onwards your child will usually be given a allocated school within 10 school days of the arrival of your application in Pupil Services.

To ensure your child has a reception place your application must be received by Monday 15 January 2018.

APPLY ONLINE
www.eadmissions.org.uk

How can you apply?

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

You can review your application form and make changes right up until the closing date. You can also check the outcome of your application on the evening of national offer day on 16 April 2018.

For more information see the back cover of this guide.

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

- If you need a Voluntary aided (VA) school's SIF you are responsible for obtaining one for each of the schools you have named on your form. The forms will not automatically be sent to you.

- The SIFs for all Newham VA faith schools are available from the VA schools directly or by downloading a copy from the Newham website.
- For out-of-borough VA faith schools you will need to contact the school directly, contact the borough they are in or visit their borough's website.

How many school places are there?

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

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

What is the 'catchment area'?

A list of streets around each school has been drawn up. Children living in these streets are 'within the catchment area' of that school.

Application timetable for admission to reception classes in September 2018

1 September 2017

The eAdmissions Pan London portal opens for online applications.

12 September 2017 This Starting School guide is published online by Pupil Services. A printed copy can be requested by phoning 020 8430 2000. Printed copies will also be delivered into primary schools in September.

**Important date:
Monday 15 January 2018**

Please ensure your online application is made by **Monday 15 January 2018 11.59pm**.

If you do not apply by 15 January 2018 your application will be treated as a 'late application' which means your child will not be considered for any places until all the applicants who applied 'on time' are placed. **A late application means that your child is extremely unlikely to get the school you prefer.**

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

Please note

We will not reserve (save) your child a place at their catchment school. Your child will only be considered for a place for your catchment school if you name it as one of your preferences.

This also applies to children who attend a nursery class in a primary school. We will not reserve (save) them a reception class place. Your child will only be considered for a place if you name the school as one of your preferences.

There is no guarantee you will be given a place at your catchment school or the school where your child attends nursery even if you apply on time and/or name it as one of your preferences.

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

Monday 15 January 2018

11.59pm

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

16 April 2018 - national offer day

Your child's offer will be available on the eAdmissions portal on 16 April 2018 and you will be able to view your offer during the evening on this date. Newham will send, by 1st class post, the school offer or alternative allocation letter for all 'on time' applicants and late applicants received by end of March 2018 to the last proven home address supplied to Pupil Services. This school offer will be conditional on you providing the school with proof of address and date of birth (see pages 37-38).

June/July 2018

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

If you change your address

If your child changes their permanent address before 15 January 2018 and you provide the required proof of your new address (see page 41), we will use the new address to determine the school place we allocate. If you do not provide the required proof, we will write to you at your new address but we will use your previous address to determine the school place we allocate. If you change your address or notify us of a recent change after 15 January 2018 we will not use it for correspondence only. We cannot use it to determine your catchment area school or your home to school distance.

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

Applications or changes received after 15 January 2018

If we receive your completed form after the closing date of 15 January 2018, it will be a late application.

Late applications are processed in the same way as those received on time, but we offer places to on time applicants first. Late applicants will be offered the school places remaining after on time applicants.





This means that to have the best possible chance of getting a place at one of your preferred schools, you must ensure you submit your application online or return your form by post to be received by the council by 15 January 2018.

If you send your application form before 15 January 2018 but it is not received by Pupil Services or a Newham primary school until after that date, it will still be treated as a late application, irrespective of when you think we should have received it. We can only back date an application if you have proof of receipt from a Newham nursery, or infant or primary school that shows you submitted a reception class application form before the deadline. No other proof of postage will be accepted.

By applying online you will have a guarantee of knowing when it

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

The table on pages 14-15 shows that

the majority of our school places are offered to on time applicants.

Appeals

If your child does not get a place at your preferred school, you have the legal right of appeal (see page 55).

The Human Rights Act

Allows parents/carers to give religious and/or philosophical reasons for wanting a particular school place. The Local Authority is required to take these into account when it can. In practice, as with parental preference, this means we can only take this into account if the school has enough places. In cases where we have more applications than places for a school, we will follow our admissions criteria to decide which children are offered a place.

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

Acceptance

We will automatically update our database to show you have accepted the place offered to your child - this means you don't have to take any action and don't have to worry about losing the place.

Refusal

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

- notify Pupil Services by returning the 'refusal slip' sent to you with the offer letter stating that you **do not want** the school place offered and you want them to withdraw the offer. You must also write to the headteacher of the school offered, to explain that you do not want the place. If you do this, your child will still remain on the waiting list of your preferred school (see page 24) and you must re-apply

for a school place before your child reaches compulsory school age (the start of the school term after their fifth birthday) if you have not gained a place from the waiting list or via a successful appeal

OR

- notify Pupil Services by returning the 'refusal slip' sent to you with the offer letter stating that you **do not want** the school place offered and you want them to withdraw the offer and you want your child's application withdrawn so they do not appear on any waiting lists. You must also write to the head teacher of the school offered to explain that you do not want the place. If you do this you must re-apply for a school place before your child reaches compulsory school age (the start of the school term after their fifth birthday, see page 18 for full details) if you have not already arranged suitable education for your child.

You can instruct us to withdraw the school offered, by ticking that section on the 'acceptance/refusal

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

If you re-apply and we still cannot offer a place at one of your preferred schools in accordance with our admission arrangements (see pages 18-30), we will offer the closest school to your home that has a place available. It is possible that the new allocated school will be further from your home than the previous school offered as that place will have already been offered to another child.

Deferred entry and part time arrangements

See page 26.



'On Time' reception offers and alternative allocations for September 2017

Altmore Infant School	Actual Places 150 SEN High Needs funding 0 All Other 8 Distance of Final Offer (miles)* N/A	On Time Applications 300 Catchment & Sibling 46 LA ALT 2	Statement and EHCP 0 Sibling 3 Total 145	Looked After 0 Catchment 86 Criterion of Final Offer* N/A
Avenue Primary School	Actual Places 120 SEN High Needs funding 0 All Other 14 Distance of Final Offer (miles)* N/A	On Time Applications 231 Catchment & Sibling 28 LA ALT 0	Statement and EHCP 0 Sibling 13 Total 91	Looked After 0 Catchment 36 Criterion of Final Offer* N/A
Brampton Primary School	Actual Places 120 SEN High Needs funding 2 All Other 20 Distance of Final Offer (miles)* 0.45	On Time Applications 395 Catchment & Sibling 28 LA ALT 0	Statement and EHCP 0 Sibling 24 Total 120	Looked After 2 Catchment 44 Criterion of Final Offer* All
Britannia Village Primary School	Actual Places 60 SEN High Needs funding 0 All Other 1 Distance of Final Offer (miles)* 0.586	On Time Applications 194 Catchment & Sibling 12 LA ALT 0	Statement and EHCP 0 Sibling 7 Total 60	Looked After 0 Catchment 40 Criterion of Final Offer* All
Calverton Primary School	Actual Places 90 SEN High Needs funding 2 All Other 9 Distance of Final Offer (miles)* N/A	On Time Applications 107 Catchment & Sibling 6 LA ALT 1	Statement and EHCP 0 Sibling 12 Total 45	Looked After 0 Catchment 15 Criterion of Final Offer* N/A
Carpenters Primary School	Actual Places 60 SEN High Needs funding 0 All Other 6 Distance of Final Offer (miles)* N/A	On Time Applications 133 Catchment & Sibling 19 LA ALT 5	Statement and EHCP 0 Sibling 7 Total 60	Looked After 0 Catchment 23 Criterion of Final Offer* N/A
Central Park Primary School	Actual Places 120 SEN High Needs funding 0 All Other 24 Distance of Final Offer (miles)* 1.171	On Time Applications 365 Catchment & Sibling 34 LA ALT 0	Statement and EHCP 0 Sibling 23 Total 120	Looked After 2 Catchment 37 Criterion of Final Offer* All
Chobham Academy	Actual Places 90 SEN High Needs funding 0 All Other 16 Distance of Final Offer (miles)* 0.5469	On Time Applications 305 Catchment & Sibling 0 LA ALT 0	Statement and EHCP 0 Sibling 39 Total 90	Looked After 0 Catchment 35 Criterion of Final Offer* All
Cleves Primary School	Actual Places 60 SEN High Needs funding 2 All Other 3 Distance of Final Offer (miles)* 0.236	On Time Applications 254 Catchment & Sibling 19 LA ALT 0	Statement and EHCP 0 Sibling 13 Total 60	Looked After 0 Catchment 23 Criterion of Final Offer* All
Colegrave Primary School	Actual Places 90 SEN High Needs funding 2 All Other 12 Distance of Final Offer (miles)* N/A	On Time Applications 172 Catchment & Sibling 13 LA ALT 0	Statement and EHCP 0 Sibling 11 Total 54	Looked After 0 Catchment 16 Criterion of Final Offer* N/A
Curwen Primary School	Actual Places 120 SEN High Needs funding 0 All Other 24 Distance of Final Offer (miles)* 0.569	On Time Applications 305 Catchment & Sibling 23 LA ALT 0	Statement and EHCP 0 Sibling 28 Total 120	Looked After 1 Catchment 44 Criterion of Final Offer* All
Dersingham Primary School	Actual Places 90 SEN High Needs funding 0 All Other 15 Distance of Final Offer (miles)* N/A	On Time Applications 200 Catchment & Sibling 10 LA ALT 4	Statement and EHCP 0 Sibling 18 Total 57	Looked After 0 Catchment 10 Criterion of Final Offer* N/A

* Children's centre also provided

KEY

Actual places – the number of places available

On time applications – number of families who named the schools as one of their preferred schools

Statement and EHCP – children with special educational needs or Education Health Care Plans

Looked after children – children in the care or previously in the care of the local authority, admitted under admission criterion one

Sibling – children offered a place who have a sibling on roll at the school in Years R-5

Sibling – children living outside the school's catchment area but with a sibling already attending the school (admission criterion four)

Catchment and Sibling – children living in the school's catchment area with a sibling (brother/sister) already attending the school (admission criterion three)

Catchment – children living in the school's catchment area (admission criterion five)

All – children living outside the school's catchment area (admission criterion six)

LA Alt – number of children the LA allocated an alternative school because none of the schools which the parents/carers asked for had a space available

Total – total number of places offered to on time applicants on 18 April 2016

Criterion of final offer – Category of the furthest child

Distance of final offer – furthest 'home to school distance' in miles of the last child to be offered a case in the lowest priority group offered.

Drew Primary School	Actual Places 60 SEN High Needs funding 0 All Other 3 Distance of Final Offer (miles)* N/A	On Time Applications 86 Catchment & Sibling 12 LA ALT 2	Statement and EHCP 0 Sibling 3 Total 48	Looked After 0 Catchment 28 Criterion of Final Offer* N/A
Earlham Primary School	Actual Places 60 SEN High Needs funding 0 All Other 13 Distance of Final Offer (miles)* N/A	On Time Applications 176 Catchment & Sibling 12 LA ALT 5	Statement and EHCP 0 Sibling 9 Total 60	Looked After 0 Catchment 21 Criterion of Final Offer* N/A
Ellen Wilkinson Primary School	Actual Places 60 SEN High Needs funding 0 All Other 21 Distance of Final Offer (miles)* 0.485	On Time Applications 242 Catchment & Sibling 7 LA ALT 0	Statement and EHCP 0 Sibling 15 Total 60	Looked After 1 Catchment 16 Criterion of Final Offer* All
Elmhurst Primary School	Actual Places 120 SEN High Needs funding 0 All Other 0 Distance of Final Offer (miles)* 0.389	On Time Applications 373 Catchment & Sibling 44 LA ALT 0	Statement and EHCP 0 Sibling 13 Total 120	Looked After 1 Catchment 62 Criterion of Final Offer* Catchment
Essex Primary School	Actual Places 120 SEN High Needs funding 2 All Other 29 Distance of Final Offer (miles)* 0.592	On Time Applications 286 Catchment & Sibling 30 LA ALT 0	Statement and EHCP 0 Sibling 18 Total 120	Looked After 0 Catchment 41 Criterion of Final Offer* All
Gainsborough Primary School	Actual Places 60 SEN High Needs funding 2 All Other 6 Distance of Final Offer (miles)* N/A	On Time Applications 56 Catchment & Sibling 5 LA ALT 2	Statement and EHCP 0 Sibling 5 Total 27	Looked After 0 Catchment 7 Criterion of Final Offer* N/A
Gallions Primary School	Actual Places 90 SEN High Needs funding 2 All Other 22 Distance of Final Offer (miles)* N/A	On Time Applications 169 Catchment & Sibling 11 LA ALT 1	Statement and EHCP 0 Sibling 14 Total 67	Looked After 0 Catchment 17 Criterion of Final Offer* N/A
Grange Primary School	Actual Places 30 SEN High Needs funding 0 All Other 6 Distance of Final Offer (miles)* N/A	On Time Applications 60 Catchment & Sibling 5 LA ALT 3	Statement and EHCP 0 Sibling 0 Total 20	Looked After 0 Catchment 6 Criterion of Final Offer* N/A
Hallsville Primary School	Actual Places 60 SEN High Needs funding 0 All Other 12 Distance of Final Offer (miles)* 2.773	On Time Applications 174 Catchment & Sibling 10 LA ALT 0	Statement and EHCP 0 Sibling 9 Total 60	Looked After 0 Catchment 29 Criterion of Final Offer* All
Hartley Primary School	Actual Places 120 SEN High Needs funding 0 All Other 26 Distance of Final Offer (miles)* N/A	On Time Applications 329 Catchment & Sibling 20 LA ALT 1	Statement and EHCP 0 Sibling 21 Total 116	Looked After 1 Catchment 47 Criterion of Final Offer* N/A
Kaizen Primary School	Actual Places 60 SEN High Needs funding 0 All Other 17 Distance of Final Offer (miles) N/A	On Time Applications 125 Catchment & Sibling 3 LA ALT 0	Statement and EHCP 0 Sibling 12 Total 34	Looked After 0 Catchment 2 Criterion of Final Offer* N/A
Keir Hardie Primary School	Actual Places 60 SEN High Needs funding 0 All Other 21 Distance of Final Offer (miles) 1.02	On Time Applications 185 Catchment & Sibling 10 LA ALT 0	Statement and EHCP 0 Sibling 13 Total 60	Looked After 0 Catchment 16 Criterion of Final Offer* All

