London Borough of Newham Admission Arrangements for Infant, Junior, Primary and Secondary Schools

For entry to school from September 2027 to July 2028

Determined

Intellectual property of London Borough of Newham

Section 1: Introduction and legal overview

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

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

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

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

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

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

Formal public consultation of our admission arrangements was last carried out between December 2023 and 31 January 2024. LB Newham consulted with:

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

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

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

[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.

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Publication and availability

Documents we produce will be available on the London Borough of Newham's website and the websites of:

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

The arrangements will be published in the electronic and printed form within LB Newham's annual composite prospectuses (booklets) – autumn 2026 editions available on the Newham website from 1 September 2026:

- **Starting school in Newham** (Reception entry from September 2027 and in year 2026/2027)
- **Starting secondary school in Newham** (Year 7 entry from September 2027 and in year 2026/2027)

The admission arrangements for any schools located in Newham, which, includes their oversubscription criteria, are available in printed form upon request.

Associated regulations, statutory guidance and information

Read in conjunction with:

- Pan London schemes for 2027 entry
- School Standards Framework Act 1998
- School Admissions Code (September 2021)
- School Admission Appeals Code (October 2022)
- Fair Access Protocols guidance for school leaders and local authorities (August 2021)
- Newham School Admissions and Appeals Team: applications for overseas children (November 2020)
- Admission of Summer Born Children advice for local authorities and school admission authorities (July 2022)
- Summer Born Children Starting School advice for parents (September 2020)
- Understanding and dealing with issues relating to parental responsibility - GOV.UK (August 2023)
- Working Together to Improve School Attendance (September 2022)
- Steps in the process for applications from Crown servants (June 2021)
- SEND code of practice: 0 to 25 years

Definitions

School

The term 'school' is used when referring to any/all state funded academies, community schools, free schools, studio schools, university technical colleges, voluntary aided faith schools and voluntary controlled faith schools.

Preference

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

Preference: provides applicants the opportunity to indicate what schools they would like where a placement is possible.

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The law only provides the right for applicants (parents/carers) to express a preferences and not to have a choice of school.

Compulsory school age and school leaving age (legal requirements)

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

Where a person with parental responsibility for a child fails to ensure the child is receiving suitable education appropriate local,
Or
Legal action will be carried out to protect the child's right to education.

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

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

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

Post 16

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

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

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

Parental responsibility

All parent/carers of children of compulsory school age (5 to 16) are required by law to ensure that they receive suitable education by regular attendance at school or otherwise. Failure to comply with this duty can lead to penalty notices, a School Attendance Order and prosecution, any of which are decided on a case-by-case basis.

Local Authority responsibility and action

The introduction of academy schools means that the local authority no longer maintains (has responsibility for) all state funded schools in their area. However, the LB Newham still has the duty to provide sufficient school places or education otherwise for all children of compulsory school age resident in the borough,

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irrespective of their immigration status, including those from families with no recourse to public funds and works in partnership with all schools in Newham to ensure this can be delivered.

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

Parents/carers who do not secure education for their child
Where a parent/carer of a school aged child who is residing in Newham, fails to complete a 'common application form' (CAF), or provide suitable alternative education within 15 days of arrival in Newham, or the child being out of education, we reserve the right to apply on their behalf, and if this place is not taken up a School Attendance Order maybe issued.

The place identified will be at the closest school or suitable educational placement to the child's home with a suitable place available at that time. This may not be geographically close to their home but will be the closest in Newham with a suitable place.

Where the child has a sibling at a Newham school, in the first instance we will try to allocate a place at the same school if a place is available at the time. If the school is full, we will then allocate a place at the closest school to the child's home where a place is available.

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

Section 2: School places

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

The normal points of entry are:
Reception: for infant, primary schools and all through schools.
Year 3: for junior schools
Year 7: for secondary schools
Year 9 or 10: for University Technical Colleges UTC's and Studio schools
Year 12: for sixth form

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

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

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

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

Admissions numbers (PAN) for entry in the academic year 2027/2028 are detailed in appendix 1.

