Newham London

Starting school in Newham

Information and guidance about starting reception in September 2027 and In-Year admissions during the 2026/2027 school year.









newham.gov.uk

Reception class entry for September 2027

A summary of the key steps you need to take to apply for a place in Reception for children born from **1 September 2022 to 31 August 2023.**

Infant school to Junior school transition for entry in September 2027.
If your child attends an infant school, they will not automatically move to a Year 3 school, you must follow the steps below and complete an application for your child to attend a junior school or a year 3 place in a primary school in September 2027.

REMEMBER – your chances of getting the school of your preference are better if you **apply by national closing date 15 January 2027 as on time applicants are given places before those who apply late are considered.**

1 READ

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

2 RESEARCH

Do not just focus on the schools you know about. Take time to find out about all the schools located in Newham. You can do this by reading their websites and requesting a school visit. Note: Ofsted reports - remember to look for the date of the last inspection.

3 UNDERSTAND

Read and understand how places are offered at the schools you are interested in. You can do this by reading their admissions criteria and reviewing the placements for **September 2026** which are published in this booklet on pages 16-19.

You can use these figures and our Home to school distance finder app **https://schoolfinder.gitechservices.com/primary.html** on the Newham website to calculate your own distances. This will help you understand the likelihood of your child being offered a place.

4 DECIDE

After considering all the information you have found out, decide the schools you are going to name as your preferences, remembering that you can name six. It is important that you check the locations of the schools you are interested in, so you know where your child may be travelling to each day and the cost of the journey.

5 SUBMIT

Submit your application via the eAdmissions online portal by **11.59pm** on **15 January 2027**. You should apply earlier to avoid the risk of technical issues close to the deadline. If you are applying for a school outside of Newham remember to time and submit your proof of address with your application.

6 SIFS

If you are naming a faith/religious school as any of your preferences and want to be considered under the faith-based criterion you must submit their Supplementary Information Form (SIF). **For Newham faith schools your SIF must be received by the school no later than 15 January 2027**. If the school you prefer is outside Newham you must check the closing dates for their SIF with the school.

7 OUTCOMES

16 April 2027 - National Offer Day

- If you applied online via **eadmissions.org.uk** you will receive a notification of the school place you have been offered in the evening.
- If you applied using the paper Common Application Form (CAF) your school offer letter will be sent to you via first class post.

Hello from Councillor Lakmini Shah Cabinet Member for Education



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

That's why we are here to help you and your child through this year's school guide. As you look through the pages, you'll find lots of useful and important information to help you and your child apply for their place in one of our amazing Newham primary schools, overwhelmingly rated highly by Ofsted!

The guide will help ease your child's new school worries or nerves, as well as yours. I encourage you to involve your child during the process by seeking their views. Take them to school visits to meet teachers and members of the wider school community so they can get a feel of the school, see it in action and ask questions if they want to. Please make sure you maximise your opportunities by using all your school preference options. Applying online helps to ease the process.

Supporting all our young people from early years on is fundamental to everything that we do here at the Council. We want Newham to become the best place for our children and young people to grow up, to be healthy and safe so that they reach their potential and thrive, whatever their needs. This is why we have invested heavily in services to support the improvements needed in special educational needs and disability (SEND) provision.

Children learn better and socialise better when they attend school every day. They develop confidence and friendships, and are able to feel part of the life of the school. If your child is anxious or worried about going to school once they start, ask your school for help. Every child is entitled to additional support to help them engage with learning.

Good nutrition is key for receiving a good education. Together with the Mayor of London, we are continuing to fund the Eat for Free programme for all primary school children, guaranteeing your child receives a nutritious meal every day of the school year, at no cost to your family.

Whichever school your child goes to in Newham, they'll be in amongst the best learning environments; where your child will make new friends, learn new things and flourish as they grow.

Best wishes,

Councillor Lakmini Shah
Cabinet Member for Children, Education and Communities



Free state funded education in England

All children of compulsory school age living in England have the right to a free full-time suitable education.

This guide explains how to apply for a school place.

What is compulsory age?
A child is compulsory school age the first term after their 5th birthday. Therefore:

- children who turn 5 between 1 January and 31 March will be of compulsory school age at the beginning of the school term after 1 April;
- children who turn 5 between 1 April and 31 August will be of compulsory school age at the beginning of the school term after 1 September;
- children who turn 5 between 1 September and 31 December will be of compulsory school age at the beginning of the school term after 1 January.

A child remains of compulsory school age until the last Friday in June in the school year that they turn 16.

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



What is your child's year group for the school year September 2026 to July 2027?

Primary, Infant and Junior			
Child's Dates of Birth (inclusive)	**Ages**	**Year Group**	**Key Stage**
1 September 2015 - 31 August 2016	10/11	6	2
1 September 2016 - 31 August 2017	9/10	5	2
1 September 2017 - 31 August 2018	8/9	4	2
1 September 2018 - 31 August 2019	7/8	3	2
1 September 2019 - 31 August 2020	6/7	2	1
1 September 2020 - 31 August 2021	5/6	1	1
1 September 2021 - 31 August 2022	4/5	Reception	1

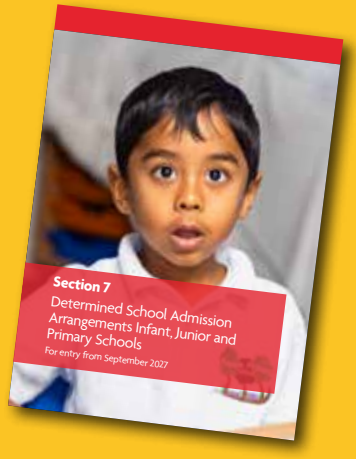
Reception Classes for Academic Year 2027/2028
Children born from to 01/09/2022 to 31/08/2023 - start in a reception class in September 2027.

Closing date for 'On Time' Applications: **15 January 2027.**

How is it decided which children should be offered the places in a school year group?

The law requires every school to publish their admission arrangements, which include their over-subscription criteria - the priority order for places.

See section 7 on page 59 for full details.



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All information in this brochure is correct at time of publication - July 2026. Front cover and internal photos: Avenue Primary School

Newham London

Every day matters, every day counts.



School's here for you

Is your child struggling coming to school?
Whatever the reason, it starts with a conversation.

Get in touch with your school or scan the QR code to find out where you can find support.

www.newham.gov.uk/schoolattendancecampaign



Section 1

Reception places for September 2027

Reception admission for September 2027 start date
Important dates for families

For children born 1 September 2022 to 31 August 2023

National closing date: Friday 15 January 2027

Don't be late, add a reminder to your diary or phone calendar at least 3 days before 15 January 2027.

Applications received from 16 January 2027 will be processed as 'late'.

1

Finding out about schools: September 2026 - January 2027
We recommend families attend take time to find out about all schools in Newham - not just those you know about, as reading about and visiting other schools may change your mind about your preferred schools.

2

Applying on-line:
To avoid possible delays due to technical issues with your devices or internet connection, please apply before **15 January 2027.** We recommend you apply as soon as possible to ensure your application is in the system, you can make changes until **15 January 2027 23:59pm.**

Applying by using a paper form:
To avoid possible postal delays, we recommend you send at least 10 days before **15 January 2027.**

3

15 January 2027 - National Closing Day
The Pan London eAdmissions online application portal closes for new on time applications and changes on **15 January 2027 at 23:59pm** but it remains open for late applications.

4

Deadline for on time applications: Friday 15 January 2027 23:59pm
If you apply via eAdmissions and do not receive an email from **noreply@eadmissions.org.uk** confirming receipt, it means your application has not been received and you must ensure you correct any errors and resubmit before the deadline.

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

Note: applications cannot be backdated unless a school in Newham can confirm receipt by **15 January 2027.** Postal receipts of any kind cannot be considered as they do not prove what was sent.

5

Changes to school preferences and preference order
Changes can be made every day up to and including **15 January 2027.**

Changes made after **15 January 2027** to applications already submitted will be treated as **late** - this means the original application will be used to determine the outcome on National Offer Day.

After National Offer Day your changes will be applied. Any other change after this date will be treated in the same way as late applications.

Submit your online application via **www.eadmissions.org.uk** by **15 January 2027 no later than 11.59pm**.

6

Closing date for supplementary information forms 15 January 2027.
If you are naming a voluntary-aided faith school as one of your preferences and you want your child to be considered under any of the faith-based criteria for the faith schools in Newham, you will be required to submit a Supplementary Information Form (SIF). **Supplementary Information Forms can only be accepted where they are supporting an eAdmissions or postal main application.**
SIFs must be sent direct to the school and must not be attached to your eAdmissions application. If you do not meet the SIF deadline, the school's governing body may be unable to rank your application correctly.

7

16 January 2027
Applications received from 16 January 2027 are processed as late applications.

Late applications
Applications received from **16 January to 14 February 2027** will be processed as 'late' applications but these applications will receive their offer outcomes on the same day as 'on-time' applicants.