KEY

Actual places – the number of places available

On time applications – number of families who named the schools as one of their preferred schools

Statement and EHCP – children with special educational needs or Education Health Care Plans

Looked after children – children in the care or previously in the care of the local authority, admitted under admission criterion one

Sibling – children offered a place who have a sibling on roll at the school in Years R-5

Sibling – children living outside the school's catchment area but with a sibling already attending the school (admission criterion four)

Catchment and Sibling – children living in the school's catchment area with a sibling (brother/sister) already attending the school (admission criterion three)

Catchment – children living in the school's catchment area (admission criterion five)

All – children living outside the school's catchment area (admission criterion six)

LA Alt – number of children the LA allocated an alternative school because none of the schools which the parents/carers asked for had a space available

Total – total number of places offered to on time applicants on 18 April 2016

Criterion of final offer – Category of the furthest child

Distance of final offer – furthest 'home to school distance' in miles of the last child to be offered a case in the lowest priority group offered.

Kensington Primary School	Actual Places 90 SEN High Needs funding 0 All Other 27 Distance of Final Offer (miles)* N/A	On Time Applications 249 Catchment & Sibling 14 LA ALT 1	Statement and EHCP 0 Sibling 17 Total 88	Looked After 0 Catchment 29 Criterion of Final Offer* N/A
Langdon Academy	Actual Places 90 SEN High Needs funding 2 All Other 14 Distance of Final Offer (miles)* N/A	On Time Applications 173 Catchment & Sibling 0 LA ALT 0	Statement and EHCP 0 Sibling 15 Total 31	Looked After 0 Catchment 0 Criterion of Final Offer* N/A
Manor Primary School	Actual Places 60 SEN High Needs funding 0 All Other 2 Distance of Final Offer (miles)* N/A	On Time Applications 66 Catchment & Sibling 8 LA ALT 0	Statement and EHCP 0 Sibling 3 Total 23	Looked After 0 Catchment 10 Criterion of Final Offer* N/A
Maryland Primary School	Actual Places 60 SEN High Needs funding 0 All Other 19 Distance of Final Offer (miles)* 0.6	On Time Applications 206 Catchment & Sibling 11 LA ALT 0	Statement and EHCP 0 Sibling 12 Total 60	Looked After 1 Catchment 17 Criterion of Final Offer* All
Monega Primary School	Actual Places 90 SEN High Needs funding 0 All Other 10 Distance of Final Offer (miles)* N/A	On Time Applications 217 Catchment & Sibling 11 LA ALT 9	Statement and EHCP 0 Sibling 13 Total 76	Looked After 0 Catchment 33 Criterion of Final Offer* N/A
Nelson Primary School	Actual Places 120 SEN High Needs funding 0 All Other 20 Distance of Final Offer (miles)* N/A	On Time Applications 301 Catchment & Sibling 15 LA ALT 1	Statement and EHCP 0 Sibling 14 Total 72	Looked After 0 Catchment 22 Criterion of Final Offer* N/A
New City Primary School	Actual Places 90 SEN High Needs funding 0 All Other 10 Distance of Final Offer (miles)* N/A	On Time Applications 240 Catchment & Sibling 33 LA ALT 2	Statement and EHCP 0 Sibling 5 Total 88	Looked After 0 Catchment 38 Criterion of Final Offer* N/A
North Beckton Primary School	Actual Places 90 SEN High Needs funding 1 All Other 17 Distance of Final Offer (miles)* N/A	On Time Applications 141 Catchment & Sibling 9 LA ALT 3	Statement and EHCP 0 Sibling 13 Total 59	Looked After 0 Catchment 16 Criterion of Final Offer* N/A
Odessa Infant School	Actual Places 90 SEN High Needs funding 0 All Other 14 Distance of Final Offer (miles)* N/A	On Time Applications 129 Catchment & Sibling 8 LA ALT 1	Statement and EHCP 0 Sibling 9 Total 52	Looked After 0 Catchment 20 Criterion of Final Offer* N/A
Park Primary School	Actual Places 90 SEN High Needs funding 0 All Other 23 Distance of Final Offer (miles)* N/A	On Time Applications 203 Catchment & Sibling 15 LA ALT 2	Statement and EHCP 0 Sibling 10 Total 90	Looked After 0 Catchment 40 Criterion of Final Offer* N/A
Plaistow Primary School	Actual Places 60 SEN High Needs funding 0 All Other 17 Distance of Final Offer (miles) 0.97	On Time Applications 235 Catchment & Sibling 15 LA ALT 0	Statement and EHCP 0 Sibling 10 Total 60	Looked After 0 Catchment 18 Criterion of Final Offer* All
Portway Primary School	Actual Places 120 SEN High Needs funding 0 All Other 10 Distance of Final Offer (miles) N/A	On Time Applications 132 Catchment & Sibling 12 LA ALT 2	Statement and EHCP 0 Sibling 5 Total 47	Looked After 0 Catchment 18 Criterion of Final Offer* N/A
Ranelagh Primary School	Actual Places 60 SEN High Needs funding 0 All Other 8 Distance of Final Offer (miles) N/A	On Time Applications 90 Catchment & Sibling 5 LA ALT 1	Statement and EHCP 0 Sibling 7 Total 32	Looked After 0 Catchment 11 Criterion of Final Offer* N/A

KEY

Actual places – the number of places available

On time applications – number of families who named the schools as one of their preferred schools

Statement and EHCP – children with special educational needs or Education Health Care Plans

Looked after children – children in the care or previously in the care of the local authority, admitted under admission criterion one

Sibling – children offered a place who have a sibling on roll at the school in Years R-5

Sibling – children living outside the school's catchment area but with a sibling already attending the school (admission criterion four)

Catchment and Sibling – children living in the school's catchment area with a sibling (brother/sister) already attending the school (admission criterion three)

Catchment – children living in the school's catchment area (admission criterion five)

All – children living outside the school's catchment area (admission criterion six)

LA Alt – number of children the LA allocated an alternative school because none of the schools which the parents/carers asked for had a space available

Total – total number of places offered to on time applicants on 18 April 2016

Criterion of final offer – Category of the furthest child

Distance of final offer – furthest 'home to school distance' in miles of the last child to be offered a case in the lowest priority group offered.

Ravenscroft Primary School	Actual Places 90 SEN High Needs funding 2 All Other 23 Distance of Final Offer (miles) N/A	On Time Applications 154 Catchment & Sibling 16 LA ALT 2	Statement and EHCP 0 Sibling 19 Total 90	Looked After 0 Catchment 28 Criterion of Final Offer* N/A
Roman Road Primary School	Actual Places 90 SEN High Needs funding 0 All Other 8 Distance of Final Offer (miles) N/A	On Time Applications 85 Catchment & Sibling 6 LA ALT 2	Statement and EHCP 0 Sibling 5 Total 33	Looked After 0 Catchment 12 Criterion of Final Offer* N/A
Rosetta Primary School	Actual Places 90 SEN High Needs funding 0 All Other 33 Distance of Final Offer (miles) 3.82	On Time Applications 226 Catchment & Sibling 13 LA ALT 0	Statement and EHCP 0 Sibling 20 Total 90	Looked After 0 Catchment 24 Criterion of Final Offer* All
St Stephen's Primary School	Actual Places 90 SEN High Needs funding 0 All Other 28 Distance of Final Offer (miles) 0.402	On Time Applications 392 Catchment & Sibling 17 LA ALT 0	Statement and EHCP 0 Sibling 10 Total 96	Looked After 1 Catchment 40 Criterion of Final Offer* All
Salisbury Primary School	Actual Places 90 SEN High Needs funding 0 All Other 10 Distance of Final Offer (miles) N/A	On Time Applications 183 Catchment & Sibling 15 LA ALT 2	Statement and EHCP 0 Sibling 12 Total 65	Looked After 0 Catchment 26 Criterion of Final Offer* N/A
Sandringham Primary School	Actual Places 120 SEN High Needs funding 0 All Other 33 Distance of Final Offer (miles) N/A	On Time Applications 253 Catchment & Sibling 23 LA ALT 1	Statement and EHCP 0 Sibling 25 Total 119	Looked After 0 Catchment 37 Criterion of Final Offer* N/A
School 21	Actual Places 75 SEN High Needs funding 0 All Other 50 Distance of Final Offer (miles) 0.548	On Time Applications 274 Catchment & Sibling 0 LA ALT 0	Statement and EHCP 0 Sibling 30 Total 80	Looked After 0 Catchment 0 Criterion of Final Offer* All
Scott Wilkie Primary School	Actual Places 60 SEN High Needs funding 0 All Other 10 Distance of Final Offer (miles) N/A	On Time Applications 96 Catchment & Sibling 7 LA ALT 0	Statement and EHCP 0 Sibling 11 Total 34	Looked After 0 Catchment 6 Criterion of Final Offer* N/A
Selwyn Primary School	Actual Places 60 SEN High Needs funding 0 All Other 23 Distance of Final Offer (miles) 0.515	On Time Applications 215 Catchment & Sibling 10 LA ALT 0	Statement and EHCP 0 Sibling 13 Total 60	Looked After 0 Catchment 14 Criterion of Final Offer* All
Shaftesbury Primary School	Actual Places 90 SEN High Needs funding 0 All Other 29 Distance of Final Offer (miles) N/A	On Time Applications 277 Catchment & Sibling 13 LA ALT 4	Statement and EHCP 0 Sibling 11 Total 84	Looked After 0 Catchment 27 Criterion of Final Offer* N/A
Sheringham Academy	Actual Places 90 SEN High Needs funding 0 All Other 0 Distance of Final Offer (miles) 0.587	On Time Applications 225 Catchment & Sibling 36 LA ALT 0	Statement and EHCP 0 Sibling 11 Total 90	Looked After 0 Catchment 43 Criterion of Final Offer* Catchment
Sir John Heron Primary School	Actual Places 60 SEN High Needs funding 1 All Other 5 Distance of Final Offer (miles) 1.381	On Time Applications 144 Catchment & Sibling 21 LA ALT 0	Statement and EHCP 0 Sibling 6 Total 60	Looked After 0 Catchment 27 Criterion of Final Offer* All

KEY

Actual places – the number of places available

On time applications – number of families who named the schools as one of their preferred schools

Statement and EHCP – children with special educational needs or Education Health Care Plans

Looked after children – children in the care or previously in the care of the local authority, admitted under admission criterion one

Sibling – children offered a place who have a sibling on roll at the school in Years R-5

Sibling – children living outside the school's catchment area but with a sibling already attending the school (admission criterion four)

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Catchment – children living in the school's catchment area (admission criterion five)

All – children living outside the school's catchment area (admission criterion six)

LA Alt – number of children the LA allocated an alternative school because none of the schools which the parents/carers asked for had a space available

Total – total number of places offered to on time applicants on 18 April 2016

Criterion of final offer – Category of the furthest child

Distance of final offer – furthest 'home to school distance' in miles of the last child to be offered a case in the lowest priority group offered.