Special Educational Needs and Disabilities: Resource provisions in mainstream schools

Special Educational Needs resource provisions are located in a number of schools in Newham. These are designed for children with an Education, Health and Care plan or in cases for children with a particular diagnosed special educational need or has disability that cannot be managed in a mainstream school.

Placement in these resource provisions are determined by the LB Newham 0-25 SEND Service and in consultation with parents/carers.

Additional places and capping

Additional places

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

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

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

- Bulge classes: additional class or classes for a specific year group that will continue through the school year on year until the bulge expires at the end of year group 6 or 11 as appropriate to the age range of the school.
- Temporary over allocation: additional places in one or more year groups available for a fixed period agreed through a formal mutual agreement between the LA and the school.
- Short term measures to maximise the number of children who receive a place at their preferred school or to ensure we have sufficient places at the normal point of entry. These are generally only in place between national offer day and the start of the new school year but can be applied to other year groups.

Capping places

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

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

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Section 3: Admissions framework

Normal point of entry admissions (also known as planned or cohort admissions)

The law requires that all families with a child must apply to their home authority irrespective of the location of their preferred school(s). This means families living in Newham must apply to London Borough of Newham's School Admissions and Appeals Team.

LB Newham's School Admissions and Appeals Team will:

- Securely share, preferences information for schools outside of Newham, using an encrypted process, with the local authority where the preference school is located. This is to determine the outcome of each application (preference) and offer the highest single offer available to each Newham family who submits and application for a school place.

- Notify all Newham applicants of the outcome of their school application – including the name of the preference offered or alternative allocation made. These will be issued via an electronic communication where the family have applied using the Pan London eAdmissions portal, Newham's email or by letter if email addresses are not available.

- Track applications to ensure all Newham families children receive an education? That means we will check if children in year 6 (attending school in or out of Newham) apply for a secondary school place and ensure the destination schools for these pupils are confirmed. This includes checks to those moving to private education, moving to schools outside Newham or staying on roll at their current All-Through school.

Copies of allocation details can be re-issued upon request.

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

In year admissions applies to all year groups outside of normal points of entry and for Year 7 and Reception entry in September 2027, where the application is being submitted after 31 August 2027:

- Newham residents wanting to apply for any schools located in Newham must use LB Newham's In Year common application form (CAF) In year application form

- Newham residents wanting to apply for schools outside of the borough must check the website for the borough where the school is located to obtain details of the application process.

- Families from outside of Newham who want to apply for a school/academy located in Newham must apply direct to Newham School Admissions and Appeals Team and Appeals Team In year application form

- Newham School Admissions and Appeals Team will notify the family and their home borough of the outcome.

- Families who apply but cannot be offered a place at their preferred will be allocated an alternative school place at the school closet to their home with a suitable vacancy. However, an alternative will not be offered if the child already has a school place in Newham (even if they have not yet started) or they do not reside in Newham. Those residing outside Newham will be advised to contact their home authority to arrange education if they are not currently on roll elsewhere.

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- All families have a right of appeal for a place at any of their school preferences named on their most recent school application. Also their child is automatically added to the waiting list for any school ranked higher than the named school.

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

For online applications us this link In year application form, or a paper form can be requested by phone on 020 8430 2000, by email at schooladmissions@newham.gov.uk, or by post from:

Newham School Admissions and Appeals Team
1000 Dockside Road
London,
E16 2QU

Children from overseas and from Scotland, Wales, Northern Ireland, the Isle of Man or the Channel Islands

Note: this section does not apply to Crown Servants, who are dealt with under the statutory provisions of the School Admissions Code.

Right to attend school in England.

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

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

Families should check their right of abode or that the conditions of their immigration status otherwise permit them to access a state-funded school before applying for a school place in Newham. Information on how to determine a family's rights https://www.gov.uk/right-of-abode

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

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

- Of foreign nationals who have settled status in the UK,

OR

- Of a family who are entering the UK on a work visa or Student visa,

OR

- Who are part of a family entering or residing in the UK under the immigration route for British National (Overseas) citizens and their dependants

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

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

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

Normal point of entry admissions (expected standard entry points into school) see page 5
For normal point of entry admissions, the law requires that applications must be made to the child's local authority. If an application is made from another country (including Scotland, Wales, Northern Ireland, the Isle Man or the Channel Islands) Newham will consider the application as adequate proof of an intention to move or return to the area and include it within the local authority co-ordinated process.