8

Application for schools outside of Newham
If you have named any out-of-borough schools on your application form, Newham Council will inform the local authority (LA) where the schools are located via secure data exchange.

9

16 April 2027 – National Offer Day
All families who applied online via the eAdmissions portal will receive an email from **noreply@eadmissions.org.uk** on the evening of **16 April 2027** with outcome of their application and next steps.
Newham residents who applied using a paper form will be posted an outcome letter on **16 April 2027;** we cannot guarantee when this will arrive..

10

19 April 2027
Reception waiting lists for September 2027 entry will be created for each school in Newham. Children will be added in their rightful position on the list based on the school's oversubscription criteria - not the date their family's application was received. The law does not permit a first come first served rule.

11

19 April 2027 onwards
Offers and alternative allocations continue for late applicants with outcomes being issued usually within a maximum of 10 days of receipt by the school admission team.

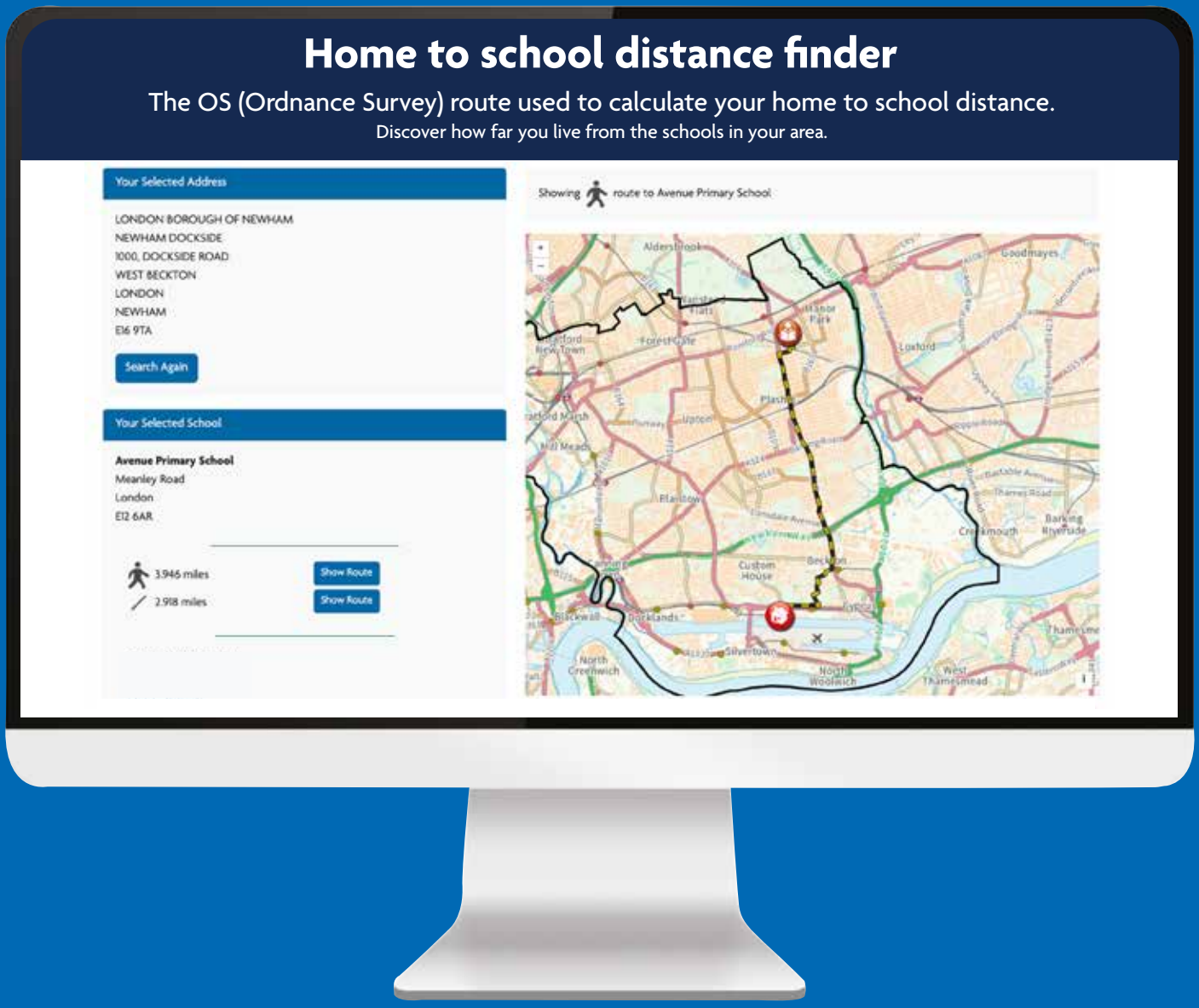
12

May 2027 onwards
Independent admission appeal hearings start for parents/carers who lodged an appeal for a place at one of their preferred school(s) and were refused.
To appeal for an out-of-borough school, you will need to check either that school's website or the website of the council where the school is situated to find out the process.

13

Summer term 2027
Reception new starters and year 3 pupils starting at a junior school, will be contacted by their named school to discuss admission.

Do you need help deciding which school to apply for?



The Home to School Distance Finder App can provide useful information.

You can use the Newham Primary Home to school distance finder App to locate:

- the six infant, junior and primary schools closest to your home located in Newham
- the home-to-school distances to any school located in Newham
- if your home address is in a Newham Catholic or Church of England Parish

https://schoolfinder.gitechservices.com/primary.html

Newham London

Don’t limit your school preferences



Use your six preferences.

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

www.newham.gov.uk/schooladmissions

newham.gov.uk

Reception classes September 2027 for children born 1 September 2022 to 31 August 2023

Information and application process

Every eligible child in England whose parents/carers applied by the national closing date of 15 January 2027 will be notified of their infant, junior and primary school on National Offer Day, 16 April 2027.

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

Pan London admissions scheme for children starting in reception in September 2027.

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

Every year, over 50,000 children living in London and the Home Counties start school in a reception class, many crossing borough boundaries to do so because of parental preference for an out-of-borough school.

To support families all 32 London boroughs and the City of London Corporation along with some councils bordering the capital have been working in partnership to co-ordinate admissions for their infant and primary schools.

What this means for you

If you are a Newham resident, you only need to apply to Newham's admissions team - even if you want to apply for a school place outside Newham - as the form provides the option to name schools outside of Newham.

If you name schools outside of Newham, we will pass your information on to the other local authorities using a secure encrypted data exchange which means your details will be totally safe.

Applying for a reception place for September 2027

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

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

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

How do I apply?

You need to complete a CAF. The easiest way to apply is online at www.eadmissions.org.uk – see pages 14-15 for more details. Your child's school will be happy to help you apply.

If you do not want to apply online call 020 8430 2000 or email schooladmissions@newham.gov.uk and ask for a paper form.

After **23:59pm on 15 January 2027** the Pan London eAdmissions online portal will close for on-time applications but will continue to be open for late applicants. If you apply late you may not receive your outcome online on National Offer Day.

If you apply online your application will not be complete until you receive an email receipt of successful submission from the eAdmissions system. If you do not receive an email receipt it means your application has not been submitted, which means your child will not be offered a school place. If you tried to apply but did not receive an email receipt, you will need to go online to apply again and ensure you receive a receipt - see pages 14-15.



Apply online – it's quick, safe and secure

Submit your online application via **www.eadmissions.org.uk** by **15 January 2027 no later than 11.59pm**.

Parent/carer's legal responsibilities

It is the responsibility of every parent or carer to ensure their child receives suitable education. This means parents/carers must follow the process to ensure their child has a reception place for September 2027 or arrange other suitable education.

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

Faith Schools' Supplementary Information Forms (SIF)

- It is the parent/carer's responsibility to obtain, complete and return any Supplementary Information Forms (SIF) for the faith schools named as preferences on their application form.
- If you name one of the Catholic primary schools or St Luke's Church of England Primary School in Newham, as one of your preferences, you **MUST** complete and submit a SIF if you want to be considered under the faith-based criteria.
- SIFs are available from the schools' websites
- If your child goes to a nursery in a Newham faith primary school, that school will give the form to you. If not, you must obtain the SIFs you need from the school.
- SIFs must be completed and returned direct to the school you are applying for. Note: your SIF will not be processed if you attach it to your application.

Late applications received after 15 January 2027

If we receive your application after the closing date 15 January we will treat your application 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 for Pan-London coordinated admissions scheme see www.newham.gov.uk

If you submit your application after the closing date but want us to consider it as on time, email schooladmissions@newham.gov.uk after you apply with your application reference, explaining the exceptional circumstances you want us to consider, and include your supporting evidence. We will make a decision on each case individually and let you know the outcome within 10 working days of receiving your request.

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

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

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

On pages 16-19, you will see that the majority of our school places are offered to 'on time' applicants and only a few schools had places remaining that could be offered to late applicants.

Nursery, infant and primary schools in Newham work in partnership with the council to ensure that the families submit their application for a reception place on time.

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

You must apply using the eAdmissions online portal via the Newham website or request support with the application process from your child's nursery.