Southern Road Primary School	Actual Places 90 SEN High Needs funding 0 All Other 10 Distance of Final Offer (miles) N/A	On Time Applications 183 Catchment & Sibling 16 LA ALT 4	Statement and EHCP 0 Sibling 17 Total 68	Looked After 0 Catchment 21 Criterion of Final Offer* N/A
Star Primary School	Actual Places 90 SEN High Needs funding 0 All Other 19 Distance of Final Offer (miles) N/A	On Time Applications 141 Catchment & Sibling 10 LA ALT 1	Statement and EHCP 0 Sibling 13 Total 69	Looked After 0 Catchment 26 Criterion of Final Offer* N/A
Tollgate Primary School	Actual Places 60 SEN High Needs funding 2 All Other 16 Distance of Final Offer (miles) 0.753	On Time Applications 217 Catchment & Sibling 12 LA ALT 0	Statement and EHCP 0 Sibling 6 Total 60	Looked After 0 Catchment 24 Criterion of Final Offer* All
Upton Cross Primary School	Actual Places 150 SEN High Needs funding 0 All Other 40 Distance of Final Offer (miles) N/A	On Time Applications 264 Catchment & Sibling 16 LA ALT 4	Statement and EHCP 0 Sibling 47 Total 129	Looked After 1 Catchment 21 Criterion of Final Offer* N/A
Vicarage Primary School	Actual Places 120 SEN High Needs funding 0 All Other 16 Distance of Final Offer (miles) N/A	On Time Applications 255 Catchment & Sibling 26 LA ALT 1	Statement and EHCP 0 Sibling 19 Total 110	Looked After 0 Catchment 48 Criterion of Final Offer* N/A
West Ham Church Primary School	Actual Places 45 SEN High Needs funding 0 All Other 6 Distance of Final Offer (miles) N/A	On Time Applications 110 Catchment & Sibling 9 LA ALT 1	Statement and EHCP 0 Sibling 8 Total 39	Looked After 0 Catchment 15 Criterion of Final Offer* N/A
William Davies Primary School	Actual Places 30 SEN High Needs funding 0 All Other 0 Distance of Final Offer (miles) 0.178	On Time Applications 145 Catchment & Sibling 18 LA ALT 0	Statement and EHCP 0 Sibling 1 Total 30	Looked After 0 Catchment 11 Criterion of Final Offer* Catchment
Winsor Primary School	Actual Places 90 SEN High Needs funding 0 All Other 29 Distance of Final Offer (miles) N/A	On Time Applications 158 Catchment & Sibling 13 LA ALT 0	Statement and EHCP 0 Sibling 15 Total 79	Looked After 0 Catchment 22 Criterion of Final Offer* N/A
Woodgrange Primary School	Actual Places 120 SEN High Needs funding 0 All Other 40 Distance of Final Offer (miles) 1.517	On Time Applications 199 Catchment & Sibling 27 LA ALT 0	Statement and EHCP 0 Sibling 13 Total 120	Looked After 0 Catchment 40 Criterion of Final Offer* All
St Antony's RC Primary School				
St Edward's RC Primary School				
St Francis' RC Primary School				
St Helen's Catholic Primary School				
St Joachim's Catholic Primary School				
St Luke's Primary School				
St Michael's RC Primary School				
St Winefride's RC Primary School				
Total	Actual Places 5360 SEN High Needs funding 22 All Other 947	On Time Applications 12928 Catchment & Sibling 887 LA ALT 70	Statement and EHCP 0 Sibling 775 Total 4562	Looked After 11 Catchment 1485

For voluntary aided faith schools see pages 44-51

KEY

Actual places – the number of places available

On time applications – number of families who named the schools as one of their preferred schools

Statement and EHCP – children with special educational needs or Education Health Care Plans

Looked after children – children in the care or previously in the care of the local authority, admitted under admission criterion one

Sibling – children offered a place who have a sibling on roll at the school in Years R-5

Sibling – children living outside the school's catchment area but with a sibling already attending the school (admission criterion four)

Catchment and Sibling – children living in the school's catchment area with a sibling (brother/sister) already attending the school (admission criterion three)

Catchment – children living in the school's catchment area (admission criterion five)

All – children living outside the school's catchment area (admission criterion six)

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Distance of final offer – furthest 'home to school distance' in miles of the last child to be offered a case in the lowest priority group offered.

APPLY ONLINE FOR A **SAFE AND SECURE** APPLICATION PROCESS

The easiest way to apply for your child's primary school is to do it online at www.eadmissions.org.uk

The image shows a screenshot of the 'User registration' page on the eadmissions.org.uk website. The page has a purple header with 'Admissions', 'Help', and 'FAQ' links. A sidebar on the left lists navigation options like 'School admission forms', 'Information & Guidance', and 'Register to apply online'. The main content area is titled 'User registration' and includes a 'Logout' button. Below this is the 'Enter Your Details' section, which offers two registration paths: one for existing users and another for new users. The new user path includes fields for Title, First name, Last name, Postcode, Address (with a dropdown menu and an 'Add Address to Form' button), Email address, and various phone numbers. A 'Register' button is at the bottom right of the form. The footer contains copyright information and links for 'About this site', 'Feedback', 'Copyright', 'Disclaimer', 'Privacy Policy', and 'Contact'.

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

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

Apply online and be in with a chance to get help in buying your child's school uniform. See page 68 for terms and conditions.

Determined admission arrangements

For entry from September 2018

Determined School Admission Arrangements for Primary Schools

For entry from September 2018

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 the Department for Education and sets out the law and guidance relating to school admissions. Local authorities have an important role in monitoring compliance with the Admissions Code and are required to report annually to the Schools Adjudicator on the fairness and legality of the admissions arrangements for all schools in their area, including those for whom they are 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 places.

These admission arrangements have been 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.

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 schools 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.

All parents/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 parents/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.

In Newham if parents/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' within 15 days of our request 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. 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.

Special Education Needs

Children with an Education Health Care Plan (EHCP) or Statement of Special Educational Need will be placed under the latest SEND regulations.

All places in special schools and resourced units located in Newham are placed outside of these arrangements using the SEN published protocols.

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

Associated regulations, statutory guidance and information

This document should be read in conjunction with:

- School Standards Framework Act 1998
- School Admissions Code (2014)
- Admission Appeals Code (2012)
- Admission of Crown Servants (2015)
- Children Missing Education (2016)
- Pan London Scheme for 2017 entry

Normal admissions (also known as planned admissions)

For reception classes and Year 3 classes in junior schools for the academic year 2018/19 starting in September 2018, all families with a children with a date of birth 1 September 2013 and 31 August 2014 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 lives and not where their parent/carer lives if this is different.

In the case of a Looked After Child the application must be made to the borough where they are living at the time of application and not the local authority who is responsible for the child.

LB Newham's Pupil Services will communicate by a secure method with other Admissions Authorities in Newham and outside of the borough, where preferences named are not Newham maintained schools. This is to determine the outcome of each application (preference) and offer the highest single offer available to each family who apply.

Newham Pupil Services will notify all Newham applicants of the outcome and the named school by letter using 1st class post on national offer day. The outcome for Newham residents will be sent by Pupil Services even where the offered school is not located in Newham. Where families have applied online using the Pan London eAdmissions portal their outcome (named school) will also be confirmed electronically on the evening of national.

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

For 'In Year' admissions and for Reception 2018/19 entry where the late application is being submitted after 31 August 2018:

- Newham residents wanting to apply for any schools located in Newham expect 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
- 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 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, 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 guidance.

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 parents/

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 they will 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.

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 size rooms.

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

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

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



3. Additional places and capping

In the event of an unexpected and significant increases to the school aged population, in a particular year group or year groups that occurs too late to be addressed as part of the Council's place planning strategy, it may be necessary to introduce additional places. Any proposed increase would be managed by the Council and the admission authorities in Newham in joint partnership.

These additional places can be delivered through bulge classes for specific year groups that will continue through the school, year on year, until the bulge expires at Year 6, or through temporary over allocation of places available for a fixed mutually agreed period.

Where a school is significantly undersubscribed in a particular year group for a prolonged period it is possible for the admission number to be capped to withdraw places for a fixed period, on the understanding they will be made available at time of increased pressure on places. This action will only be permitted under strict controls and with the mutual agreement of the Local Authority and the Governing Body of the school. Part of these controls would include determining the potential impact on residents and schools.

4. 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.

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

All applications will be processed using the child's home address at the time of the application, even if this is outside of the UK (except for children of service personnel and crown servants – see below). Future addresses in the UK will not be accepted even if contracts/rental agreements have been signed. For normal admission purposes, as applications must be made to the child's home borough, to enable an overseas family to apply we will accept a future address in Newham to determine the home borough but the current home address for processing the application. Where an application is being made for a child who is living overseas at the time of

submission, the application must be made on a paper form not via the Pan London eAdmissions portal.

Where a place can be offered using the child's overseas current address, the expectation is that the child will be available to take up the place on the proposed start date, which could be as soon as the day after the place being offered. If a child cannot take up the place as they are not in the UK and are not expected for at least a week the place will usually be withdrawn.

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

5. National closing and offer days

The UK Government has set national closing and offer dates for applications for normal admissions. These dates only apply to applications for Year 7 entry in September of the new academic year.

National closing – 15 January, preceding the academic year of entry. Applications received by LB Newham



Pupil Services by midnight on this date will be processed as on time and those received after will be processed as late. It is important to understand that late applications cannot be considered for a place until all on time applicants have been provided with places. This means families who apply late are greatly reducing their opportunity to gain a place at one of their preferred schools.

National offer day – 16 April, or first working day after this date where it falls on a weekend or a bank holiday. This is the date when outcomes are issued to all on time applicants. All applicants are posted an outcome using 1st class post on national offer day. Where the application was made online, via the Pan London eAdmissions portal the outcome will be available online during the late afternoon/early evening.

Late applicants who apply by the third Friday in February in the year of expected admission will be sent their outcome on national offer day.

Applicants received after this date will be sent their outcomes within 10 days of their application – with the first offer day being five days after national offer day.

For In Year admissions there are no closing or offer dates. Our aim is to send notification of the outcome of each application within 5 -10 school days.

6. 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

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

OR

- school where their parent/carer works.

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

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

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

All applicants are given the opportunity to supply their religious, philosophical, medical, personal or social 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 be 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 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.

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. The only exception is in relation to Summer Born children – see point 12.

7. 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 academic age. However the law does not prescribe the year group a child should be admitted to. There is no statutory barrier to children being educated outside their normal year group.

Parents/carers can seek in writing at the point of application places outside their child's normal academic year group.

At point of application the school's admission committee will consider any parental representations to support their request for their child to be educated a year group higher or lower than for their age group. In all cases the decision of the admissions committee is final and there is no right of appeal for a place outside a child's academic year group. This does not affect a parent/carer's rights of an

appeal for a place at their preferred school where they have applied and been refused.

Where a place is not granted outside of the normal academic year group any alternative allocation will be based on the child's age not ability, educational history or parental representations.

8. Siblings

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
- 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.

² An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Note; in order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989. As this Act applies to England and Wales, a child has to be looked after by an English or Welsh local authority in order to be given highest priority.

In addition, in order to fall within the definition of a previously looked after child, an adopted child must have been adopted under the Adoption and Children Act 2002 but as this Act did not come fully into force until December 2005, it is not possible for a child to have been adopted under that Act prior to then. This means that children adopted between 1989 and December 2005 under the Adoption Act 1976 will not be entitled to be prioritised in Group 1. However, as residence orders and special guardianship orders were brought into force by the Children Act's 1989 and 2004 and there was no applicable legislation before these Acts all children subject to a special guardianship order or residence order in place immediately after being looked after will be placed in priority group 1.

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) 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.

9. Change of child's home address

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

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

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

If they are applying for a reception class 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 March. 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), the Council cannot be held responsible for letters being sent to a child's previous address or the child's priority for a placement being incorrect.

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

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

10. 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.

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 may be withdrawn. In some instances this can lead to prosecution and the child being removed from the roll of a school.

11. 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 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.

12. School offers 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 which have different admissions procedures.

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

If at any time a school has more applications than places available their oversubscription criteria will be applied to determine which children can be offered a place or the child's waiting list position where the school is full.

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

Newham will make every effort to offer every child a place at one of a parent/

carer's preferred schools, where this is not possible and the child is out of education because they are not on roll at a school or where no previously allocated placement is available to them, an alternative placement will be allocated unless the child does not live in Newham. This alternative will be the closest to their home address that had a place available at the time of their application. If the child does not live in Newham their home borough will be responsible for providing a suitable alternative placement. If the closest school to their home address with a vacancy is a state funded independent school it can only be allocated if the Admissions Committee for that establishment 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.

The Authority will not allocate a second alternative placement, as a result of a placement becoming available at a school closer to their home, unless they are number one on that school's waiting list. The only exception to this is where a Newham parent/carer secures education otherwise and later want a school place. It is possible that 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.

13. 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, families can apply for each individual site. Each site will be recognised as a single preference. Sibling priority will be given where a child has a sibling at either site and where the sibling is reasonably expected to still be on roll when the child is due to start.

14. 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 contact families to arrange a transition day and admission meetings. For reception offers made from July onwards parents/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.

Parents/carers must contact the named school to arrange admission

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

15. Deferred start and part time arrangement

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.

16. 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 schooling they have already received

However, parents may request that their child is exceptionally admitted

outside their age group. The Admission Authority* of a school 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.

All requests must include the applicant's reason; 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/carer indicates this on their common application form. It is expected that parents/carers discuss this as soon as possible with the schools they are interested in applying for and the local authority and consider the impact of this application on their child's future educational career.

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

- the needs of the child and the possible impact on them of entering Year 1 without having first attended the reception class;
- in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;

- whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- relevant research into the outcomes of summer born and premature children – some links are provided at the end of this document.

This is not an exhaustive list.

When to apply - Option A

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

Example – for a summer born child due to start in reception in September 2018, if a parent wants them to start reception in September 2019 they can submit their application by 15 January 2018 with a request for 2019 start date

When to apply - Option B

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

Example - for a summer born child due to start in reception in September 2018, if a parent wants them to start reception in September 2019 they can submit their application by 30 September 2017 with a request for 2019 start date

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

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

Parent/carers must consider this decision carefully as it may result in a child being educated below their age group for the whole of their time in school, not just primary school.