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

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

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

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

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

Where an application is being made for a child who is living outside of England at the time of submission, the application must be made via the School Admissions and Appeals Team schooladmissions@newham.gov.uk The Pan London eAdmissions portal cannot be used.

In Year Admissions
For in Year applications as Newham co-ordinates in-year applications on behalf of schools located in Newham.

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

Future addresses in the England will not be accepted even if contracts/rental agreements have been signed.

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

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reasonably travel to Newham, the local authority may withdraw the place and allocate to another child. Before taking this action, the local authority and admission authority (school) will contact the parents/carers to give them an opportunity to explain why there has been a delay in taking up the place and find out when the child might begin attending.

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

National and local - application and offer dates

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

Secondary (Year 7)

National closing day – 31 October, preceding the year of entry.
Applications received by Newham School Admissions and Appeals Team by 11.59pm on this date will be processed as on time and those received after will be processed as late. To avoid any potential technical issues, it is recommended that applicants to not wait until the closing date to apply.

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

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

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

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

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

In exceptional circumstances, a panel of senior officers may consider whether we can process a late application as on time. Even where the decision to process on time is approved the change to on-time can only happen if it meets the timeline published in Pan-London coordinated admissions scheme see www.newham.gov.uk
This will be the decision of the child's home local authority and will be binding on all named preferred schools.

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For a late application to be considered as on time, applicants must email schooladmissions@newham.gov.uk stating the application reference, explaining the exceptional circumstances to be considered, and include your supporting evidence. Each case will be considered individually with the outcome being issued within 10 school days of the Pan London deadline.

There is no right of appeal against a decision not to treat a late application as on time.

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

National closing day – **15 January**, preceding the academic year of entry.
Applications received by Newham School Admissions and Appeals Team by 11.59pm on this date will be processed as on time and those received after will be processed as late. To avoid any potential technical issues, it is recommended that applicants to not wait until the closing date to apply.

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

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

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

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

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

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

If we receive an application after the closing date 31 October 2025 the application will be processed as late.

In exceptional circumstances, a panel of senior officers may consider whether we can process a late application as on time. Even where the decision to process on time is approved the change to on-time can only happen if it meets the time-line published in the Pan-London coordinated admissions scheme see www.newham.gov.uk

For a late application to be considered as on time, applicants must email schooladmissions@newham.gov.uk stating the application reference, explaining the exceptional circumstances to be considered, and include your supporting evidence. Each case will be considered individually with the outcome being issued within 10 school days of the Pan London deadline.

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The can only can only be made by a child's home local authority and will be binding on all named preferred schools. There is no right of appeal against a decision not to treat a late application as on time.

In Year applications
For In Year admissions there are no statutory or local closing or offer dates. Our target is to send notification of the outcome of each application within 15 school days. At the start of each academic year this may not always be possible due to the volume of applications received.

School applications - common application form (CAF)

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

For all normal point of entry and in year applicants
The law does not allow us to reserve any child a place at particular school even where it is the school:

- Closest to their home,

Or

- Where their sibling or relatives are or used to be on roll,

Or

- Where the child formerly attended,

Or

- Where their child attends Saturday school or other clubs/extended services,

Or

- Is linked to the place of worship where they practise,

Or

- Where their parent/carer works.

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

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

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

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

For normal point of entry admissions (reception, primary to secondary school transition, infant to junior transition and entry to UTC's) applications for the next academic year received by the published national closing dates will have priority above those who apply after that date, provided their preference for the

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school has not been withdrawn. A preference will be withdrawn if a change of preference is submitted before the deadline and the school is not included on the new form.

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

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

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

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

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

Supplementary Information Form (SIF)

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

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

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

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

Applications out of a child's expected year group: gifted and talented children and those who have missed part or whole school years.

All school places in Newham are offered for a specific year group based on the child's date of birth not their stage of academic development. However, the law does not prescribe the year group a child should be admitted to.