We strongly recommend that you apply for your local Newham school as one of your preferences.

If you preference is a infant or a primary school outside of Newham, as a Newham resident you should still follow the process outlined in this guide, but you should also read the composite prospectuses of any boroughs in which your preferred schools are situated in order to see how the schools you are interested in offer their places.



eAdmissions

www.eadmissions.org.uk

APPLY ONLINE

ON TIME DEADLINE 15/01/2027

Apply for your child's school place online

Follow the steps below to start your child's online application. Each screen will guide you through the process and explain what you need to do.

- If you need more information, click the ⓘ icon wherever you see it.
- A video is available on the website to guide you through registering for your eAdmissions account. https://www.youtube.com/watch?v=o2WXUD8Fido
- The first time you use the website, you can add it as an app to your device by following the on-screen instructions.
- Only open the website in one browser at a time.

Step 1: Getting started

- Before you start your online application, you will need do some research
- See your local authority's website for details about how applications are processed
- Visit schools
- Check schools' websites
- Read the admissions criteria for the schools you are interested in
- Check how places were offered in previous years
- You should check transport policies for local authorities (outside London).

Step 2: What to do if this is the first time you are applying online using eAdmissions

- If you have used the eAdmissions system in the last 3 years to apply for a school place for any of your children, you do not need to register again. Instead please go to Step 3.
- If this is the first time you are using the eAdmissions website you must register to apply online at www.eadmissions.org.uk
- You will need an email address to register, but don't worry if you do not have one. You can sign up for a free Googlemail email account on the eAdmissions site
- It is important that you register well before the deadline, in case there are any problems making your application. The closing date is **15 January 2027** for secondary applications
- We recommend Googlemail. However, if you already have an email address you should set your junk mail filter to 'Standard' so that emails from eAdmissions go straight to your inbox. You should check your junk email folder now and then to make sure that messages from the eAdmissions Team are not sent there by mistake
- You will then be asked to create your own **password.**
- You will be sent a validation email containing your username and instructions on how to validate your email address.
- The email will also contain a link which will take you to the eAdmissions login page to start your application.
- Please keep your username and password safe as you will need them to log in and apply for any other children you have, and to see the outcome of your application in **16 April 2027** for secondary applications

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

- On the home page select 'Existing Account' and enter your username and password
- If you have forgotten your username or password we can reset it and send it to you, just select the 'Forgotten your user name or password?' link and follow the instructions on screen. Use these new details to log in to your account
- You must check your personal details - your home address, email, telephone numbers. To make any changes select 'Edit your details' and enter the new details but make sure you press the 'Save and continue' button to record these changes.

Step 4: Adding your child's details

- On 'Your home page' Click 'Start an application' button.
- Enter the details requested about the child you are making the application for on the 'Child details' page and select the 'Save and continue' button.

Please remember

- **Council Tax account number:** Some local authorities will ask you to list this information for the address where your child lives. For more details select 'local authority details' button on the top of your screen to see your council's policy on this
- **Child's current school:** Please select the school from the drop down list. Only type the name of the school in the box if your child is at a nursery school or you cannot see the school name listed
- **Multiple births (twins, triplets and more)** If you are applying for twins, triplets or other multiple births, you must complete a separate application for each child. When you apply online, each child will need their own Application Reference Number (ARN). Select 'Yes' when asked if the application is for a multiple birth. You will then be able to fill-in and submit a another application for each child before the closing date. After you have

submitted your applications, please check your Home page. You should see each child listed with their own ARN. If you cannot see all your children listed with a separate application reference number, please email us for help as your applications have not been submitted correctly.

Step 5: Adding school preferences

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

Step 6: Submitting your application

- You can make changes to your online application up until the closing date. Each time you make a change you must resubmit your application
- Select the 'Submit application' button on the last page
- After you have submitted your application you will receive an email confirming details of your online application. The email will list an application reference number similar to this: 316-2027-09-E-123456. If you do not receive a number it means your application was not submitted successfully and you must log in and select the 'Submit application' button again.

Changing your application

You can edit and make changes to your online application until the closing date, but for your most recent changes to be recorded you will need to press the 'Resubmit application' button. Always keep your details and your child's details up to date on the website. You can do this on 'Your home page' to record your application reference number, you may need to refer to this later.

Step 7: Attaching documents

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

Documents you may need to attach:

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

Important information

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

Getting help

If you try to apply online and you cannot see your exact address in the list, or the schools you want to apply for are not listed, you must contact the School Admissions and Appeals Team before 5pm on 14 January 2027 or your application will be considered as 'late'.

- If you have any technical difficulties making your application online, please visit the eadmissions website https://www.eadmissions.org.uk/support/step1

If you still need help after contacting the helpdesk, please email or phone us - our details are Newham School Admissions and Appeals Team at 020 8430 2000 or schooladmissions@newham.gov.uk

What happens next?

- If you submitted your application by the closing date you will be sent the outcome of your application during the evening of the published national offer day.
- You should respond to your offer within 14 days. To do this, log into your account and select 'view outcome and respond' button.
- Some local authorities do not send letters if you have applied online. Check with your local authority for details of how you will receive your offer.

On time reception offers and alternative allocations for September 2026 entry

Establishment	Admission Number	Actual Places	On Time Applications	EHCP	Currently or Previously Looked After	SEN Resource
Altmore Infant School	150	150	196	0	1	0
Avenue Primary School	90	60	130	0	0	0
Bobby Moore Academy	60	60	111	0	0	0
Brampton Primary School	120	120	354	2	1	0
Britannia Village Primary School	60	60	168	0	0	0
Calverton Primary School	60	30	42	0	0	0
Carpenters Primary School	30	30	66	0	0	0
Central Park Primary School	120	90	209	0	0	0
Cleves Primary School	60	60	184	0	0	0
Colegrave Primary School	90	90	243	3	0	0
Curwen Primary School	120	90	197	0	1	0
Dersingham Primary School	90	90	149	0	1	0
Drew Primary School	60	60	83	1	0	0
Earlham Primary School	60	60	192	1	0	0
Ellen Wilkinson Primary School	60	60	151	0	0	0
Elmhurst Primary School	120	120	342	0	0	0
Essex Primary School	90	90	208	0	0	0
Gainsborough Primary School	30	30	70	0	0	0
Gallions Primary School	90	60	158	0	1	0
Grange Primary School	30	30	60	0	0	0
Hallsville Primary School	60	60	208	0	0	0
Harris Academy Chobham	90	90	264			
Hartley Primary School	90	60	115	0	0	0
Kaizen Primary School	60	60	142	0	0	0
Keir Hardie Primary School	60	60	181	1	0	0
Kensington Primary School	90	90	146	0	0	0
Langdon Academy	90	90	85	0	0	0
Maryland Primary School	60	60	138	0	0	0
Monega Primary School	90	90	197	0	0	0
Nelson Primary School	120	90	162	0	0	0
New City Primary School	90	60	175	0	0	0
North Beckton Primary School	60	60	106	0	0	0
Odessa Infant School	90	60	102	0	0	0
Park Primary School	90	90	236	1	1	0
Plaistow Primary School	60	60	183	0	0	0
Portway Primary School	90	60	191	0	0	0
Ranelagh Primary School	60	60	89	1	0	0
Ravenscroft Primary School	60	60	128	0	0	0
Roman Road Primary School	90	90	63	0	0	0

Sibling	Staff Child	Service Children	All Other	Local Authority Alternative Allocation	Total	Criterion of Final Offer	Distance of Final Offer (miles)
16	0	0	86	0	103	N/A	N/A
16	0	0	25	0	41	N/A	N/A
12	0	0	18	0	30	N/A	N/A
45	0	0	72	0	120	All Other	0.895
16	0	0	44	0	60	All Other	1.894
8	1	0	15	0	0	N/A	N/A
12	0	0	18	0	30	All Other	0.587
49	0	0	45	0	85	N/A	N/A
20	0	0	40	0	60	All Other	0.596
33	0	0	54	0	90	All Other	0.773
38	1	0	50	0	90	All Other	0.903
31	0	0	30	1	63	N/A	N/A
20	0	0	22	3	46	N/A	N/A
26	0	0	33	0	60	All Other	0.631
25	2	0	33	0	60	All Other	0.734
65	3	0	52	0	120	All Other	0.332
49	2	0	39	0	90	All Other	0.433
8	0	0	17	0	25	N/A	N/A
27	0	0	32	0	60	All Other	0.853
4	0	0	13	4	21	N/A	N/A
25	0	0	35	0	60	All Other	0.476
SEE PAGE 98							
18	0	0	7	3	28	N/A	N/A
17	0	0	43	0	60	All Other	1.68
21	0	0	38	0	60	All Other	1.785
28	0	0	40	1	69	N/A	N/A
14	0	0	15	0	29	N/A	N/A
14	0	0	22	1	37	N/A	N/A
24	0	0	45	0	69	N/A	N/A
24	0	0	41	0	65	N/A	N/A
22	0	0	26	0	48	N/A	N/A
17	0	0	27	0	44	N/A	N/A
13	0	0	29	2	44	N/A	N/A
37	1	0	50	0	90	All Other	0.678
19	0	0	32	0	51	N/A	N/A
34	0	0	26	0	60	All Other	0.582
12	1	0	21	0	35	N/A	N/A
28	2	0	21	1	52	N/A	N/A
12	0	0	13	1	26	N/A	N/A