** The Local Authority is the Admission Authority for community and voluntary controlled schools. The Governing Body is the Admission Authority for all other schools.*

17. 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/carer's preferences 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/carer requests their child to be removed from the list, in writing

OR

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

OR

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

OR

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

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

For all schools who participate in the Council's waiting list scheme, Pupil Services will send an automatic weekly email advising the applicant of the child's waiting list position. This service can only be provided if we have a current valid email address and the applicant has not opted out of the emails.

For those families who have a child on a waiting list for whom we have a current valid email address, we will send notifications when the waiting list are closed and cleared each term.

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

Where a school has Resourced 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 Resourced Provision the child who is number one on the Resourced Provision will be offered the place and not the child who is number one on the main school waiting list.

18. 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 parents/carers still have the right of appeal for a place ranked lower than the school offered.

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

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.

19. 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 Where a Newham child cannot be placed in any school in the borough due to a

shortage of school places, a place will be offered in accordance with this protocol.

As specified in the Department of Education's School Admissions Code - February 2012 consideration is given to all vulnerable and hard to place pupils, which must include:

- a) Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education
- b) Children who have been out of education for two months or more
- c) Children of Gypsies, Roma, Travellers, refugees and asylum seekers
- d) Children who are homeless
- e) Children with unsupportive family backgrounds for whom a place has not been sought
- f) Children who are carers
- g) Children with special educational needs, disabilities or medical conditions (but without a Statement or Education Health and Care Plan).

Newham also considers the following vulnerable groups under this protocol:

- Children identified by their Head Teacher or the Police as being victims of recent serious crimes or major school incidents
- Children who have been identified by the Police or the criminal justice system who cannot return to their current school
- Children of UK Service Personnel.

A copy of this protocol is available on the Newham website or by calling 020 8430 2000.



London Borough of Newham Community and Voluntary Controlled Primary Schools Admissions Oversubscription Criteria for entry from September 2018



Children with Statements of Special Educational Needs and/or Education Health and Care Plans will be admitted to the school named in their Statement/Plan before other applicants are considered.

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

Priority 1: Looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject

to a residence order or special guardianship order¹)

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 whose main home address is located in the school's 'catchment area' and are

reasonably expected to have a sibling at the school, at the time of admission will have a sibling (see below).

And then

Priority 4: Children, whose main home address is not located in the school's 'catchment area' and are reasonably expected to have a sibling at the school, at the time of admission will have a sibling (see below).

And then

Priority 5: Other children whose main home address is located in the school's 'catchment area'.

And then

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

¹ An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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

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

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.

Parents/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 school's admission number if only one sibling can be offered. Random allocation would be used to determine which of the children will be offered the place available. An officer independent of Children's Services and the admissions processes will be responsible for drawing the name of the successful applicant and the draw will be overseen by an independent adjudicator who will not

work in Children's Services or have any involvement with the admissions process.

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 siblings¹
- 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.

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:

Altmore 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 year groups from reception to 13 in an All Through School, where the sibling is reasonably expected to still be on roll at the time of admission of their sibling.

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) 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 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

- 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/carers 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.

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, is the entrance for 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.



Appendix 1

Published Admission Numbers

	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Altmore	150	150	150	N/A	N/A	N/A	N/A
Avenue	120	120	120	120	120	120	120
Bobby Moore	60	N/A	N/A	N/A	N/A	N/A	N/A
Brampton	120	120	120	120	120	120	120
Britannia Village	60	60	60	60	60	60	60
Calverton	90	90	90	90	90	90	90
Carpenters	60	60	60	60	60	60	60
Central Park	120	120	120	120	120	120	120
Chobham	90	90	90	90	90	90	90
Cleves	60	60	60	60	60	60	60
Colegrave	90	90	90	90	90	90	90
Curwen	120	120	120	120	120	120	120
Dersingham	90	90	90	90	90	90	90
Drew	60	60	60	60	60	60	60
Earlham	60	60	60	60	60	60	60
Ellen Wilkinson	60	60	60	60	60	60	60
Elmhurst	120	120	120	120	120	120	120
Essex	120	120	120	120	120	120	120
Gainsborough	60	60	60	60	60	60	60
Gallions	90	90	90	90	90	90	90
Godwin	N/A	N/A	N/A	120	90	90	90
Grange	30	30	30	30	30	30	30
Hallsville	60	60	60	60	60	60	60
Hartley	120	120	120	120	90	90	90
Kaizen	60	60	60	60	60	60	90
Keir Hardie	60	60	60	60	60	60	60
Kensington	90	90	60	60	60	60	60
Langdon	90	90	90	90	90	90	90
Lathom	N/A	N/A	N/A	150	150	150	150
Manor	60	60	60	60	60	60	60
Maryland	60	60	60	60	60	60	60
Monega	90	90	90	90	90	90	90
Nelson	120	120	120	120	120	120	120
New City	90	90	90	90	90	90	90
North Beckton	90	90	90	90	90	90	90
Odessa	90	90	90	N/A	N/A	N/A	N/A
Park	90	90	90	90	75	75	75
Plaistow	60	60	60	60	60	60	60
Portway	120	120	120	120	120	120	120
Ranelagh	60	60	60	60	60	60	60
Ravenscroft	90	90	60	60	60	60	60
Roman Road	90	90	90	90	90	90	90
Rosetta	90	90	90	90	90	90	90
School 21	75	75	75	75	75	75	75
St. James'	N/A	N/A	N/A	90	90	90	90
St. Stephen's	90	90	90	90	90	90	60
Salisbury	90	90	90	90	90	90	90

Sandringham	120	120	120	120	120	120	120
Scott Wilkie	60	60	60	60	60	60	60
Selwyn	60	60	60	60	60	60	60
Shaftesbury	90	90	90	90	90	90	90
Sheringham	90	90	90	90	90	90	60
Sir John Heron	60	60	60	60	60	60	60
Southern Road	90	90	90	90	90	90	90
Star	90	90	90	90	90	90	90
Tollgate	60	60	60	60	60	60	60
Upton Cross	150	150	150	150	150	150	120
Vicarage	120	120	120	120	120	120	120
West Ham	45	45	45	45	45	45	45
William Davies	30	30	30	30	30	30	30
Winsor	90	90	90	90	90	90	90
Woodgrange	120	120	120	N/A	N/A	N/A	N/A

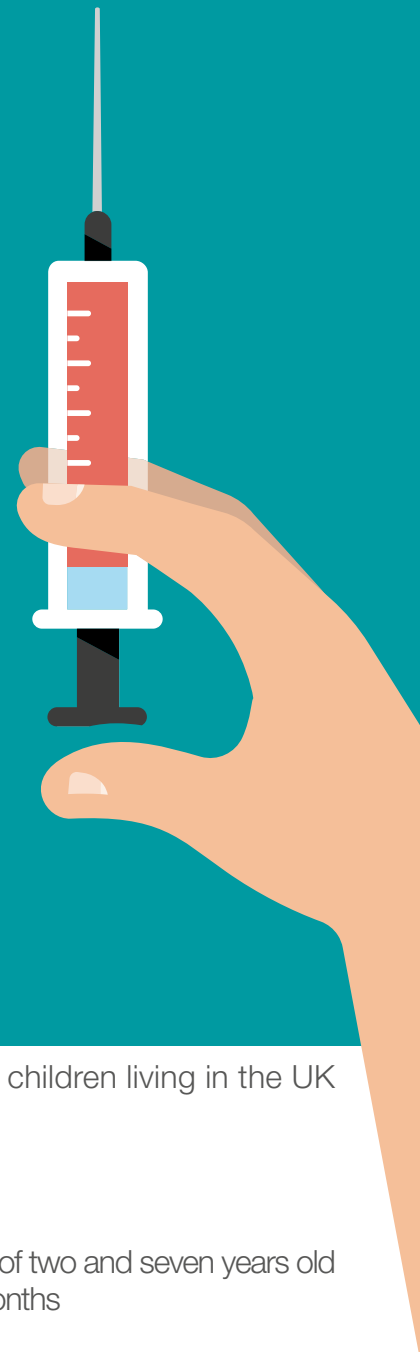
Voluntary Aided Schools

St. Antony's	60	60	60	60	60	60	60
St. Edward's	60	60	60	60	60	60	60
St. Francis'	60	60	60	60	60	60	60
St. Helen's	60	60	60	60	60	60	60
St. Joachim's	30	30	30	30	30	30	30
St. Luke's	30	30	30	30	30	30	30
St. Michael's	30	30	30	30	30	30	30
St. Winifride's	60	60	45	45	45	45	45



Vaccines save lives.

Is your child
fully protected?



- Vaccination is a safe and effective way of protecting children against serious infectious diseases like measles, mumps, rubella, meningitis, polio, flu and whooping cough.

Vaccinations for a whole range of illnesses are offered **free of charge** to all children living in the UK by the NHS.

Children should receive vaccines at the following ages:

- Eight weeks
- 12 weeks
- 16 weeks
- Between 12 and 13 months
- Yearly between the age of two and seven years old
- Three years and four months
- 12-13 years (girls only)
- 14 years

It is never too late to have your child vaccinated. If your child missed any vaccinations as a baby or toddler then ask your GP about catch-up doses.

For more information about vaccines – and when to have them – visit www.nhs.uk/vaccinations or make an appointment to discuss it with your GP.

If you are not registered with a GP visit www.nhs.uk to find your nearest practice.

APPLY ONLINE FOR A **SAFE AND SECURE** APPLICATION PROCESS

The easiest way to apply for your child's primary school is to do it online at www.eadmissions.org.uk

The image shows a screenshot of the 'User registration' page on the eadmissions.org.uk website. The page has a purple header with 'Admissions', 'Help', and 'FAQ' links. A sidebar on the left lists navigation options like 'School admission forms', 'Information & Guidance', and 'Register to apply online'. The main content area is titled 'User registration' and includes a 'Logout' button. Below this is the 'Enter Your Details' section, which offers two registration paths: one for existing users and another for new users. The new user registration path includes fields for Title, First name, Last name, Postcode, Address (with a dropdown list and an 'Add Address to Form' button), Email address (repeated), Home phone number, Work phone number, Mobile phone number, and a 'Green Service' checkbox. A 'Register' button is at the bottom right of the form. The footer contains text about support from 33 London authorities and Surrey County Council, along with links for 'About this site', 'Feedback', 'Copyright', 'Disclaimer', 'Privacy Policy', and 'Contact'.

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

For full details, visit
eadmissions.org.uk

Apply online and be in with a chance to get help in buying your child's school uniform. See page 68 for terms and conditions.

Apply for your child's school place online

Applying online for a school place is quick and easy. Follow the steps below to start your child's online application.

- 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.

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.
- You will need an email address to register, but don't worry if you do not

have one. You can sign up for a free Google mail email account on the eAdmissions site.

- It is important that you register well before the deadline, in case there are any problems making your application. The closing date is 15 January 2018 for Primary applications.
- We recommend Google Mail. However, if you already have an email address you should set your junk mail filter to 'Standard' so that emails from eAdmissions go straight to your inbox. You should check your junk email folder now and then to make sure that messages from eAdmissions Team are not sent there by mistake.
- Once you have registered on the eAdmissions site, we will send you an email with your **username** and instructions to follow.
- Follow the instructions and you will be sent a second email with your **password**.
- Please keep these safe as you will need them to log in and apply for any other children you have, and to see the outcome of your application in April for Reception applications.
- The email will also contain a link which will take you to the eAdmissions login page to start your application.

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

- On the home page select 'login to an existing account' and enter your username and password.
- If you have forgotten your username or password we can re-send them to you when you select the 'Forgotten your username or password?' link.

- We will send you an email with your username and a new password. Use these to log in to your account.
- You must check your personal details – your home address, email, telephone numbers. To make any changes select 'Edit your details' and enter the new details but make sure you press the 'Save and continue' button to record these changes.

Step 4: Adding your child's details

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

Please remember

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

Step 5: Adding school preferences

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

Step 6: Submitting your application

- You can make changes to your online application up until the closing date. Each time you make a change you must resubmit your application.
- Select the 'Submit application' button on the last page.
- After you have submitted your application you will receive an email confirming details of your online application. The email will list an application reference number similar to this: 123-2015-09-E-123456. If you do not receive a number it means your application was not submitted successfully and you must log in and select the 'Submit application' button again.



Step 7: Attaching documents

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

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

Important information

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

What happens next?

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

Receipt details

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

Username:

Password:

Application Reference Number:



Appendix 2

Documents for admission to a school in Newham

All school offers and alternative allocations for educational establishments for compulsory school aged children are conditional. This means they are made on the condition that the information provided on the application was accurate at the time of signing and submission. If it is found to be fraudulent or deliberately misleading the school place may 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 may be 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 may be included on their parents' valid current passport)

OR

European Economic Area* (EEA) Identity Cards

OR

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

Application registration card (ARC) ARC is a credit card sized document issued to asylum applicants after screening to show that they have applied for asylum. It is also used

as evidence of identity, immigration status and entitlements in the UK. It holds identifying information including fingerprints and reporting arrangements in a microchip within the card.

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

Proof of the child's main address

Documentation to confirm the child's current home address must be addressed to at least one of the 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/carer's presence).