There is no legal barrier to children being educated outside their expected year group as determined on the child's date of birth. Parents/carers can seek in writing at the point of application places outside their child's expected academic year group.

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Applications

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

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

Normal point of entry admissions (standard transition points)

- Normal point of entry admissions: Moving from primary to secondary school, seeking a place out of a child's expected year group
    - Parents/carers can use the Pan London eAdmissions form but must contact Newham's admissions team schooladmissions@newham.gov.uk to be given permission to apply online after they have created an account. Or they can request and complete a paper primary to secondary common application form.
    - Name preferred secondary schools.
    - Submit the application along with a letter specifying a place is being sought outside of their child's normal year group based on their age, what year group they want their child to be admitted to and the reasons why.

- Normal point of entry admissions: Starting reception, seeking a place in a year group out of the child's expected year group (includes Summer Born children)
    - Parents/carers can use the Pan London eAdmissions form but must contact Newham's admissions team via email (schooladmissions@newham.gov.uk) to be given permission to apply online after they have created an account. Or they can request and complete a paper Reception common application form.
    - Name preferred infant or primary schools.
    - Submit the application along with a letter specifying a place is being sought outside of their child's expected year group based on their age, what year group they want their child to be admitted to and the reasons why.

The admissions committee(s) of the preferred school(s) will consider any parental representations to support their request for their child to be educated a year group higher or lower than for their age group. Once outcomes from each of the preferred schools have been received Newham School Admissions and Appeals Team will then proceed to apply standard admission processes which includes confirming if a vacancy is available in that year group and if the child has the priority for any place available under the schools published admission arrangements. In all cases, the decision of the admissions committee is final and there is no right of appeal for a place outside a child's academic year group.

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

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

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offer of a school place in Newham they will be expected to continue attending their current school. Any new placements will be based on the child's age not ability, educational history or parental representations.

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

Looked after and previously looked after children, including International Previously looked after

For Newham School Admissions and Appeals Team, all schools are required by law to prioritise looked after children and previously looked after children in their oversubscription criteria. These children must be ranked under criterion one, except for some faith schools where the highest priority ranking only applies to looked after children and previously looked after children of that faith.

Looked after children (LAC)

A looked after child is a child who is:

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

Previously looked after child (PLAC) including International previously looked after child (IPLAC)

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

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

Staff Child

A child whose parent/carer (person with legal parental responsibility for the child) is directly employed by the school. Persons contracted to work at the school via a third party are not considered as staff for school admissions purposes.

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

a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made;

b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

The head teacher/principal will be asked to verify employment status of any applicant selecting 'staff' on their application. This decision is final as the school or trust are the employers of all their staff.

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

For both normal point of entry and in year admissions, proof of employment eligibility must be verified in writing by the head teacher/principal to Newham School Admissions and Appeals Team.

Proof of employment cannot be accepted from the applicant.

Service child

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

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

Or

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

Siblings

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

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

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

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

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

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

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

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

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

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

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- Brother (both children have the same blood mother and blood father)
- Sister (both children have the same blood mother and blood father)
- Half-brother (both children have the same blood mother or blood father)
- Half-sister (both children have the same blood mother or blood father)
- Adopted siblings[2],
- Step-brother through marriage,
- Step- sister through marriage,
- Common law step-brother
- Common law step-sister
- Foster brother (only those placed by a local authority).
- Foster sister (only those placed by any local authority).
- Children subject of a residence order.

Examples of those who will not be considered as siblings

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

If a child awaiting a school offer or on a waiting list for a new offer and has a sibling who has started at the school following the submission of their application, their parent/carer must notify Newham School Admissions and Appeals Team in writing schooladmissions@newham.gov.uk of the sibling's recent enrolment details for the child's priority for a place from the waiting list to be changed to include their new sibling priority.

Conversely if a child is on a waiting list and has sibling priority, if their sibling is removed from the schools roll following the submission of their application their parent/carer must notify Newham School Admissions and Appeals Team in writing schooladmissions@newham.gov.uk of the sibling's leave date for the child so their sibling priority for a place can be withdrawn.