Establishment	Admission Number	Actual Places	On Time Applications	EHCP	Currently or Previously Looked After	SEN Resource
Rosetta Primary School	90	90	209	1	1	0
Royal Wharf Primary School	60	60	154	0	0	0
St Stephens Primary School	90	90	322	1	1	0
Salisbury Primary School	90	60	161	0	0	0
Sandringham Primary School	120	120	334	0	2	0
School 21	60	60	111	0	0	0
School 360	60	60	170	1	0	0
Scott Wilkie Primary School	60	60	142	0	0	0
Selwyn Primary School	60	60	131	0	0	0
Shaftesbury Primary School	90	90	231	0	0	0
Sheringham Primary School	90	90	160	0	1	0
Sir John Heron Primary School	60	60	106	0	0	0
Southern Road Primary School	90	90	139	0	0	0
Star Primary School	90	60	116	0	0	0
Stratford Manor Primary School and Nursery	30	30	84	0	0	0
Tollgate Primary School	60	60	180	2	0	0
Upton Cross Primary School	60	60	120	0	0	0
Vicarage Primary School	120	120	188	0	0	0
West Ham Church Primary School	45	45	78	0	0	0
William Davies Primary School	30	30	69	0	0	0
Winsor Primary School	90	90	120	0	0	0
Woodgrange Infant School	120	120	228	0	0	0
St Antonys Catholic Primary School	60	60	118			
St Edwards Catholic Primary School	60	60	130			
St Francis Catholic Primary School	60	30	72			
St Helens Catholic Primary School	60	60	133			
St Joachims Catholic Primary School	60	60	74			
St Lukes Primary School	30	30	92			
St Michaels Catholic Primary School	30	30	77			
St Winefrides RC Primary School	30	30	42			

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

2. Actual Places – the number of places available at the school for Reception for September 2026

3. 'On Time' applications – the number of families who applied by the closing date and named the school as one of their preferred schools

4. Education, Health Care Plans (EHCP), This priority is only given when local authority (LA) officers carry out a formal assessment and decide that only a particular school can meet the child's special educational needs

5. Looked after or previously looked after – children in the care of a local authority

6. Children placed in SEN resource provisions without an EHCP as determined by the 0-25 SEND service

7. Sibling – children offered a place who have a sibling on roll at the school who is reasonably expected to be on roll in September 2026

8. Staff Child

Sibling	Staff Child	Service Children	All Other	Local Authority Alternative Allocation	Total	Criterion of Final Offer	Distance of Final Offer (miles)
23	2	0	44	2	73	N/A	N/A
18	0	0	42	0	60	All Other	0.319
40	1	0	47	0	90	All Other	0.342
25	1	0	25	4	55	N/A	N/A
63	2	0	53	0	120	All Other	0.438
12	0	0	18	0	30	N/A	N/A
16	0	0	43	0	60	All Other	1.32
24	0	0	36	0	60	All Other	3.335
16	0	0	33	1	50	N/A	N/A
25	0	0	63	2	90	N/A	N/A
26	0	0	44	0	71	N/A	N/A
25	0	0	24	0	49	N/A	N/A
31	0	0	27	0	58	N/A	N/A
23	0	0	37	0	60	All Other	4.782
10	0	0	19	1	30	N/A	N/A
15	1	0	38	0	56	N/A	N/A
19	0	0	21	4	44	N/A	N/A
37	0	0	49	0	86	N/A	N/A
13	0	0	16	2	31	N/A	N/A
8	0	0	11	2	21	N/A	N/A
35	0	0	40	3	78	N/A	N/A
13	0	0	197	0	120	All Other	0.759

FOR FAITH SCHOOLS SEE PAGES 92 AND 97

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

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

11. Total – the total number of 'on time' applicants offered a place at the school on National Primary School Offer Day 16 April 2026

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

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

N/A – does not apply to this school.

Newham London

Changes to free school meals

From September 2026, Free School Meal (FSM) eligibility will expand across England.





All families receiving Universal Credit will qualify, removing the current £7,400 income threshold.

There will be four FSM categories, two benefit-based and two that are free to all children attending a primary, junior/ infant school.

Targeted FSM – for pupils in households in receipt of Universal Credit with earned income below £7,400 per year.

Expanded FSM – for all other households in receipt of Universal Credit.

Universal Infant Free School Meals – available to all Reception, Year 1 and Year 2 pupils who do not qualify under the above categories; no application required.

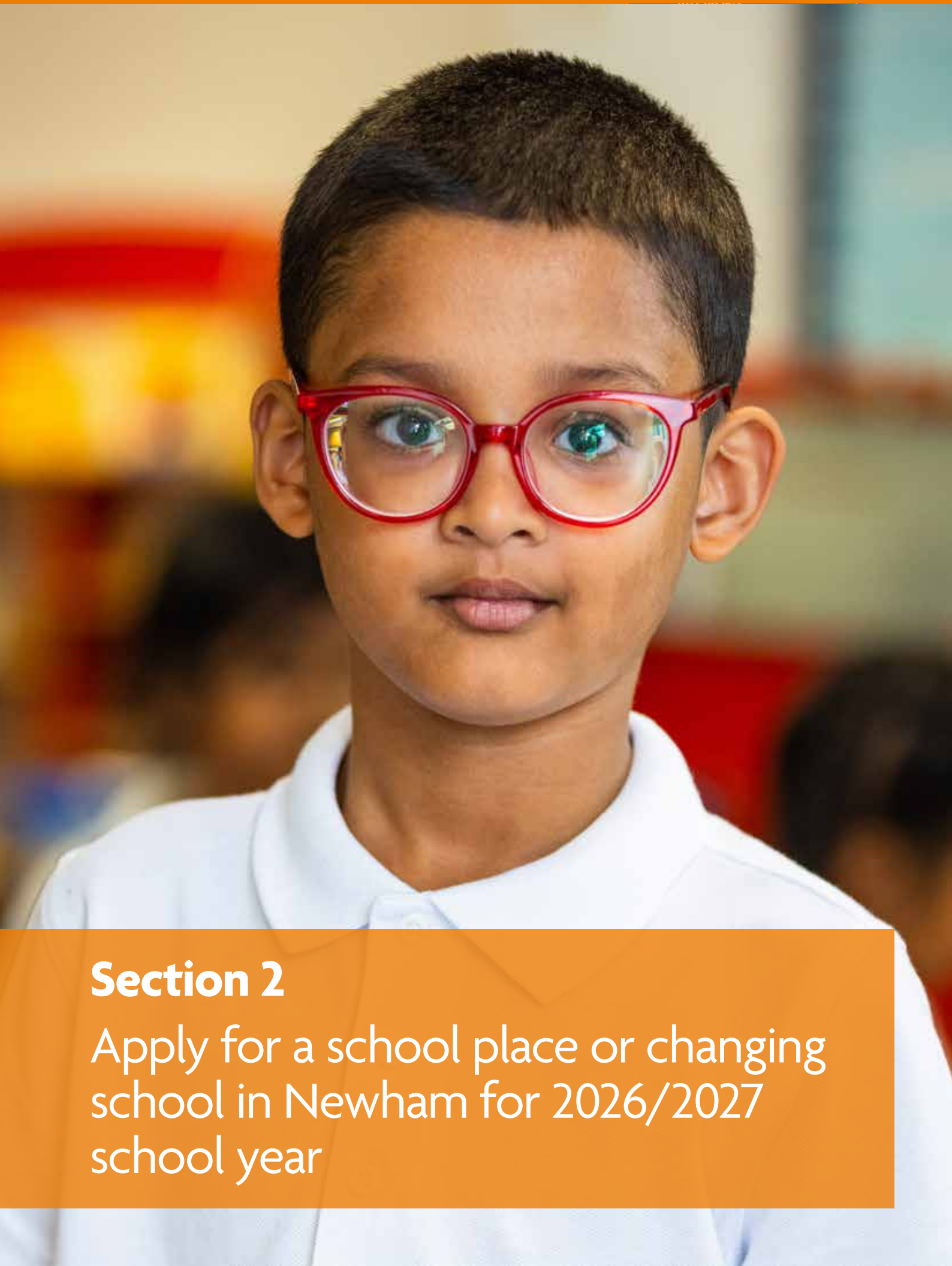
Mayor of London Universal Free School Meals – available to all Year 3-6 pupils in London state-funded primary schools who do not qualify under the above categories; no application required.

Families are encouraged to apply once during their child's time in a state-funded school in Newham. Unless your name or National Insurance number changes, there is no need for you to reapply. Eligibility is reviewed regularly using details provided on your latest application.