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

OR

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

OR

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

OR

Telephone Bill/Reminder – dated for the current financial year

OR

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

Medical Contacts

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

AND

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

Emergency Contacts

For all children you must hold at least two Emergency Contacts who must be aged 18 or over.

(If possible at least one of the contacts should be able 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 the child to confirm their parental responsibility and details of other persons with parental responsibility for this child.

All school offers in Newham are conditional. This means we trust you have provided the correct information on your application form. If we check your documents prior to admission and the information provided was false at the time of completing the application and you have deliberately tried to mislead the authority, we can withdraw the offer and prosecute you.



Appendix 3

Admission Arrangements for September 2018 onwards

Own Admission Authority Schools (Year Groups R to 6)

Establishment Name	Adopted Local Authority Admission Arrangements excluding Oversubscription Criteria Waiting Lists	Adopted Local Authority Oversubscription Criteria	Adopted Local Authority Waiting List Arrangements and Delegated Responsibility for Waiting List to Local Authority	Delegated Responsibility for Home to School Distance Calculations to Local Authority
Bobby Moore Academy	Yes	Yes	Yes	Yes
Chobham Academy (Academy)	No	No	No	Yes
Langdon Academy (Academy)	Yes	Yes	No	Yes
St. Antony's RC Primary School (Maintained by LB Newham)	No	No	No	Yes
St. Edwards' Catholic Primary School (Maintained by LB Newham)	No	No	No	Yes
St. Francis' Catholic Primary School (Maintained by LB Newham)	No	No	No	Yes
St. Helen's Catholic Primary School (Academy)	No	No	No	Yes
St. Joachim's RC Primary School (Academy)	No	No	No	Yes
St. Luke's Primary School (Maintained by LB Newham)	No	No	No	Yes
St. Michael's Catholic Primary School (Maintained by LB Newham)	No	No	No	Yes
St. Winifride's RC Primary School (Maintained by LB Newham)	No	No	No	Yes
School 21 (Free School)	Yes	Yes	No	Yes
Sheringham Primary School (Academy)	Yes	Yes	Yes	Yes



Faith schools - Admission arrangements for entry from September 2018 onwards

Voluntary-aided (VA) faith schools and academies

These schools are part of the local system and have strong ties with either the Catholic Church or the Church of England.

VA schools have their own admissions policy. There is one policy for the Catholic schools and another for St Luke's Church of England school (see page 46).

You will need to apply to Pupil Services for a place. You can do this online at www.eadmissions.org.uk

If you are refused a place you can appeal (see page 51).

Supplementary information forms (SIF)

For admission to any Newham VA school or academy you must complete:

- The Common Application Form (CAF) via the online application at www.eadmissions.org.uk or return a paper form to Pupil Services **as well as**

- the school's own Supplementary Information Form (SIF) where you want your child to be considered for a faith placement, which should be returned to the relevant school.

The CAF and the SIF MUST be received by Thursday 15 January 2018 for your application to be considered as on time for the 2018 reception class.

If the CAF is received after the closing date and the school receive your completed SIF before the closing date, 15 January 2018, your application will be processed as a late application. This means it will not be considered until all the 'on time' applications have been offered or allocated a place.

You must complete one supplementary form for every VA faith school or academy you name as a preference.

If a CAF is received by Pupil Services naming a VA faith school as or

academy a preference and the named school(s) do not receive a fully completed SIF, the school's governing body will still consider your application but your child's priority for a place may be reduced as they will not have all the information they need to give your application the correct priority.

If Pupil Services do not receive a CAF naming the VA faith school but the school receive your completed SIF, the school's governing body will be unable to consider your application for their school.

Faith schools outside of Newham

If you want to apply for any state maintained school (non fee-paying) in London or the home counties you must include these schools with your other preferences on your CAF; this includes voluntary-aided faith schools. As these schools usually require a completed SIF please check with the school, or borough that the school is in, for the procedures and timelines.

How to apply to Newham Catholic Deanery Primary Schools

Newham Catholic Deanery Primary Schools were founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

The governing bodies (incorporating their nominated admissions committee) have sole responsibility for admissions to their school and intend to admit pupils in the school year which begins in September 2016 as follows:

For St. Antony's, St. Edward's, St. Francis', St. Helen's, St. Joachim's and St. Winefride's is 60 and St. Michael's is 30.

Pupils with a Statement of Special Educational Needs or an Education Health Care Plan

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

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order), from Catholic families.
2. Baptised Catholic children from practising Catholic families who are resident in the parish in which the school is situated.

3. Baptised Catholic children from practising Catholic families who are resident in other Newham Deanery parishes.
4. Other baptised Catholic children who are resident in the parish in which the school is situated.
5. Other baptised Catholic children.
6. Catechumens of the Catholic Church.
7. Other looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
8. Members of Eastern Christian Churches.
9. Christians of other denominations whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a minister of religion.
10. Children of other faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a religious leader.
11. Any other applicants whose parents are in sympathy with the aims and ethos of the school.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription the following provision will be applied as follows:

Siblings

For school admission purposes in Newham Catholic schools this is:

Adopted siblings, step-children, common law step-children, half-siblings, children subject of a residence order and foster children (only those "looked after" by any local authority).

Examples of those who will not be considered as siblings:

Cousins, friends, other family members living in the same home, other children living in the same household who are not included in the list above, children who share the same child-minder or children of a child-minder.

Sibling priority will only apply to children if they live in the same home as another sibling attending the named school.

Sibling priority can only be granted where the applicant has supplied the full name and date of birth of the sibling on the application form in the appropriate section 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 applying for a place has a sibling who has started at the school since the submission of their application, the parent/carer must notify the school in writing of the sibling's enrolment details for the child's priority for a place to be changed to include their sibling priority.

The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category.

Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school. Distance will be the walking distance measured from the home to the main entrance of the school. The route will not go through parks, private property or unlit footpaths, and will only use designated pedestrian crossing points for the A13 and the Royal Docks.

Tie Break for St Joachim's

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

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

measurements. This system provides distances in miles and yards to three decimal places using a routing database system, based upon two dimensional maps. Contour, elevation or terrain is not taken into account when the distances are measured.

Start point of calculation (home address)

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

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

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

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

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

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

Route

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

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

Second Stage Tie Break

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

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

In all other cases random allocation would be used to determine which of the children will be offered the place available. A member of the Admissions Committee will be responsible for drawing the name of the successful applicant and the draw will be overseen by an independent adjudicator who will not work in St. Joachim's Catholic Primary School or have any involvement with the admissions processes.

For applications from outside of Newham

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

Tie Break for all other Newham Catholic Schools

If governors 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.

Start point of calculation (home address)

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

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

End point of calculation (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

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 may be subject to change depending on conditions outside the control of the Admissions Service):



- Unlit areas
- Parks/recreational areas (The Greenway is included in our calculations)
- Unofficial crossing points of the A12/3 and Newham docks
- Footpaths not approved by the LA

Second Stage Tie Break

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 flat, 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's Services or have any involvement with the admissions processes.

For applications from outside of Newham

The route starts and is measured from the pupil's home address, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows a straight line measurement (as the crow flies) to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN) on the Newham borough boundary,

then follows the shortest available walking route (see below) to link to the nearest ITN point to the schools nominated entrance and then ends at that nominated entrance.

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.

To check your own distance please visit the Newham Website and Type in School Fact Finder: www.newham.gov.uk/schoolfactfinder

Home address

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

- An address registered with the Council as commercial property

OR

- An address registered with the Council as empty or derelict

OR

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

OR

- Another family member's/friends address who does not have parental responsibility for the child, even if they are responsible for the child's daycare arrangements

OR

- Their child-minder's address

OR

- A PO Box address

OR

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

OR

- Future addresses even if contracts have been exchanged or the Council 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.

Application procedures and timetable

The Local Authority (LA) Common Application Form (CAF) must be completed and returned to the school office or the LA office. The Supplementary Information Form (SIF) and the Certificate of Catholic Practice or faith leader letter of support must be submitted to the school office.

Parents will be advised of the outcome of their application within 20 school

days. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right of appeal to an independent appeal panel.

Applicants are requested to note that they must return a completed copy of the Newham Common Application Form (CAF) as detailed above for the application to be considered. If the Supplementary Form and Certificate of Catholic Practice or faith leader letter of support confirming the practice of their faith are not returned as requested, the application will only be considered under the last admission criterion 11 as above.

For in year admissions the CAF must be completed and returned to the LA office and the SIF, where applicable must be submitted to the school.

For each Catholic Primary School, or Voluntary Aided School, named on the Common Application Form, (CAF) a Supplementary Information Form (SIF) must also be completed. The SIF must be returned to each school.

Twins and multiple births

In the case of infant classes twins and children from multiple births can be admitted over the 30 per class limit if one of the siblings is the 30th child admitted.

Waiting lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Names will be removed on the last school day at the end of every academic year and parents/carers will need to reapply for a place at the school if they wish their child to be considered for a place at the school in the new academic year starting in September.

Definitions and Notes (these notes form part of the oversubscription criteria)

'Looked after children' (who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)), from Catholic families have the same

meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

'Baptised Catholic children' – Baptism is evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church, dated before the closing date for applications i.e. by 15 January for entry in the following academic year or at the point of application for the current year.

'Catholic' means a member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches.

'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 practising Catholic is defined by 'Canon Law' which states that the faithful are obliged to participate in Sunday Mass and Holy Days.

Ref: www.vatican.va/archive/ENG1104/_P4N.HTM. It is up to the applicant to identify and approach a priest who will complete a Certificate of Catholic Practice, which must accompany the Supplementary Form.

'Catechumen' means a member of the catechumenate of a Catholic Church. This will 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 Church.

'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.

www.churches-together.net/Groups/234690/Home/About/Member_Churches_of/Member_Churches_of.aspx

Waiting list positions will be updated after primary national offer day or, in the case of in year admissions, when the school is notified of a vacancy.

Definitions are confirmed by the admissions committee of the school on the date of the committee meeting.

Distances will be measured from the home to the main entrance of the school, please note that we do not use routes through parks, private properties or unlit footpaths and we only use the approved crossing points for the Docks and A13.





Reception Offers for September 2016 for Catholic schools in Newham at National Offer Day 18 April 2017

	Actual Places	On Time Applications	Group - 1 with Sibling	Group - 1	Group - 2 with Sibling	Group - 2	Group - 3 with Sibling	Group - 3	Group - 4 with Sibling	Group - 4	Group - 5 with Sibling	Group - 5	Group - 6 with Sibling	Group - 6
St. Antony's	60	191	0	0	14	14	10	5	0	0	0	0	0	0
St. Edwards	60	213	0	1	14	21	7	16	0	0	0	1	0	0
St. Francis'	60	128	0	0	5	5	1	0	4	2	2	3	0	0
St. Helen's	60	192	0	0	18	30	5	6	0	0	0	1	0	0
St. Joachim's	30	123	0	0	12	9	2	1	0	0	1	0	0	0
St. Michael's	30	108	0	0	7	12	0	2	0	0	0	0	0	0
St. Winefride's	50	117	0	0	7	13	1	0	0	0	0	1	0	0

	Group - 7 with Sibling	Group - 7	Group - 8 with Sibling	Group - 8	Group - 9 with Sibling	Group - 9	Group - 10 with Sibling	Group - 10	Group - 11 with Sibling	Group - 11	Totals	Criterion of Final Offer	Distance of final offer (miles)
St. Antony's	0	0	0	0	4	7	0	0	0	6	60	FPG11	0.776
St. Edwards	0	0	0	0	0	0	0	0	0	0	60	FPG5	5.654
St. Francis'	0	0	1	0	4	0	0	0	13	11	51	N/A	N/A
St. Helen's	0	0	0	0	0	0	0	0	0	0	60	FPG5	3.791
St. Joachim's	0	0	0	1	0	1	0	0	0	3	30	FPG11	0.8571
St. Michael's	0	0	0	0	0	1	0	0	1	6	29	N/A	N/A
St. Winefride's	0	0	0	1	3	5	0	0	0	14	45	N/A	N/A

How to apply for St Luke's Church of England School

St Luke's is a Church of England voluntary aided primary school. The governors admit 30 pupils to each year group. If there are more applications for places than the number of places available places will be offered according to the following order of priority: Children with Statements of Special Educational Needs or Education Health Care Plans who name the school will be admitted to the school before any other applicants are considered ahead of the following categories and will count towards the 30 places available.

If there are more applicants than places the governors' Admissions Panel allocates places according to the following over subscription criteria – **in order of priority:**

1. Children Looked After and all previously looked after children (Note 1).
2. Children whose parent/carer have a practising membership of St Luke's Church, Victoria Dock and who live within the school catchment area. A church reference must be provided (Note 2 + 3 + 6).
3. Children whose parent/carer have a practising membership of Fife Road Methodist Church, the River Church or St Margaret's and All Saints RC Church and who live within the school catchment area. A church reference must be provided (Note 2 + 3 + 6).
4. Children who live within the school catchment area and have a sibling on roll at the school who is reasonably expected to still be on roll when they start (Note 4).
5. Children of a parent/carer who lives within the school catchment area and has a practising membership of the adjoining Parish Churches of the Church of the Ascension, Victoria Dock; St John the Evangelist, North Woolwich; St Martin, St Mary, St Matthias, St Philip and St James, Plaistow and North Canning Town. A church reference must be provided (Note 2 + 3 + 6).
6. Children of a parent/carer who lives within the school catchment area who has a practising membership of other Christian Churches in the area. A church reference must be provided (Note 2 + 3 + 7).
7. Children whose parent/carer lives within the school catchment area and has a practising membership of another Christian church outside the school catchment area or practises another faith. A religious reference must be provided (Note 2 + 3 + 7).
8. Children whose parent/carer lives within the school catchment area and attends worship at least monthly or is a new member.
9. All other children whose parent/carer lives within the school catchment area.
10. All other children.