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

Normal point of entry admissions: Reception and Year 7 for entry in following September.
Twins, children from multiple births and siblings who are not twins but are born in the same within a period that means they are in the same academic year group will be admitted over the 30 class limit if one of the children is the 30th child admitted for a one form entry school or 60th for two form entry school and so on.

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

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

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independent adjudicator who will not work in Children Services or be involved with the admissions process.

Priority areas

No state funded schools located in Newham have a catchment area.

Catchment areas

No state funded schools located in Newham have a catchment area.

Parish Catchments (Faith schools only)

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

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

Parent/carers can find out which school(s) parish area you live in by visiting our SchoolFinder app located on the Newham website. Alternatively, you can call the Council on 020 08430 2000 for help and advice.

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

Child's home address

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

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

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

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

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

Or

- An address registered with the Council as empty or derelict

Or

- A tenant's address, where the property owned by the parent/carer and rented to a third party who is not the applicant,

Or

- Another family member's/friend's address who does not have parental responsibility for the child, even if the tenant is responsible for the child's daycare arrangements,

Or

- Their child-minder's address,

Or

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- A PO Box address (except where the PO box address is a result of Police or Social Care intervention - the Local Authority will work with the appropriate professionals to establish the address to be used for admissions purposes)

Or

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

Or

- Future addresses even if contracts have been exchanged or the Council have offered the property in writing

Or

- Any address not registered for Council Tax as an official residential abode

This is not an exhaustive list.

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

Verification of child's home address

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

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

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

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

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

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

Change of home address

If a child awaiting a school offer or is on a waiting list, changes their home address, their parent/carer must notify Newham School Admissions and Appeals Team in writing schooladmissions@newham.gov.uk and provide Newham approved proof of that change.

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

On receipt of any change of address, Newham School Admissions and Appeals Team will recalculate the home to school distances for any school where they are on the waiting list.

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

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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 Newham School Admissions and Appeals Team are not notified of an address change in writing by the family to schooladmissions@newham.gov.uk the Council cannot be held responsible for correspondence being sent to a child's previous address or the child's priority for a placement being incorrect.

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

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

Special Education Needs and Disability

Children with an Education Health Care Plan (EHCP) will be placed using the SEND code of practice: 0 to 25 years - GOV.UK (www.gov.uk) and associated local protocols and processes.

Placements in special schools and resource provisions in mainstream schools are determined outside of these arrangements using the SEND code of practice: 0 to 25 years - GOV.UK (www.gov.uk) and any associated local published protocols and processes.

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

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

School placements

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

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

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

Academy schools (including free schools and UTC's): the school or their Trust, as published are the Admission Authority.

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

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

Equal preference - single offer scheme

The Local authority operates an equal preference system in line with the School Admissions Code. This means all schools named by the parent/carer on their common application form (CAF) will be treated

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

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

School offer and alternative allocations

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

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

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

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

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

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

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

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

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

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

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address than the last and each allocation will be for the closest school to their home at the time of application.

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

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

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

Accepting and refusing school offers

For both normal point of entry and In Year admissions where a place is offered in Newham (except for Year 7 in an All Through School) we will automatically register your acceptance on our records – unless you fully complete and return the refusal section of the outcome notification. This means parent/carers can be confident that their offered place is secured.

Where a place has been offered in a school outside of Newham, as part of Pan London co-ordination, the place will not be automatically accepted. Acceptance must be made by the published closing date either online via the Pan London eAdmissions portal for applicants who applied online or by email to schooladmissions@newham.gov.uk

All Through Schools where a parent/carer has applied for year 7 place in another school, we will ask for written confirmation as to whether the child will be remaining at their All Through School for the first day of the new school year in September or they will be accepting the place offered in the offered school. If the latter, we will write to you confirming that you will be off rolled at your current school at the end of Year 6.

Refusals

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

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

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Where a Newham parent/carer refuses a place named by School Admissions or refuses to agree a start date with the named school, unless they can provide evidence of alternative suitable education an Intention to Service a School Attendance Order will be issued after the expected start date at the school.

Start dates

The normal (commonly expected) month for admission for both primary and secondary school is September.