Only pupils receiving **Targeted FSM** will continue to attract Pupil Premium funding and access to **Holiday Activities and Food (HAF)** programmes.

Transitional protection will end on 31st August 2026, from 1st September 2026 all families must meet the targeted or expanded eligibility criteria to remain entitled to free school meals for the remainder of the academic year.

newham.gov.uk



Section 2

Apply for a school place or changing school in Newham for 2026/2027 school year

In Year applications for infant, junior and primary schools in Newham

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



How to apply for a place at an infant, junior or primary school to start anytime in the school year September 2026 to July 2027

Apply online for a place at www.newham.gov.uk/inyear



Applying for a infant, junior or primary school place in Newham for:

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

To apply for any schools in Newham, complete our in year form. For schools outside of Newham, check the school's website to find out the process. Note, only the borough where you child lives must provide a school place. This only applies where we cannot offer a place at one of your preferred schools and your child has not already got a school place in that borough.

How to apply for a school place in Newham.

- Find out about the schools in Newham by reading this guide and checking the schools' websites.
- Check the locations of the schools in Newham and the distance from your family home. Use our Home to School Distance Finder App, see page 10
- Decide which school you are going to apply for – these are known as your preferences.
- Apply using our online In Year form – the form will guide you through the application process.
- Note: To request a paper form email schooladmissions@newham.gov.uk
- Review and check the information you have entered on the form and then submit.
- Check you receive an electronic acknowledgement from **donotreply@newham.gov.uk**
- Post your paper form to School admissions, PO Box 69972, London E16 9DG, If do not receive an email confirming receipt within 5 days, email schooladmissions@newham.gov.uk
- If you have named any faith schools as preferences on your application form, and you want to be considered under their faith based criteria, see section 7, you may need to complete the Supplementary Information Form (SIF); this can be found on the Newham website or the school's own website. The completed SIF must be sent directly to the school – you will need to complete a separate SIF for each faith schools that requires one.

How is it decided which school is offered?

- Every week all schools in Newham submit their places available (vacancies) for each year group.
- When a school has fewer pending applications than there are available places in a particular year group, all applicants are offered a place.
- If a school has more pending applications for a particular year group than there are places available, their published oversubscription criteria must be applied to all applicants for that year group to determine their order of priority for a place – this is known as rank order.
- For every school preference named on a child's school application, the child will have a rank number.
- The places available are then allocated using the rank number to decide which children will receive offers. For example, if in year group 2 there is one place and four pending applications, only the child ranked one can be offered and those ranked two to four will remain on the waiting list (or added to the waiting list if they are new applications).
- Children are offered places based on their rank rather than the date of the school application as first come first served is not permitted in law.
- For Newham children who are not currently on roll at a school in Newham, who do not have an existing offer of a place and who cannot be offered a place at any of the schools listed in the application, an alternative school will be allocated. This alternative school will be the closest to their home that has a place available in their year group – this school will always be in Newham but may not be close to the child home.
- On a weekly basis, all applicants whose children have been newly offered a place will be sent a letter informing them of the school offered and next steps.

What options are available to families whose children are not offered a place at their preferred schools?

- Applicants are given the right of an independent hearing for any school where they have applied and been refused, see section 3.
- Children are automatically added to the waiting list for all schools listed as a higher preference than the school offered, see page 24.

Changing infant, junior and primary schools within Newham

(also known as internal transfers)

Admissions for school year September 2026 to July 2027

Information and application process to move your child from one primary school in Newham to another in Newham.

Think very carefully before you apply to change a child's school! The reason should be about your child's wellbeing and education, and you should consider whether or not these would be positively impacted by the change. Changing schools is a really big step to take for any child, whatever their ability and age.

Moving any child from one school in Newham to another school in Newham, except at the end of year 6 or when starting reception for the first time, could be detrimental to your child's progress. Stability in any child's life is really important and for children school is a major aspect of their lives that should remain constant wherever possible. Changing schools may result in a child being worried about trying to get used to new routines, new rules, new teachers and making new friends. This means they may find it harder to concentrate on their schoolwork.

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

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

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

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

Applying to change schools within Newham

The process to change schools within Newham is the same as for new arrivals or those returning to Newham, this is known as an In Year admission, see page 22.
If you apply online you will receive an automatic acknowledgement; for paper applications you should receive this within three working days.

If you do not get an acknowledgment or offer within seven working days, please email schooladmissions@newham.gov.uk for advice.

Are all transfer requests guaranteed?

No, a change of school can only be offered when an applicant's preferred school has places available.
If the school has sufficient places available, everyone who has applied must be offered a place. However where the school receives more applications than places available, their over-subscription criteria must be applied to decide which children are offered places.

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

How we offer places

See section 7.

Appeals

All applicants who have applied for a place and been refused have the right to an Independent appeal hearing. See section 3.



Waiting list information for all year groups for the school year 2026-2027 and reception for September 2027 entry

For all schools in Newham, children are automatically added to the waiting list at any of the school named a higher numbered preference than the schools offered.

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

Where no school can be offered from those named as preferences, the child will be added to the waiting list of all schools listed on their application.

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 by the Newham's School Admissions and Appeals Team on or after the first day of the month in which the school holiday starts, in which case the application will be automatically rolled forward to the same school waiting list for the new term.

Waiting lists are cleared at the end of each school term. If a place becomes available before the end of the term, we will contact you automatically to let you know. If you have not received an offer from the waiting list by the end of the term, you will need to submit a new application to add your child's name on the new waiting list for the following term, as waiting lists are refreshed at the start of each term.

All waiting lists must be organised in accordance with the published criteria (below), not on a first come, first served basis. This means that children new to a waiting list are added in their rightful place based on their priority for a place and not automatically added 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 occur on a daily basis for schools which have high numbers of applications and/or high mobility.

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

- The child is offered a place at a school ranked higher;
  OR
- The child is offered a place at the school and the place is refused;
  OR
- The parent/carer requests their child to be removed from the list, in writing;
  OR
- The parent/carer submits a fresh application and has not named the school as one of their current preferences;
  OR
- The application was found to be fraudulent or completed to deliberately mislead;
  OR
- The last school day of each term;
  OR
- Where the application was received by the 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, for them to be added again their parent/carer must complete and submit a fresh application form.

For all schools who participate in the Council's waiting list scheme, Newham School Admissions and Appeals Team will issue an 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.

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.



Section 3

How to appeal and independent appeal hearings

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

Independent appeals

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

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

Children with an Education, Health and Care plan

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

We recommend parents/carers get independent advice from SENDIASS **020 3373 0707** or email **sendiass@newham.gov.uk**

Who can request an independent appeal hearing?

All applicants refused a place (not offered) at any of their preferred schools (named as current preferences on latest school application) have the legal right to appeal against the decision and have your case heard by an Independent Appeal Panel, unless the application is withdrawn.

This means you cannot appeal for a place at a school unless:

- you have applied for a place at the school and your application has been refused; and
- the school is included on your most recent application.

You cannot appeal if:

- you have not applied for a place at the school; or
- the school is listed lower than the school you were offered; or
- you withdrew your application before a decision was made; or
- the school is not included on your most recent application.

How often can an applicant appeal?

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

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

What can a family not appeal for?

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

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

How to lodge (apply for) an appeal?

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

Schools located in Newham (except Harris Academy Chobham)

- Complete and submit the simple online application on Newham website. www.newham.gov.uk/schoolappeals or
- If you cannot fill-in and submit your online form, to ask for help by calling the Council on 020 8430 2000 or email the Newham Independent School Appeals Service at Nisas@newham.gov.uk

Harris Academy Chobham

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

Schools outside of Newham

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

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

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

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

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

What happens after lodging an appeal?

Applicants who lodged their appeal online will receive an automatic acknowledgement (receipt with a unique appeal reference number) that will provide more information. If this does not arrive within an hour email educationappeals@newham.gov.uk for advice.

What happens next?

- Ten working days before your hearing appellants, will: Receive a letter from NISAS, who are independent, advising you where, when and how your appeal will be heard and the names of who will be present. It will usually be during office hours and held virtually through a conferencing facility, for example Zoom. Alternatively your appeal may be heard in person at either Newham Dockside, Newham Town Hall or another suitable venue
- Be sent a formal statement (known as written representations) from the Admission Authority explaining why the school could not offer a place and why the school cannot admit additional children.

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

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

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

What is the timeline?

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

Normal admissions

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

For all applicants whose school applications were submitted in time for an outcome to be sent to them on National Offer Day 16 April 2027, appeals must be heard within 40 school days of their deadline for lodging appeals.

The deadline for lodging appeals for September 2027 entry will be 23:59 on **Friday 28 May 2027** for reception and year 3 entry.

For all applicants whose school applications were submitted too late for the outcome to be sent to them on national offer day 16 April 2027, appeals must be heard where possible within 40 school days of their deadline for lodging appeals, or within 30 schools days of the appeal being lodged.

In year admissions

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

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

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

Who attends the independent appeal hearing?