A religious reference must be provided. (Note 2 + 3).

9. All other children whose parent/carer lives within the school catchment area.
10. All other children.

Parents/carers will be informed of the result of their application as soon as possible in the case of a mid-year application or within the specified dates outlined in the Starting School booklet if they are applying for a Reception place.

Notes

For detailed guidance and notes, visit the school website to view the School Admission Arrangements for Entry from September 2017.

Actual Places	On Time Application	1 with Sibling	1	2 with Sibling	2	3 with Sibling	3	4 with Sibling	4	5 with Sibling	5	6 with Sibling	6
30	92	0	1	0	2	0	2	5	1	0	2	0	1
7 with Sibling	7	8 with Sibling	8	9 with Sibling	9	10 with Sibling	10	11 with Sibling	11	Total	Criterion of Final Offer*	Distance of Final Offer (miles)*	
0	7	0	1	0	1	0	7	0	0	30	FPG10	3.301	



Oversubscription criteria

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

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

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

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

(4) Other children.

If in categories 2-4 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line. This is measured by using a computerised GIS and a centre point supplied by the Ordnance Survey determines the start point of the measurement from the home address. Where the child lives in a block of flats with a communal entrance the centre point used is the central point of the block of flats and not the individual flat. If children are tied for the final place(s) to be allocated within a single block of flats, priority for the final place(s) will be determined by random allocation. Proof of residence will be required (council tax bill, utility bill).

Admission arrangements for academy and free schools

Chobham Academy - Admission arrangements for 2018

Nursery provision

1. The Academy Nursery has an agreed admission number of full-time equivalent pupils. The nursery school will be split into two sessions (Morning and Afternoon) – applicants will be accommodated in each session in a part-time places. There are 100 nursery places offered (50 in each class).

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

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

Nursery provision oversubscription criteria

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

2.2 Pupils who, on the date of admission, will have an older sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them at the same address at the

date of their entry to the Academy) in the nursery or in years R-6 of the Academy. Proof of the sibling relationship will be required (short birth certificates)

2.3 Pupils who live in East Village by random allocation. Proof of residence will be required (council tax bill, utility bill)

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

Primary aged provision

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

3.2 The Academy may set a higher admission number as its Published Admission Number for any specific year.

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

If oversubscribed, the following criteria will apply.

Random allocation will be used as a tie-break in categories 2-4 above to decide who has highest priority for admission if the distance between a child's home and the Academy is equidistant in any two or more cases.

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

Waiting lists

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

5.2 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant

they will be allocated to children on the waiting list in accordance with the oversubscription criteria. Where casual applications are made and a request made to be added to the waiting list the rank order of children on the waiting list will be recalculated using the oversubscription criteria.

Appeals

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

School 21 - Admission oversubscription criteria for entry from September 2018

School 21

School 21 is a state-funded, independent, non-selective, mixed, all-through school for children aged 4-18 years, with an admission number of 75 in Year 7 and Reception.

Children who enter in Reception are guaranteed a place in the secondary school.

All other applications for places at the school will be considered in accordance with the arrangements set out below.

Priority 1: Looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)¹.

And then

Priority 2: Children who at the time of admission will have a sibling (see below) in the school.

And then

Priority 3: Other children, whether or not they live in Newham.

School 21 commissions the Newham Independent Admissions Appeals Service (NIAAS) to administer the appeals process.

For full admission arrangements see page 21



¹ An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Primary schools - In Year applications (mid term of mid phase)

Admissions in the school year 2017/18

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

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

What this means for you

If you are a Newham resident you only need to apply to Newham Pupil Services unless you want to apply for a school outside Newham. You can name up to six state funded schools (non fee-paying) on the Common Application Form (CAF). You can download the form online at www.newham.gov.uk/inyear or call 020 8430 2000 to request one.

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

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

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

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

In Year admissions

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

If you live in Newham and want to apply for an out of borough school check that school's website for the admissions process. The admission arrangements for the 2017/18 school year can be found at www.newham.gov.uk/changingschools or call 020 8430 2000. Do not refer to the admission arrangements in this guide as they are for the academic year 2018/19.

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

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

If you make an In Year application you should:

- Decide which school(s) you would like your child to go to. We recommend you visit the school(s) you are considering - make an appointment before you go
- For the school year 2017/18, if you want to apply for a school outside of Newham in another London borough you must name it on your Newham application form
- If you live outside of Newham and want to apply for a school or academy located in Newham you must apply using the Newham 'In year' CAF and we will tell you and your home borough the outcome of your application
- When you have completed the admission form, return it to Pupil Services, PO Box 69972, London E16 9DG

We aim to process your application within five days of receipt by Pupil Services, which may be a few days after it is received in a council office.

This means it should be on our database within seven working days of you posting it, if you use first class post.

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

What happens next?

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

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

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

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

This school may not be near to your home as the schools near your home may not have any vacancies in your child's year group. We will also put your child on the waiting list at your preferred school (see waiting lists, page 24).

To apply for a place at Chobham Academy or St Luke's Primary School or schools outside of Newham, check their website for the process. For 'In Year' application only, to apply for these schools you must apply direct and must not name them on the Newham form.

Changing primary schools within Newham

Admissions for school year 2017/18

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

Think before you transfer

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

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

If you are trying to change your child's school because they are having problems, please speak to the school first before applying for a transfer, as the school may be able to resolve the problem so your child does not have to go through the upheaval of changing schools.

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

How to transfer

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

- Decide which school you would like your child to go to. We recommend that you visit any school you are considering, and make an appointment before you go
- obtain an In Year application form. www.newham.gov.uk/inyear or from the school you would like to attend or by calling 020 8430 2000
- take your completed transfer application to the school your child

should currently be attending. This will give you another chance to discuss the issue with the school staff and consider whether the move is in the child's best interests. The school will send the form back to us.

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

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

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

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

Infant to junior transition

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

How we offer places

School places are offered as detailed on page 30.

If you want your child to go to a voluntary-aid (VA) school, you must also name the VA schools you would like your child to transfer to on the transfer form as all applications for these schools must be made via

Pupil Services. This means you cannot apply to the school directly. In addition to this form, you must complete a SIF for each VA faith school you have named and return each SIF directly to the schools.

Waiting lists

Please see waiting list information on page 28.

Academies and free schools located in Newham

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

Schools outside of Newham

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

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

To move your child to Chobham Academy or St Luke's Primary School visit their website for the application process.

APPLY ONLINE
www.eadmissions.org.uk



Admission appeals

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

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

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

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

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

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

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

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

To appeal for Chobham Academy or a school that is in another borough you must check their website for details of their application process.

Your school application outcome letter will tell you how to appeal if you wish to do so.

When will my case be heard?

Statutory timetable

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

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

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

'Normal' admissions are applications for reception, primary to secondary, infant to junior and 14-19 transition for entry in September 2018.

For infant to junior transition and reception the national closing date is 15 January 2018.

The deadline for lodging reception appeals for September 2018 entry will be Friday 11 May 2018.

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

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

You do not have a right of appeal if you have been offered a place that is not in the year group you would like or for a place in resourced provision. However, you may make a complaint in accordance with the relevant published complaints procedure.

How do I appeal?

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

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

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

What happens next?

Ten working days before your hearing:

You will receive a letter from NISAS who are independent of the admission authority, telling you where and when your appeal will be heard. It will usually be during

office hours at Newham Dockside, Newham Town Hall or another suitable venue.

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

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

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

Who is present at an Independent Appeal Panel?

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

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

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

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

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

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

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

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

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

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

What happens at the hearing?

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

If it is not possible for you to attend, you may make your case in writing

to be considered in your absence. If you do not attend your case will be presented for you using your exact words from your written representations.

Multiple 'Group' Appeals

Multiple appeals are when a number of appeals have been received in relation to the same school. Admission authorities **must** take all reasonable steps to ensure that multiple appeals for a school are heard by one panel with the same members. Where more than one panel has to consider appeals for the same school, each panel **must** make its own decision independently. A panel hearing multiple appeals **must not** make decisions on any of those appeals until all the appeals have been heard.

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

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

- 1 Introductions
- 2 The chair of the appeal panel explains the process to you
- 3 The Presenting Officer from the admission authority explains why your child could not be admitted to that school
- 4 You have the opportunity to ask questions on the admissions authority's statement to the officer from the parent, carer, friend or representative
- 5 You or your friend or representative explains why they think the child should be admitted to the school. You may give any evidence that may help your case

- 6 The Presenting Officer can ask you questions
- 7 The Presenting Officer from the admissions authority will sum up their case
- 8 The panel members can ask questions at any time throughout the hearing
- 9 You are then given the opportunity to sum up your case
- 10 If the Chair is happy that everyone has had an opportunity to sum up their case you and the Presenting Officer from the admission authority will be asked to leave.

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

How does the panel make its decision?

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

Stage 1: It finds that the admission arrangements did not comply with admissions law or had not been correctly and impartially applied, and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied

OR

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

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

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

the panel considers that the appellant's case outweighs the prejudice to the school it **must** uphold the appeal.

In multiple 'group' appeals, the panel **must not** compare the individual cases when deciding whether an appellant's case outweighs the prejudice to the school. However, where the panel finds there are more cases which outweigh prejudice than the school can admit, it **must** then compare the cases and uphold those with the strongest case for admission. Where a certain number of children could be admitted without causing prejudice, the panel **must** uphold the appeals of at least that number of children.

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

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

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

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

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

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

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

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

Then the panel goes on

FACT D Did the Authority act “unreasonably”. The word “unreasonable” is a legal “test word”.

The threshold for finding that an admission authority’s decision to refuse admissions was not one that a reasonable authority would have made is high. The panel will need to be satisfied that the decision to refuse to admit the child was ‘perverse in the light of the admission arrangements’ i.e. it was ‘beyond the range of responses open to a reasonable decision maker’ or ‘a decision which is so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had applied his mind to the question could have arrived at it’.

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

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

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

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

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

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

Appellants considering making a complaint can contact the Local Government Ombudsman.

Call **0300 061 0614**
Visit **www.lgo.org.uk**
Email **advice@lgo.org.uk**
or write to them at:

The Local Government Ombudsman
PO Box 4771
Coventry CV4 0EH

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

Education Funding Agency

This section only applies for academies and free schools.

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

You can submit your completed complaint form by email to: **academyquestions@efa.education.gov.uk**
or by post to the following address:

Academy Admission Appeal Complaints Academies Central Unit,
Education Funding Agency
8th floor, Earlsdon Park Butts Road, Coventry CV1 3BH

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

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

ADMISSION APPEALS RESULTS			
Year Group	Appeals heard	Upheld	Not upheld
Reception 2017-2018	71	1	70
Reception 2016-2017	103	0	103
1	1	0	1
2	3	0	3
3	4	0	4
4	2	0	2
5	0	0	0
6	0	0	0
Total	184	1	183

For further information

Please visit the following websites:

Primary and secondary school admissions and appeals: a guide for parents **www.direct.gov.uk**

Advisory Centre for Education **www.ace-ed.org.uk**

Coram Children’s Legal Centre **www.childrenslegalcentre.com**



- **Calverton** – children with severe communication difficulties
- **Cleves** – children with complex needs
- **Colegrave** – children with complex needs
- **Eleanor Smith School** – for children with social, emotional, behavioural and mental health needs
- **Essex** – children with severe communication difficulties
- **Gainsborough** – children with severe communication difficulties
- **Gallions** – children with severe communication difficulties
- **Langdon Primary** – children with severe communication difficulties
- **Nelson** – children with complex speech and language difficulties
- **North Beckton** – children with complex needs
- **Ravenscroft** – children with severe communication difficulties
- **Selwyn** – children who are deaf
- **Sir John Heron** – children with complex needs
- **Tollgate** – children with severe communication difficulties
- **Ronald Openshaw Nursery Education Centre** – children with complex needs
- **John F. Kennedy Academy** – children with profound and multiple learning difficulties and other pupils with multiple or complex needs.

Special educational needs (SEN) and physical access needs

If your child has been identified as having special educational needs, teachers at your child's school can provide extra help where needed.

Through our funding arrangements, pupils with complex special educational needs are also able to access appropriate provision within their local schools.

We aim to support children with special educational needs in local schools.

All mainstream primary schools in Newham have children with special educational needs. Schools have funding to support these children and we give top-up funding in a small number of cases. We also reserve a small number of places in resourced provision schools but we offer appropriate support to the majority of children in local schools. Younger brothers and sisters of children placed in one of these schools are given admissions priority even though they may not live in the catchment area or have special needs themselves. In

exceptional circumstances, we may offer a place in a special school.