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

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

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

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

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

Where a Newham parent/carer refuses a place named by School Admissions or refuses to agree a start date with the named school, unless they can provide evidence of alternative suitable education an Intention to Service a School Attendance Order will be issued after the expected start date at the school.

Delaying a child's school start

Most children in England start school in the September after their 4th birthday.

A child does not need to start school until they reach compulsory school age (see page 4) .

Deferred entry and part time arrangements

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

Any offered placement will only be reserved for deferred entry if the parent/carer has applied for deferment in writing to the head teacher at the school offered, has exceptional circumstances and the head teacher agrees to their request (this does not apply to summer born deferment)

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

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

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

Summer born children and requests for admission outside of a child's expected year group (which is based on a child's date of birth).

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

Parents may request that their child be exceptionally admitted outside their age group. The admission authority and the headteacher 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 expected year group. To make a complaint follow the procedure published on that school's website.

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

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

Each application will be considered on an individual basis by the admission authority. Factors that maybe considered include:

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

This is not an exhaustive list.

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When to apply - Option A
Parents requesting admission to an age group below the child's actual age should submit a school application for the child's actual age group before the closing date on 15 January proceeding the September of the desired year of entry.

The request for later admission should accompany the application. This enables the application to be processed, and a school place secured in the child's actual age group if the request is refused by an Admission Authority.

> *Example – for a summer born child who based on their date of birth, is due to start in reception in September 2027, if a parent wants them to start reception in September 2028, they can submit their application by 15 January 2027 with a request for 2028 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 proceeding the September of the usual year of entry, if the request for later admission is refused by an Admissions Authority.

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

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

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

There can be no guarantee of a place being available at the same school in the next year's round of admissions, as this is dependent on the number of applications that year and the priority of all other applicants. The local authority nor schools are permitted to reserve a place for the following academic year. Parents are therefore advised to have alternative arrangements in place.

Where summer born deferment has been agreed by one school, there is no legal requirement or guarantee that another school will agree with this decision. This means where a new school is offered that school may not uphold the summer born decision of another school and therefore may will expect the child to start in year 1, not reception.

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

Important note: in all cases it is the parent's responsibility to request the out of year group admission with their preferred schools within the required timelines – not the local authority. It is the school's responsibility to provide the outcome even if the school is a local authority maintained community school.

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Waiting lists

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

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

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

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

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

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

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

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

The child is offered a place at a school ranked higher,
Or
The child is offered a place at the school, and the place is refused,
Or
The parent/carer request their child to be removed from the list, in writing,
Or
The parent/carer submits a fresh application and has not named the school as one of their current preferences,
Or
The application was found to be fraudulent or completed to deliberately mislead,
Or
The last school day of each term,
Or
Where the application was received in Newham School Admissions and Appeals Team 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.

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

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

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

Independent school admission appeals

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

Our appeals process is fully compliant with the Department for Education School Admission Appeals Code that can be found at School Admission Appeals Code The panel, who decides the outcome of appeals, is made up of three community volunteers who are trained, biennially (every two years) or sooner of the legislation changes, by a barrister who specialises in education.

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

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

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

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

Tie Breaker: shortest home to school walking distance

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

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

Determined

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

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

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

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

The start point is the address location as stored in the Council's Local Land and Property Gazetteer (LLPG), which is the definitive database of addresses in Newham. 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 address location stored in the Council's Local Land and Property Gazetteer (LLPG) 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 parent/carer's application 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 using the address location as stored in the Council's Local Land and Property Gazetteer (LLPG), links to the nearest point on the Ordnance Survey MasterMap – Highways Network, then follows the shortest available walking route (see below) to link to the nearest point to the schools nominated entrance and then ends at that nominated entrance. Doglegs are added to the start and end points to join the address location as stored in the Council's Local Land and Property Gazetteer (LLPG) to the start point of the Ordnance Survey MasterMap – Highways Network route to give a full and accurate measurement.

Determined

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

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

- Parks/recreational areas (The Greenway is included in our calculations)
- Unofficial crossing points of the 'A' roads (main roads and dual carriage ways)
- Unofficial crossing points of Transport for London's Dockland's Light Railway (DLR)
- Crossing the Royal Docks using any method other than the official bridges.
- Car parks linked to commercial and residential properties.
- Footpaths and walkways not registered on the OS MasterMAP at the time of distance calculations.