Appellant and their optional support;

- Friends and family
- Advocate
- Legal representative

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

Independent clerk

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

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

The Independent Panel

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

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

- One of the panel will be Chair. They will lead the meeting and have a casting vote in any split decisions.
- Members of the panel will have no link to your child's current school or the school you are appealing for or any other school that forms part of your case.

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

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

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

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

What are the different types of hearings?

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

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

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

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

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

Order of the hearings

Stage 1

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

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

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

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

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

How does the panel make its decision?

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

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

OR

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

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

The panel must balance the prejudice to the school against the appellant's case for the child to be admitted to the school. It must take into account the appellant's reasons for expressing a preference for the school, including what that school can offer the child that the

allocated school or other schools cannot. If the panel considers that the appellant's case outweighs the prejudice to the school, it must uphold the appeal.

For all year groups from reception to year 6 in multiple 'group' appeals, the panel must not compare the individual cases when deciding whether an appellant's case outweighs the prejudice to the school. However, where the panel finds there are more cases that outweigh prejudice than the school can admit, it must then compare the cases and uphold those with the strongest case for admission. Where a certain number of children could be admitted without causing prejudice, the panel must uphold the appeals of at least that number of children.

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

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

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

Where a child has been refused admission to a school on infant class size prejudice grounds, an appeal panel can only offer a place to a child where it is satisfied that either:
FACT A whether the admission of an additional child additional children would breach the infant class size limit;
FACT B whether the admission arrangements (including the area's co-ordinated admission arrangements complied with the mandatory requirements of the School Admissions Code and Part 3 of the School Standards and Framework Act 1998;
FACT C whether the admission arrangements were correctly and impartially applied in the case(s) in question;
Then the panel goes on to
FACT D Did the Authority act "unreasonably".
The word "unreasonable" is a legal "test word". The threshold for finding that an admission authority's decision to refuse admissions was not one that a reasonable authority would have made is high. For this to apply the panel would need to be satisfied that the decision to refuse to admit the child was:

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

OR

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

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

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

For maintained local authority schools
Local Government and Social Care Ombudsman (LGO):
Visit www.lgo.org.uk Email advice@lgo.org.uk

The Ombudsman is not able to overturn the appeal panel's decision however if they agree with your complaint and determine a failure in the process, they may make recommendations for a suitable remedy. For example, that an appeal is reheard by a different panel and with a different clerk.

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

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

Department for Education helpline
Telephone: **0370 000 2288**
Monday to Friday, 9am to 5pm

Can anyone overturn the decision of the independent panel?

Neither the Local Government and Social Care Ombudsman nor the Secretary of State for education can review or overturn the decision of an appeals panel. Only the courts can review and overturn an appeals panel decision where the appellant or admission authority is successful in applying for a judicial review of that decision.

Primary School Appeals Table

For appeals heard up to 10 July 2026

Year Group	Appeals heard	Upheld	Not upheld
Reception 2026-2027	67	5	62
Appeals for school year 2025-2026			
Reception	84	3	81
1	6	0	6
2	0	0	0
3	1	0	1
4	0	0	0
5	3	0	3
6	0	0	0
Total	**161**	**8**	**153**

Newham London

“It’s reading time but you’re not here. We miss you.”



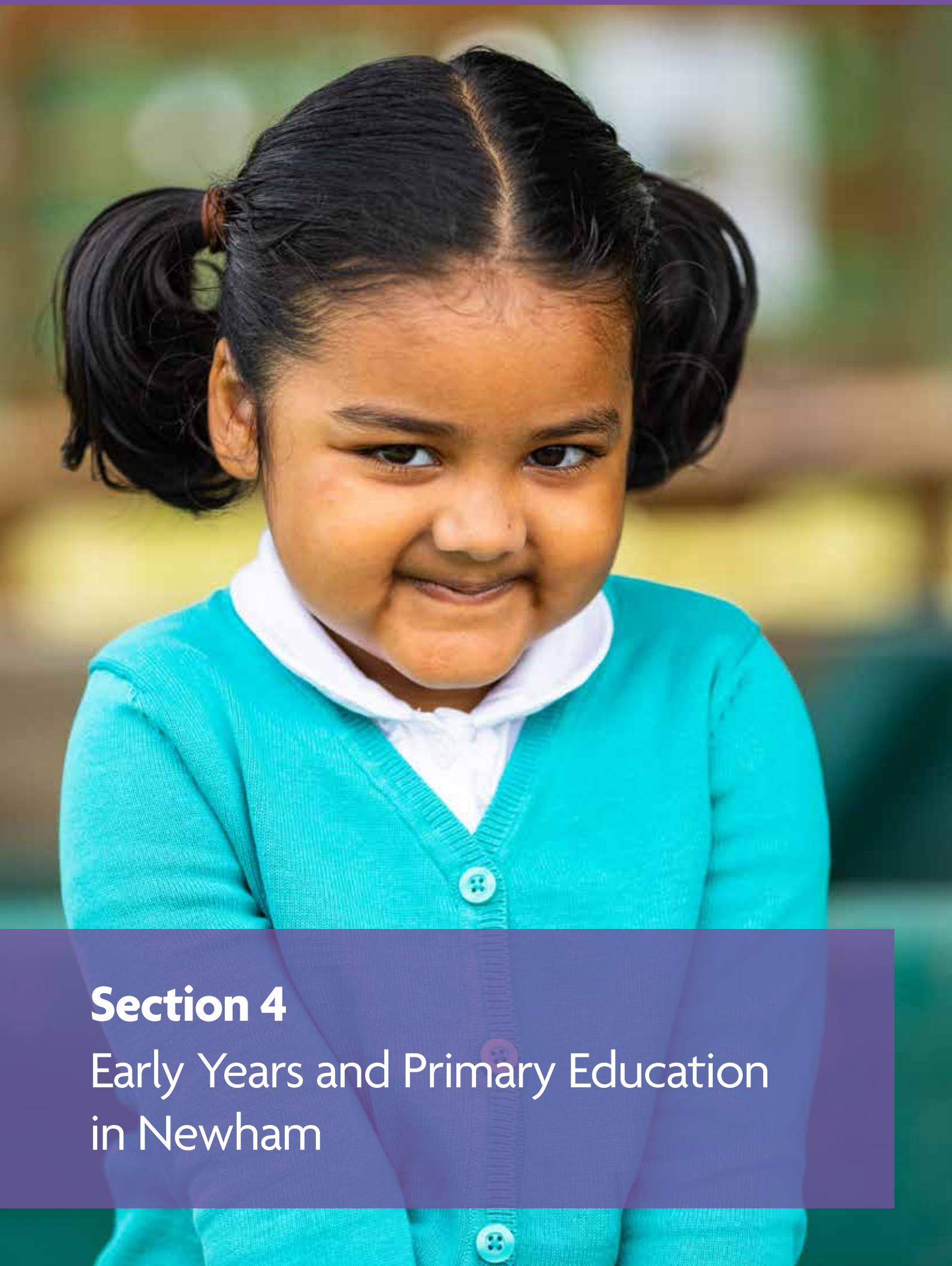
School’s here for you

If your child is struggling to come to school, you’re not alone.

Whatever the reason, getting help starts with a conversation. We’ll work it out together.

Get in touch with your school or scan the QR code to find out where you can find support.

www.newham.gov.uk/schoolattendancecampaign



Section 4

Early Years and Primary Education in Newham

Early years education

Newham Council provides Best Start in Life Family hubs and Children's Centre services to support families during pregnancy and with children under the age of five. Research shows that children who regularly attend activities at Children's Centres tend to achieve better outcomes at school compared to those who do not.

Our Family Hubs and Children's Centres offer a wide range of support for families, including:

- Stay and Play sessions that support your child's learning and development, including speech and language skills.
- Practical advice and guidance to strengthen parenting skills, as well as access to parenting courses, including support for families of children with additional needs.
- Family support services to assist with a range of issues, including financial concerns, housing challenges, and support for those experiencing domestic abuse.
- Support to access free early education entitlement for working parents with children aged 9 months and above.
- Help to check your eligibility for, and access, free early education entitlements for early learning for 2 year olds

We deliver sessions across our Family Hubs and Children's Centres throughout the borough, as well as in local community settings such as libraries and community centres.

For more information, please visit Newham Families Advice and Support | Family support, parenting help, baby & toddler groups | Best Start Family Hubs



Free early years education

Early learning for two year olds

Free Early Learning for two-year-olds – 15 hours

Families on a low income may qualify for a free early education place for children aged two (from the term after their second birthday). For more information visit **www.newham.gov.uk/twoyearold** or call **020 3373 0980.**

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

Free early years education for three and four year olds

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

A free place means that children can access a total of 570 hours of free early education each year. Contact a provider to register or call **020 3373 0980** or email www.families.newham.gov.uk/ to be sent a directory of Newham providers.