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 people such as a doctor, nurse or social worker. As a result of this, we will issue an education, health and care plan needs or a note in lieu. These give guidance to a school on what support your child needs. The current funding arrangements to schools mean children can receive appropriate support without having a statutory assessment or a statement.

Resourced provision in primary and nursery schools:

The local authority also reserves places in nine primary schools for a small number of pupils with special educational needs. These are as follows:

- **Brampton** – children with complex needs

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. The resourced provision places are all allocated through the SEN section following assessments and reviews of the child's needs. Most children can have their needs met in local primary schools without needing resourced provision places.

All places in resourced provision and special schools are allocated by the SEN section following assessments and reviews of the child's needs.

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

School meals

Lunchtime meals are available at all of our primary schools. There has never been a better time for your child to stay for a school lunch. The Mayor of Newham gives the opportunity for every primary school child to have a free school lunch in all Newham primary schools - saving families approximately £437 per child per year. All parents/carers of children in Newham must register for a free school meal (even if they are not currently eligible) in order to receive a free meal. Don't worry, your school will advise you about their registration process or visit www.newham.gov.uk/fsm

Nutritional guidelines

All our school menus should follow the standards laid down by the Department for Education's School Food in England Standards 2015. Newham's in-house catering supplier, Juniper Ventures, also follows the Soil Association Food for Life Standards as well as using as many fair Trade products as is viable.

Primary school meals

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

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

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

Help your child's school get extra funds

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



Free school meals

Children whose parents are in receipt of one of the following will be entitled to receive free school meals from central government:

- Income Support
- Income-based Jobseekers Allowance
- an income-related employment and support allowance
- support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that does not exceed £16,190 as assessed by Her Majesty's Revenue and Customs*
- the Guarantee element of State Pension Credit

***Note:** From 1 May 2009 where a parent is entitled to Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to free school lunches.

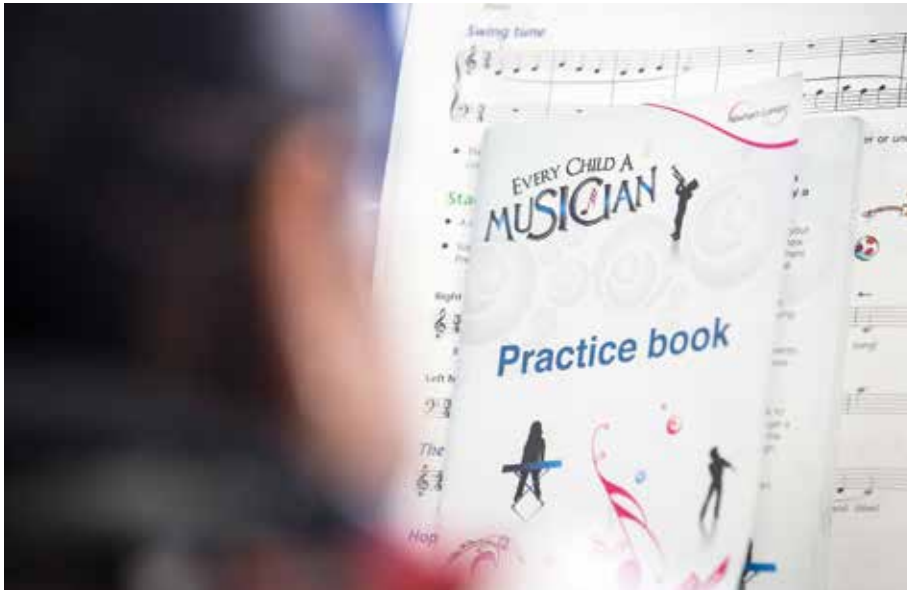
Children who receive a qualifying benefit in their own right are also eligible to receive free school meals.

If you do not apply, your child will not receive free school meals.

To apply please call 020 8430 2000 and ask for an application form. This claim can also be made at the same time as you are claiming for Housing Benefit.

If you stop receiving the qualifying benefits you must notify us immediately as it is an offence for your child to take free school meals if you are no longer eligible.

**APPLY
ONLINE**
www.eadmissions.org.uk



to one tuition to help those children behind their peers to catch up, and reading volunteers to help children to develop their skill in, and enjoyment of, reading. It is the biggest programme of its type in the country and is supported by a number of business partners, including Westfield, John Lewis and Berwin, Leighton & Paisner.

- **Newham's Every Child a Musician (ECaM)** 12,000 children in Years 3, 4, 5 and 6 receive free weekly music tuition and a free musical instrument which is gifted to them and is theirs to keep. The children also have the opportunity to be entered for performance awards and graded examinations at no cost to their families. At the end of Year 6 the children can take their instrument on to secondary school to continue learning.

Playing a musical instrument can enhance a child's learning experience at school in many ways. Research shows that musical training can have positive impacts such as improving literacy, creativity and general intellectual development.

- **Newham's Every Child a Theatre Goer** Delivered in partnership with Stratford Circus, Theatre Royal Stratford East, Shakespeare's Globe and the National Theatre children and young people in Newham primary and secondary schools have the opportunity to attend a live theatre performance free of charge.

The benefits of the initiative include:

- Introduction to the magic of the theatre and the potential for developing learning
- support at school to take part in activities that raise confidence and build upon the inspiration of experiencing a live theatrical performance.
- **Newham's Every Child a Chess Player** Newham Council and Chess in Schools and Communities enable children in Newham primary schools to learn chess. This scheme is running in a number of Newham schools and has been a huge success - boosting concentration, maths skills and strategic decision making.

Investing in Newham primary schools

Better facilities

Newham is home to the largest regeneration schemes in Europe. This, coupled with a high birth rate, has caused an increase in the demand for primary school places. Since 2011, the number of pupils in primary schools has grown by 5,500 pupils to almost 30,000 primary aged pupils.

As a result of this Newham Council is expected to invest almost £500million between 2008 and 2022 to address the increasing requirements for school places and improve the school buildings and grounds at all schools.

The programme is:

- providing extra classrooms to accommodate new school places
- investing resources to improve the schools buildings
- building new halls and kitchens
- improving school entrances to enhance security and address safeguarding issues
- enhancing school play grounds
- providing some schools (where appropriate) with roof gardens
- upgrading ICT infrastructure and purchasing new ICT equipment
- investing in energy saving sustainable projects.

Our investment in school buildings and facilities will enable us to continue to meet residents' needs and to provide high quality school accommodation at all of our primary schools.

Newham's Every Child programme

With Newham primary schools outperforming the national average at the end of Year 6, it is essential that we encourage our children and young people to aim high. Uniquely in Newham we work jointly with our schools to deliver Newham's Every Child programme to help our young people, with their families, to boost their enthusiasm for learning new skills, imagination and achievement.

Here is just a taster of the great opportunities available in our schools:

- **Free School Meals for all:** The government introduced universal infant free school meals for Key Stage 1 in September 2014. Since 2009, all Newham primary school children have been able to enjoy a free, healthy lunch every day under Newham's Eat for Free scheme. This scheme saves families approximately £437 a year, per child.
- **Newham Reading Guarantee** Reading is the gateway to learning, information, enjoyment and success at work and wider life. This is why Newham Council has introduced the Newham Reading Guarantee to ensure that every child in Newham learns how to read in the early years of primary school, regardless of their circumstances or ability.

The Guarantee covers the teaching of reading in schools, specialist one

Travelling to primary school

Why walk to school?

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

1. Fitness and wellbeing

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

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

2. Concentration at school

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

3. Road safety skills

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

4. Socialising and independence

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

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

Travel assistance for pupils with complex special educational needs (SEN)

A small number of pupils with special educational needs (SEN) receive assistance with home to school transport. This may be in the



form of independent travel training, personalised payments, walking escort, bus pass or transport. Initial enquiries about this assistance should be made by calling 020 3373 9659 or writing to (postal address only):

Transport Officer
London Borough of Newham
SEN Section
Newham Dockside
1000 Dockside Road
London E16 2QU

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

Free bus and travel pass policies for schools – September 2018

1. Mayor of London's free bus pass scheme

- 1.1 The Mayor of London has implemented a scheme whereby all school children up to the age of 18 years old will be eligible for a free bus pass. Children between the ages of 5 and 10

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

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

2. London Borough of Newham free travel pass scheme

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

To apply for a pass under the Newham scheme, the child must attend or be due to start

at a state funded school – the scheme does not apply to children attending: nursery schools, nursery classes in primary schools, special schools or fee paying independent schools or nurseries.

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

This scheme is not intended to provide free travel passes or travel assistance to children who attend, or are due to attend, a school for which their parent has expressed a preference (named on their application form). This does not mean the child will be

automatically refused. Parents still have the right to apply and for their case to be considered. However if Newham can allocate the child a place within the statutory distances (see 2.3 below) the application will be refused even if this alternative allocation is not accepted.

In all cases where a travel pass is granted, the child's eligibility will be reviewed at the end of each school term to determine if they still qualify for the free travel pass or free travel in the next school term.

- 2.1 Provided they are not eligible under the Mayor for London's bus pass scheme, the policy laid out below will apply.
- 2.2 For all pupils, except those who have a statement of special educational needs, for whom a separate policy exists, the policy laid out below will apply. In all instances the cheapest form of travel is expected to be taken.



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

- The distance between home and school is two miles or more for children aged under 8 or three miles or more for children aged 8 or over, as measured by the shortest available walking route;

and

- no place can be found in a suitable school less than two miles away for children under 8 or less than three miles away for children aged 8 or over.

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

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

to gain access to a similar range of curriculum subjects, or similar syllabi, in a local school.

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

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

3. Additional support for families on low income

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

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

3.3 Secondary aged children – support with transport costs will be provided to any one of the nearest three suitable schools,

where the home to school distance travelled is between two and six miles:

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

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

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

4. Appeals

4.1 Appeals will be considered if the parent/carer feels that the above policy has not been applied correctly. A Principal Officer will consider each pupil's particular circumstances on their merits and take account of any representations made to them. To appeal, a parent/carer must put this in writing to Pupil Services, PO Box 69972, London, E16 9DG. There is no independent appeal for free travel pass unsuccessful applications.

Promoting good school attendance and reducing absence

Newham Children's and Young People's Services (CYPS) is committed to helping children and young people benefit from their education so they have the best chances in life irrespective of their race, culture, gender or disability.

We aim to work in partnership with families and schools to raise the profile of good attendance and punctuality. Good habits of attending school

regularly and on time prepare children for life as adults in the world of work and should begin early on, as soon as a child starts to attend nursery or school. Children also learn better and socialise better when they attend regularly. They develop confidence and friendships, and are able to feel part of the life of the school. They also achieve much better results when they do their exams.

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

Parents of children of compulsory school age (5-16 years) are required to ensure that they receive a suitable education by regular attendance at school or otherwise. Failure to comply with this duty can lead to prosecution



Children's Social Care

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

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

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

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

under Section 443 of the Education Act (1996) and a School Attendance Order will be issued. All young people are expected to remain in education or training until age 18.

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

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

(1) If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, the parent/carer is guilty of an offence.

(1A) If in the circumstances mentioned in the above section (1), the parent knows that their child is failing to attend regularly at the school and fails to cause them to do so, the parent is guilty of an offence.

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

Local authority responsibilities

- To take legal action where parents fail to secure suitable education for their children by attendance at school, or otherwise
- to satisfy itself the home education provided is suitable
- to make arrangements for the provision of suitable education at schools or otherwise for children of compulsory school age who may not be able to attend school for reasons such as illness or exclusion
- to identify, locate and arrange education for children who may be missing from education (CME).

Monitoring of school attendance

Schools are required to take attendance registers twice a day. If a pupil is absent,



schools must indicate in their register whether the absence is authorised by the school, or unauthorised. Parents/carers are responsible in law for ensuring their children attend school. Attendance should be as near to 100 per cent as possible.

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

Penalty Notices

Penalty Notices can be issued for a range of reasons related to attendance and punctuality. A Penalty Notice requires a fine of £60 to be paid by each parent, for each child, within 21 days. If the fine is not paid within 21 days, but paid within 28 days, the fine rises to £120 per parent, per child. If the fine is not paid at all, the parents will be prosecuted for the non-attendance. Please note: the government has changed the timescales for payment, to enable prosecutions to be brought more quickly, when necessary.

Holidays during term-time

From September 2014, head teachers in Newham can no longer authorise up to 10 days' term-time leave. Penalty

Notices can be issued if you take your child out of school in term-time and the pupil's school place may be at risk.

Children Missing from Education (CME)

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

Child employment, performance licensing & chaperone licencing

If your child wants to take part in performing, entertainment or modelling, their agency must obtain a Performance Licence from the local authority. People who wish to accompany children who are performing are called chaperones. They also must be licenced by the local authority.

If school-age children want to do paid work the employer must apply for a Work Permit. Hours of work are strictly limited for school age children, and they are prohibited from certain types of employment.

Further information is available from the website or the Attendance Management Service on **020 3373 0390**.

PRIZE

DRAW



**WINNERS
2016**

Apply for your child's school place online and be in with a chance to get help in buying your child's school uniform (*terms and conditions apply). There will be 5 prize draws in total.

When you apply online:

- your child's details are safe and secure
- you will receive a confirmation email as soon as you have successfully submitted your application
- you can log in and change your school preferences any time right until 11:59 on 5 January 2018
- you will receive an email during the evening of 16 April 2018 informing you of your child's offer.