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

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

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

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

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

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

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

Determined

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

Fair Access Protocol (FAP)

The Council is legally required to have a Fair Access Protocol.

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

This Protocol only applies for families applies outside of normal point of entry admissions; it only applies to in year admissions.
a) Children either subject to a Child in Need Plan or a Child Protection Plan or having had a Child in Need Plan or a Child Protection Plan within 12 months at the point of being referred to the Protocol,
b) Children living in a refuge or in other Relevant Accommodation at the point of being referred to the Protocol,
c) Children from the criminal justice system,
d) Children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education,
e) Children with special educational needs (but without an Education, Health and Care plan), disabilities or medical conditions,
f) Children who are carers,
g) Children who are homeless,
h) Children in formal kinship care arrangements,
i) Children of, or who are, Gypsies, Roma, Travellers, refugees, and asylum seekers,
j) Children who have been refused a school place on the grounds of their challenging behaviour and referred to the Protocol in accordance with paragraph 3.10 of this Code,
k) Children for whom a place has not been sought due to exceptional circumstances,
l) Children who have been out of education for four or more week where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child, and this has not been accepted, and
m) Previously looked after children for whom the local authority has been unable to promptly secure a school place

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

There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol, but parents' views should be taken into account. Children with an EHCP or those who are Looked After cannot be placed using our Fair Access Protocol, these are placed using specific regulations.

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

Determined

London Borough of Newham - School Admissions Oversubscription Criteria

For entry from 1st September 2027

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

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

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

And then, if places are remaining,

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, if places are remaining,

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

And then, if places are remaining,

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

And then, if places are remaining,

Priority 5: Service children

And then, if places are remaining,

Priority 6: All other children, whether they live in Newham including children from outside of England who have a right to education in England.

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

Determined

Appendix 1

Determined Admission Numbers for September 2027

Admission number for Year 7 (normal point of entry) unless otherwise stated	
Bobby Moore Academy (see note 1 below)	180/120
Brampton Manor Academy	420
Cumberland Community School	270
Eastlea Community School	240
Forest Gate Community School	270
Harris Academy Chobham (see note 2 below)	210/120
Harris Science Academy East London (see note 3 below)	150
Kingsford Community School	300
Langdon Academy (see note 4 below)	360/270
London Design and Engineering UTC (Year 9)	80
Lister Community School	330
Little Ilford School	360
Oasis Academy Silvertown	120
Plashet School	300
Rokeby School	180
Royal Docks Academy	180
Sarah Bonnell School	270
School 21 (see 5 below)	75
Stratford School Academy	300
St. Angela's Ursuline	192
St. Bonaventure's	186

Notes (read in conjunction with the Additional Places and Capping on page 6):

All through schools (admission from year 7 only)

1. Bobby Moore Academy - only 120 of the 180 places for September are initially available for open application for primary and secondary transition. The first 120 of the 180 places are taken by their year 6 pupils, who can automatically move into year 7.

If any of the year 6 chose to move to another school, their place will become available and offered to the next child on the waiting list with the highest priority.

2. Harris Academy Chobham - only 120 of the 210 places for September are initially available for open application for primary and secondary transition. The first 90 of the 210 places are taken by their year 6 pupils, who can automatically move into year 7.

If any of the year 6 chose to move to another school, their place will become available and offered to the next child on the waiting list with the highest priority.

3. Harris Science Academy East London – until the academy moves into their permanent accommodation it is possible that the Admission Number may be lower than the determined number due to capacity of any temporary accommodation.

The Determined Published Admission Numbers (PAN) may change as result of any permanent PAN changes agreed via formal consultation after publication of the admissions consultation and final determination.

Determined

4. Langdon School Academy – only 270 of the 360 places for September are initially available for open application for primary to secondary transition.

The first 90 of the 360 are taken by the Academy's year 6 pupils, who can automatically move into year 7.

If any of the year 6 chose to move to another school their place will become available and be offered to the next child on the waiting list with the highest priority.