30 Hours Free Early Education and childcare for working families with children under the age of 5

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

A directory of Newham providers can be found at www.newham.gov.uk/30freehours

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

For information on all of the schemes please visit Childcare & Early Years Education - Best Start in Life



The Early Years Foundation Stage (EYFS) statutory Framework

The Early Years Foundation Stage (EYFS) framework is followed by all settings delivering early years education, including childminders, private nurseries, school nurserys and reception classes, and maintained nursery schools.

It promotes equality, inclusion, and respect for diversity, ensuring that every child has the opportunity to thrive. It ensures all children must be treated fairly and given equal access to learning and development, regardless of their background, gender, ethnicity, religion, ability, or family circumstances. It promotes inclusive practice where settings must adapt their provision to meet the individual needs of every child, including those with Special Educational Needs and Disabilities (SEND).

School and pre school settings Inspections

All schools and pre-school settings are required by law to be inspected by the Office for Standards in Education (Ofsted). These inspections ensure that schools are providing a high standard of education.

Every school and pre-school setting in Newham has been inspected. Reports can be obtained directly from the school or pre-school setting or by visiting the Ofsted website: www.ofsted.gov.uk

To view educational outcomes and compare school performance, please visit: www.gov.uk/school-performance-tables

Visiting Schools and pre-school settings

Many parents and carers choose a local school or pre-school for their child. When visiting a school setting for the first time, you may find it helpful to ask questions such as:

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



Nursery education

Nursery education prepares children for school and helps them to pick up the necessary skills and knowledge to support them in their later learning learning and social skills.

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

September 2026 nursery admission

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

Moving from nursery to reception

- All parents/carers must apply for a reception place
- Attending an infant or primary school nursery does not mean you are automatically reserved a reception place at that school
- Attending an infant or primary school nursery does not give you priority for a reception class place - the nursery is not a feeder for the reception classes
- If you wish to start your child after their 5th birthday (deferment), you must still apply for a reception place by the deadline and then defer entry after national offer day.

Register for nursery

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

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

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

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

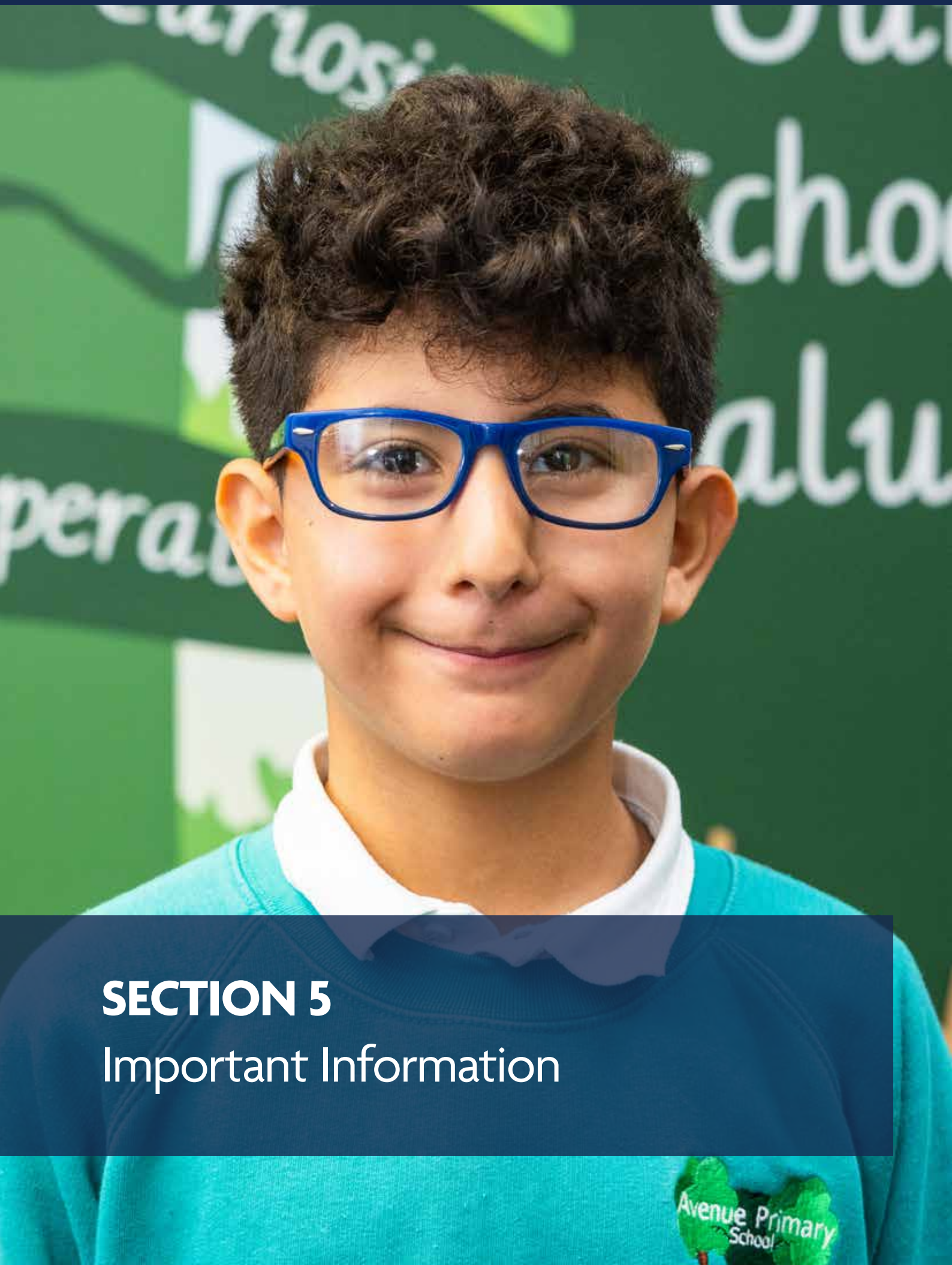
Before any other applications are considered children who have been assessed by the 0-25 SEND Service as requiring a particular school to meet their needs will be offered a place.

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

In each age group we admit children in this order:

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





SECTION 5
Important Information

Special educational needs (SEND) and physical access needs

Special Educational Needs and Disability (SEND)
Every child is entitled to an education that they can access, this includes children with Special Educational Needs and Disabilities (SEND).

All children with SEND have the right to a mainstream education and all schools in Newham have children with SEND on roll. The SEND Code of Practice (2015) requires all schools to take a graduated approach in supporting pupils with SEND and take account of parents' views.

Every child with special educational needs (SEN) should have SEN support. This means help that is additional to or different from the support generally given to other children of the same age. The purpose is to help children achieve the learning objectives set for them by the school. Schools must publish a SEN information report about the SEN provision within school. You can find this on the school's website.

Funding for mainstream schools means that most children with SEND can receive appropriate support without having a statutory assessment and an Education, Health and Care Plan (EHC plan). In a small number of cases some children will require a statutory Education, Health and Care Needs Assessment, which involves you, your child, school and a range of other professionals. As a result of this, we may issue an EHC plan. The EHC plan will give the child and their parents certain rights to ensure that the support they need is in place. You and your child's views are central to that process.

Resourced Provisions (RPs) and special schools provide specialist places with staff holding specialist mandatory qualifications for a small number of children with more complex SEND. RPs within a mainstream school are designed to provide specialist and targeted support including bespoke specialist withdrawal. Our special schools provide support to children with the most complex needs.

If you apply for a place in a school with resourced provision or a special school it does not necessarily mean that your child will be placed there. Places are allocated by the 0-25 SEN Team following assessment and review of the child's needs.

SENDIASS
SPECIAL EDUCATIONAL NEEDS DISABILITY
INFORMATION ADVICE SUPPORT SERVICE

Resourced provision in primary and nursery schools
The local authority reserves places in 16 primary schools and two nursery school for a small number of pupils with special educational needs.

Primary Schools

Children with complex needs
Brampton Primary School
Cleves Primary School
Colegrave Primary School
North Beckton Primary School
Sir John Heron Primary School

Children with severe communication difficulties
Essex Primary School
Gainsborough Primary School
Gallions Primary School
Langdon Academy
Ranelagh Primary School
Ravenscroft Primary School
Sandringham Primary School
Tollgate Primary School

Children with complex speech and language difficulties
Nelson Primary School

Provision for Deaf Children
Selwyn Primary School

Nursery School
Children with complex needs
Oliver Thomas Nursery
Ronald Openshaw Nursery and Education Centre

Special Schools
Children with social, emotional, behavioural and mental health needs
Horizon Academy (formerly EKO Pathways School)

Children with profound and multiple learning difficulties and pupils with multiple or complex needs
John F. Kennedy Special School

For children and young people with complex autism
Connaught Special School.

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

School meals

As a result of the changes to Free School Meals, the Government expects from September 2026, more than half a million additional pupils across England will become eligible for Free School Meals (FSM) as national eligibility criteria expand.

The Department for Education (DfE) estimates that this change could save families up to £495 per child each year in school lunch costs.

Although entitlement has changed all families will still be required to apply in order to receive the free meals under the new expansion of eligibility.