To apply online you need to register at www.eadmissions.org.uk after 1 September 2017 to create a password and start your application.

To make sure you apply on time, apply online www.eadmissions.org.uk

Prize draw terms and conditions:

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

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

Package 1:

- x4 plain trousers **OR** plain skirts (black or grey)
- x4 short sleeve buttoned shirt

- x4 long sleeve buttoned shirt
- x4 polo shirts

OR

Package 2:

- x1 School blazer (purchased from selected uniform store)

The winners will be chosen at random after the national offer date of 16 April 2018. Winners will be notified within 28 days of the draw. Winners will need to provide the correct size of the uniforms when requested.

Schools which do not have a required blazer have the option of receiving Package 1.

All information detailed below is correct at August 2017.

School	DFE	Head Teacher	Address	Telephone	Website
Beckton and Royal Docks					
Ellen Wilkinson Primary School *	2090	Sue Ferguson	Tollgate Road London E6 5UP	020 7511 9414	www.ellenwilkinson.newham.sch.uk
Gallions Primary School	2098	Shazia Hussain	Warwall London E6 6WG	020 7476 1252	www.gallions.newham.sch.uk
North Beckton Primary School	2092	Alison Helm	Harrier Way London E6 5XG	020 7473 3344	www.northbeckton.newham.sch.uk
Winsor Primary School	2077	James Dawson	East Ham Manor Way London E6 5NA	020 7476 2323	www.winsor.newham.sch.uk
Canning Town and Custom House					
Britannia Village Primary School	2099	Linda-May Bingham	Westwood Road London E16 2AW	020 7511 5412	www.britannia-village.newham.sch.uk
Calverton Primary School	2089	Caroline Crompton	King George Avenue London E16 3ET	020 7476 3076	www.calverton.newham.sch.uk
Drew Primary School	2016	Emma Peltier	Wythes Road London E16 2DP	020 7476 1727	www.drew.newham.sch.uk
Edith Kerrison Nursery School *	1000	Ann Collier	Sophia Road Custom House E16 3PB	020 7473 2761	www.edithkerrison.newham.sch.uk
Hallsville Primary School	2030	Keri Edge	Radland Road London E16 1LN	020 7476 2355	www.hallsville.newham.sch.uk
Keir Hardie Primary School *	2032	Violet Otieno	Robertson Road London E16 1FZ	020 7476 1284	www.keirhardie.newham.sch.uk
Ravenscroft Primary School	2055	Alison Sharp	Carson Road London E16 4BD	020 7476 2454	www.ravenscroft.newham.sch.uk
Rosetta Primary School	2059	Stephen Fanthorpe	Sophia Road London E16 3PB	020 7476 5308	www.rosettaprimary.co.uk
Scott Wilkie Primary School	2088	Keri Edge	Baxter Road London E16 3HD	020 7474 4138	www.scottwilkie.newham.sch.uk
Star Primary School	2066	Lisie Von Buchenroder	Star Lane London E16 4NH	020 7476 5336	www.star.newham.sch.uk
St. Joachim's Catholic Primary School	3506	James Allen	Shipman Road London E16 3DT	020 7476 1658	www.st-joachims.newham.sch.uk
St. Luke's Primary School	3300	Matthew Hipperson	Ruscoe Road London E16 1JB	020 7476 3559	www.st-lukes.newham.sch.uk

* Children's centre also provided



School	DFE	Head Teacher	Address	Telephone	Website
East Ham					
Altmore Infant School *	2000	Sarah Rowlands	Altmore Avenue London E6 2BX	020 8472 3555	www.altmore.newham.sch.uk
Brampton Primary School	2004	Kevin Reid	Masterman Road London E6 3LB	020 8472 0830	www.bramptonprimary.co.uk
Central Park Primary School	2097	Darren Williams	Central Park Road London E6 3DW	020 8472 5588	www.centralpark.newham.sch.uk
Cleves Primary School	2091	Sarah Lack	Arragon Road London E6 1QP	020 8472 6298	www.cleves.newham.sch.uk
Hartley Primary School	2034	Leilah McClay	Hartley Avenue London E6 1NT	020 84722523	www.hartley.newham.sch.uk
Langdon Academy	4005	Miss C Bolt	Sussex Road London E6 2PS	020 8471 2411	www.langdonacademy.org
Lathom Junior School	2037	Sarah Rowlands	Lathom Road London E6 2DU	020 8472 0386	www.lathom.newham.sch.uk
Nelson Primary School	2094	Fiona Cullen	Napier Road London E6 2SE	020 8472 0642	www.nelson.newham.sch.uk
Oliver Thomas Nursery School *	1006	Nicola Hayden	Mathews Avenue East Ham E6 6BU	020 8821 0997	www.oliverthomas.newham.sch.uk
Roman Road Primary School	2058	Asif Mahmood	Roman Road London E6 3SQ	020 7476 1602	www.romanroad.newham.sch.uk
St. Stephen's Primary School *	2069	Neena Lall	Whitfield Road London E6 1AS	020 8472 7575	www.st-stephens-primary.org.uk
Vicarage Primary School	2093	Shaband Khan	Vicarage Lane London E6 6AD	020 8472 0674	www.vicarage.newham.sch.uk
St. Michael's RC Primary School	3507	Katy Ward	Howard Road London E6 6EE	020 8472 3964	www.st-michaels.newham.sch.uk



School	DFE	Head Teacher	Address	Telephone	Website
Forest Gate					
Earlham Primary School	2017	Laura Hewer	Earlham Grove London E7 9AW	020 8555 8231	www.earlham.newham.sch.uk
Elmhurst Primary School	2018	Shahed Ahmed	Upton Park Road London E7 8JY	020 8472 1062	www.elmhurstprimary.co.uk
Godwin Junior School	2024	Sine Brown	31 Cranmer Road London E7 0JW	020 8534 7601	www.godwin.newham.sch.uk
Kay Rowe Nursery School *	1001	Anne Kibuuka	Osborne Road Forest Gate E7 0PH	020 8534 4403	www.kayrowe.newham.sch.uk
Odessa Infant School	2049	Ann Hurfurt	Wellington Road London E7 9BY	020 8534 7967	www.odessa.newham.sch.uk
Sandringham Primary School	2096	Robert Cleary	Sandringham Road London E7 8ED	020 8472 3800	www.sandringham.newham.sch.uk
Shaftesbury Primary School	2064	Geoff Hadlow	Shaftesbury Road London E7 8PF	020 8472 0761	www.shaftesbury.newham.sch.uk
William Davies Primary School	2065	Maria Maher	Stafford Road London E7 8NL	020 8472 3864	www.williamdavies.newham.sch.uk
Woodgrange Infant School	2025	Sarah Soyler	Sebert Road London E7 0NJ	020 8534 2120	www.woodgrange.newham.sch.uk
St. James' CofE Junior School	3000	Shirleyann Jones	Tower Hamlets Road London E7 9DA	020 8534 4030	www.st-james.newham.sch.uk
St. Antony's RC Primary School	3511	Angela Moore	Upton Avenue London E7 9PN	020 8552 3670	www.stantonysprimary.co.uk
Manor Park					
Avenue Primary School	2001	Hafise Nazif	Meanley Road London E12 6AR	020 8553 5682	www.avenue.newham.sch.uk
Dersingham Primary School	2015	Lando Du Plooy	Dersingham Avenue London E12 5QE	020 8478 2133	www.dersingham.newham.sch.uk
Essex Primary School	2095	Rosie Cowan	Sheridan Road London E12 6QX	020 8472 0322	www.essex.newham.sch.uk
Kensington Primary School	2036	Ben Levinson	Kensington Avenue London E12 6NN	020 8470 2339	www.kensington.newham.sch.uk
Sheringham Nursery School *	1005	Julian Grenier	Sheringham Avenue Manor Park E12 5PB	020 8553 2479	www.sheringham-nur.org.uk
Monega Primary School	2041	Sue Ferguson	Monega Road London E12 6TT	020 8472 0533	www.monega.newham.sch.uk
Salisbury Primary School	2061	Andrea Choppy	High Street North London E12 6TH	020 8478 6059	www.salisbury.newham.sch.uk
Sheringham Academy	2080	Gary Wilkie	Sheringham Avenue London E12 5PB	020 8478 4244	www.sheringhamjuniorschool.com
Sir John Heron Primary School	2101	Rani Karim	School Road London E12 5PY	020 8514 9860	www.sirjohnheron.newham.sch.uk
St. Winefride's Catholic Primary School	3508	Paul Underwood	Church Road London E12 6HB	020 8478 0510	www.st-winefrides.newham.sch.uk



School	DFE	Head Teacher	Address	Telephone	Website
Plaistow					
Curwen Primary School	2012	Paul Harris	Atlas Road London E13 0AG	020 8472 0290	www.curwen.newham.sch.uk
Grange Primary School	2026	Mrs D. Smith	Suffolk Road London E13 0HE	020 7476 5146	www.grange.newham.sch.uk
Kaizen Primary School	2102	Rebekah Iiyambo	Cumberland Road Playing Field London E13 8LH	020 7473 6890	www.kaizen.newham.sch.uk
New City Primary School	2047	Caroline Stone	New City Road London E13 9PY	020 8472 2743	www.newcity.newham.sch.uk
Plaistow Primary School *	2104	Janine St Pierre	Junction Road London E13 9DQ	020 8548 5620	www.plaistow.newham.sch.uk
Portway Primary School	2010	Jacqueline Waine	Stratford Road London E13 0JW	020 8472 7142	www.portway.newham.sch.uk
Selwyn Primary School	2081	Emma Nicholls	Cecil Road London E13 0LX	020 8471 6173	www.selwyn.newham.sch.uk
Southern Road Primary School	2083	Stephanie Lachowycz	Southern Road London E13 9JH	020 8471 9048	www.southernroad.newham.sch.uk
Tollgate Primary School	2071	Tom Canning	Barclay Road London E13 8SA	020 7476 1848	www.tollgate.newham.sch.uk
Upton Cross Primary School	2073	Nick Turvey	Churston Avenue London E13 0RJ	020 8552 1081	www.uptoncross.org.uk
St.Edward's Catholic Primary School	3503	Chris Mabey	Green Street London E13 9AX	020 8472 4337	www.st-edwards.newham.sch.uk
St. Helen's Catholic Primary School	3505	Gael Hicks	Chargeable Lane London E13 8D	020 7476 1785	www.st-helens.newham.sch.uk
St. Winefride's Catholic	3508	Paul Underwood	Church Road	020 8478 0510	www.st-winefrides.newham.sch.uk



School	DFE	Head Teacher	Address	Telephone	Website
Stratford and West Ham					
Carpenters Primary School	2006	Diane Barrick	Carpenters Road London E15 2JQ	020 8534 4759	www.carpenters.newham.sch.uk
Chobham Academy	4003	Rebecca Hickey	40 Cheering Lane London E20 1BD	020 3747 6060	info@chobhamacademy.org.uk
Colegrave Primary School	2079	Tahreem Hussain	Henniker Road London E15 1JY	020 8534 0243	www.colegrave.newham.sch.uk
Gainsborough Primary School	2022	Deborah Strain	Gainsborough Road London E15 3AF	020 7476 3533	www.gainsborough.newham.sch.uk
Manor Primary School	2038	Kate McGee	Richardson Road London E15 3DD	020 8534 2238	www.manor.newham.sch.uk
Maryland Primary School	2039	Lorna Jackson	Gurney Road London E15 1SL	020 8534 8135	www.maryland.newham.sch.uk
Park Primary School	2051	Natasha Ttofalli	Mathews Park Avenue London E15 4AE	020 8534 4065	www.park.newham.sch.uk
Ranelagh Primary School	2043	Shella Lawrenson	Corporation Street London E15 3HB	020 8534 4364	www.ranelagh.newham.sch.uk
Rebecca Cheetham Nursery *	1002	Rohan Allen	Marcus Street Stratford E15 3J	020 8534 3136	www.rebeccacheetham.newham.sch.uk
West Ham Church Primary School	3001	Paulette Bailey	Portway London E15 3QG	020 8534 3904	www.westham.newham.sch.uk
School 21	4001	Peter Hyman	Ptichford Street London E15 4RZ	020 8262 2121	www.school21.org.uk
St. Francis' Catholic Primary School	3510	Natasha Scott	Bow Street London E15 1HB	020 8534 0476	www.st-francis.newham.sch.uk

* Children's centre also provided



APPLYING ONLINE

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

When you apply online:

- your child's details are safe and secure
- you will receive a confirmation email as soon as you have successfully submitted your application
- you can log in and change your school preferences any time right up until **11.59pm on 15 January 2018**
- you will receive an email during the evening of **16 April 2018** informing you of your child's offer.

To apply online you need to register at www.eadmissions.org.uk after 1 September 2017 to create a password and start your application.

After you have submitted your application successfully you will receive a reference number that looks like this: 316-2017-09-E- 001234. If you do not receive a reference number your form has not been submitted. You should log in to review your application and submit it again.

You can attach documents to support your reasons for choosing your preferred schools.

For applicants of faith schools

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

To make sure you apply on time, apply online
www.eadmissions.org.uk