5. School 21 - only 15 of the 75 places for September are initially available for open application for primary to secondary transition.

The first 60 of the 75 are taken by the Academy's year 6 pupils, who can automatically move into year 7.

If any of the year 6 chose to move to another school their place will become available and be offered to the next child on the waiting list with the highest priority.

Primary (number published is for reception unless otherwise stated)	
Altmore Infant School	150
Avenue Primary School	90
Bobby Moore Academy	60
Brampton Primary School	120
Britannia Village Primary School	60
Calverton Primary School*	30
Carpenters Primary School	30
Central Park Primary School	120
Harris Academy Chobham	90
Cleves Primary School	60
Colegrave Primary School	90
Curwen Primary School	120
Dersingham Primary School	90
Drew Primary School	60
Earlham Primary School	60
Ellen Wilkinson Primary School	60
Elmhurst Primary School	120
Essex Primary School	90
Gainsborough Primary School	30
Gallions Primary School	90
Godwin Junior School (Year 3)	120
Grange Primary Schools	30
Hallsville Primary School	60
Hartley Primary School	90
Kaizen Primary School	60
Keir Hardie Primary School	60
Kensington Primary School	90
Langdon Academy	90
Lathom Junior School (Year 3)	150
Maryland Primary School	60
Monega Primary School	90
Nelson Primary School	120

Determined

New City Primary School	90
North Beckton Primary School	60
Odessa Infant School**	60
Park Primary School	90
Plaistow Primary School	60
Portway Primary School	90
Ranelagh Primary School	60
Ravenscroft Primary School	60
Roman Road Primary School	60
Rosetta Primary School	90
Royal Wharf Primary School	60
St. James' CoE Junior School (Year 3)**	60
St. Stephen's Primary School	90
Salisbury Primary School	90
Sandringham Primary School	120
School 21	60
School 360	60
Scott Wilkie Primary School	60
Selwyn Primary School	60
Shaftesbury Primary School	90
Sheringham Primary School	90
Sir John Heron Primary School	60
Southern Road Primary School	90
Star Primary School	60
Stratford Manor Primary School	30
Tollgate Primary School	60
Upton Cross Primary School	60
Vicarage Primary School	120
West Ham Church Primary School	45
William Davies Primary School	30
Winsor Primary School	90
Woodgrange Infant School	120
Voluntary Aided Faith Schools in Newham	
St. Antony's Catholic Primary School	60
St. Edward's Catholic Primary School	60
St. Francis' Catholic Primary School	60
St. Helen's Catholic Primary School	60
St. Joachim's Catholic Primary School	60
St. Luke's CoE School	30
St. Michael's Catholic Primary School	30
St. Winefride's Catholic School	30

*Consultation has been completed, final decision regarding possible closure of Calverton Primary School from August 2026 is set for December 2025.

**Consultation commenced in September 2025 for the possible merger of Odessa Infant School and St. James' Junior School for September 2026 entry.

Determined

Appendix 2

Documents required for admission to school

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 maybe required before admission can take place. This does not mean any child will be refused a school place, but it does mean they may not be offered a place at an oversubscribed school where they cannot prove they have priority.

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

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

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

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

Or

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

Or

- **Official Documentation from the National Asylum Seeker Service** including an application registration card (ARC).
  - The ARC has been issued to asylum claimants and their dependants since 2002. The ARC may provide public sector bodies with assurance that you or your dependant is an asylum claimant.
  - This is a credit card-sized plastic card issued by the Home Office to individuals who claim asylum. It contains information about the holder's identity or claimed identity although it is not evidence of identity.

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

Where a family are unable to provide any of the above documentation for their child, they must contact schooladmissions@newham.gov.uk for advice.

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. Newham School Admissions and Appeals Team must

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be notified of any address change since the Common Application Form CAF was completed in case the place may have been secured by fraudulent means.

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

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

Or

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

Or

- Current Tenancy Agreement for Council Housing or Housing Association Property

Or

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

Or

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

Or

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

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

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

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

Or

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

Or

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

Or

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

Or

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

Medical Contacts

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

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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 these contacts should be able to speak English).

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

Proof of parental responsibility:

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

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