New Free School Meals categories:

From September 2026 there will be four types of free school meals in Newham and across London:

Targeted FSM
pupils in households with earned income under £7,400

Expanded FSM
All other pupils in families receiving Universal Credit

Universal Infant Free School meals
These will continue for all pupils in Reception, Year 1 and Year 2 who don't qualify under either of the above criteria. Families do not need to apply for these.

Mayor for London's extended Universal Free Schools Meals for all children attending state funded junior or primary school in London
These will continue for all pupils in Year 3, 4, 5 and 6 who don't qualify under either of the above criteria. Families do not need to apply for these.





Additional eligble groups

- Zambrano carers
- Families who have no recourse to public funds, a right to remain in the UK on grounds of private and family life under Article 8 of the European Convention on Human Rights
- Families receiving support under Section 17 of the Children Act 1989 who are also subject to a no recourse to public funds restriction
- A subset of failed asylum seekers supported under Section 4 of the Immigration and Asylum Act 1999
- Chen carers
- Families holding a British National (Overseas) passport
- Spousal visa holders
- Work visa holders
- Student visa holders
- Those with no immigration status

Note 1:
In Newham we ask all families to apply once for free school meals whilst their child attends a state funded schools in Newham, so we can do a weekly review of eligibility to ensure no child missing out.

Note 2:
Only Targeted FSM pupils will be eligible to attract Pupil Premium funding and the Holiday Activities and Food (HAF) local offer.

Transitional Protection Ending
Transitional protection will end on 31st August 2026, from 1st September 2026 all families must meet the targeted or expanded eligibility criteria to remain entitled to free school meals for the remainder of the academic year.

Help your child's school get extra funds

A child's school could get extra funds of £1550 from the Government known as FSM Ever6 Pupil Premium if you apply and are assessed as being in receipt of one of the qualifying benefits for eligible to targeted free school meals. We would ask you to apply even if you don't think you qualify so we can review your claim every week to see if the situation changes.

Getting to school every day

To stay healthy and protect the environment we recommend walking and cycling.

There are lots of options of how children can get to school every day.

Why walk or cycle to school?
There are many benefits. Here are just some of them:

1. Fitness and wellbeing
Most of us are very aware that childhood obesity is rising fast. Children need at least an hour of physical activity per day and walking to school is a great way to get some of that exercise.
When planning your walking journey to school, it may be possible to find a route which is quiet or traffic-free, and walking through green spaces such as parks can make you feel calmer and happier.

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

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

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

5. Newham provides free cycle training to children in all schools.

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





Newham's Cycling Strategy

We are working hard to make it easier, safer and more enjoyable for more people to cycle in the borough. This will help increase levels of physical activity, reduce exposure to poor air quality and help create a more efficient transport system. Our Cycling Strategy sets outs the Council's policy to support cycling and presents a plan of action to deliver greater numbers of cycling trips in Newham, with a target of 5% of trips across the Borough being made by bike by 2025.

For more information about Newham's cycling strategy visit: Sustainable travel – Newham Council

Travelling to school by public transport

We recognise that some children may not be able to walk or cycle to school and choose to use public transport instead.

Transport for London (TfL) offer a wide range of discounted travel for children and young people through their Zip Oyster Photocard scheme.

Zip Oyster Photocards

Children aged 5-10 get free travel on all our transport services with a Zip Oyster photocard.

Children aged 11-15 get free and discounted travel on all our transport services with a Zip Oysterphotocard.

For more information about Zip Oyster photocards visit: https://tfl.gov.uk/fares/free-and-discounted-travel

Home to school transport

A small number of pupils with SEND receive assistance with home to school transport. This may be in the form of independent travel training, personalised payments, walking escort, bus pass or transport. Initial enquiries about this assistance should be made to:
0-25 Travel Assistance Service

Telephone: 020 3373 1630
Email: travelassistance@newham.gov.uk
Application link www.newham.gov.uk/schooltravel

Travel assistance

Some children who cannot walk, cycle or travel to school using a ZIP Oyster card may be eligible for assistance with their journey. Visit https://www.newham.gov.uk/schools-education/help-school-travel-costs/2



Newham London

Healthy School Streets



Many schools in the borough have restricted vehicle access zones at school run times during term. 64 school sites covered so far, with more planned.

This way we can continue to keep our streets safer and see less air pollution. Please remember to check for details and walk, bike or scoot to school, or park outside the zone.

Find out more at www.newham.gov.uk/HealthySchoolStreets

newham.gov.uk

Newham London

“It’s the gardening project you like but you’re not here.”



School’s here for you

Every day matters and every lesson counts.
Is your child struggling coming to school?
Whatever the reason, it starts with a conversation.

Get in touch with your school or scan the QR code to find out where you can find support.

www.newham.gov.uk/schoolattendancecampaign

Promoting good school attendance and reducing absence



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

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

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

Working closely with other practitioners in health, schools and the police and other community organisations, we provide a range of services to promote the wellbeing and safety of children in their families.
www.newham.gov.uk/Child-protection

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

We aim to work in partnership with families and schools to raise the profile of good attendance and punctuality. Good habits of attending school regularly and on time prepare children for life as adults in the world of work and should begin early on, as soon as a child starts to attend nursery or school. Children also learn better and socialise better when they attend regularly. They develop confidence and friendships, and are able to feel part of the life of the school. They also achieve much better results when they do their exams.

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

Parents of children of compulsory school age (5-16 years) are required to ensure that they receive a suitable education by regular attendance at school or otherwise. Failure to comply with this duty can lead to a School Attendance Order being issued and prosecution under Section 443 of the Education Act (1996). All young people are expected to remain in education or training until age 18. For further information please visit: School Attendance Order (SAO) – Formal Action: Non Attendance at School – Newham Council

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

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

- If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, the parent/carer is guilty of an offence.
- If in the circumstances mentioned in the above section the parent knows that their child is failing to attend regularly at the school and fails to cause them to do so, the parent is guilty of an offence.

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

Local authority responsibilities are:

- to work with schools and families to ensure that families are able to access early support when a child's attendance falls.
- to make arrangements for the provision of suitable education at schools or other appropriate settings for children of compulsory school age who may not be able to attend school for reasons such as illness or exclusion
- to maintain a register of children not in school, including children who are educated at home, children who are missing from education or missing out on receiving an education, and children who only attend school for some of the time or only attend part-time
- to ensure that the children not in school receive a good quality of education experience which reflects that which they would normally expect to learn and achieve as set by the government
- to take legal action where parents fail to secure suitable education for their children by enrolling their child at a school, or otherwise, or where parents fail to engage with the offer of support to ensure their children attend school regularly and punctually (this can include issuing Penalty Notices, see below).

Monitoring of school attendance

School are required to take attendance registers twice a day. If a pupil is absent, schools must indicate in their register whether the absence is authorised by the school, or unauthorised. Parents/carers are responsible in law for ensuring their children attend school. Attendance should be as near to 100 per cent as possible.

Newham Council's Attendance Targeted Support Service Schools monitors the attendance rates in schools, and advises on policy, procedures and practice to improve attendance. We help schools to comply with legal duties in relation to attendance and absence.

Penalty Notices

On 19 August 2024 new legislation came into force relating to the number of Penalty Notices that can be issued and the amount of the fine increased per parent per child for any five day period of unauthorised absence in a ten week rolling period. The first penalty notice issued to the parent for their child will be charged at **£160** if paid within 28 calendar days reducing to **£80** if paid within 21 calendar days. The second notice is charged at a flat rate of **£160** if paid within 28 calendar days per parent per child. If the Penalty Notice remains unpaid the parent will be prosecuted for the non-attendance. If a third offence occurs you will not receive a Penalty Notice, and instead will be prosecuted for the non-attendance. For further information please visit: School Penalty Notices – Formal Action: Non Attendance at School – Newham Council

Leave (including holidays) during term-time

There is no entitlement of parents or carers to apply for or take their child out of school during term term. Head teachers may, in exceptional circumstances, authorise a leave of absence request, but usually only for exceptional circumstances, as they know how important it is for any child to keep learning and for there not to be any breaks in a child's learning, growth and development. All requests for leave must be made to the school in writing, and your child's school will have a form you can use to request leave. You must clearly state the exceptional reasons for your child's absence from school and the date which your child will return to school.

Should you request for leave be rejected by the Headteacher and you still take your child away from school, this absence will be marked as "unauthorised". and you may be issued as a penalty notice.

Your child could lose their school place if you fail to return to school on time, or if you fail to provide a date of return.

Children Missing from Education (CME)

Children who are not enrolled in school or in any form of education may be at greater risk from abuse or exploitation. If you are aware of a child who you believe is not attending school, please notify us via email at childrenmissingeducation@newham.gov.uk

For further information please visit: Children missing education – Children Missing Education and Children Missing Out On Education – Newham Council

Child performance licencing, Child Work Permits and Chaperone licencing

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

If school-age children want to work whether it is paid or unpaid work, the employer must apply for a Work Permit. Hours of work are strictly limited for school age children, and they are prohibited from certain types ofemployment. For further information please visit Child employment – Newham Council

Newham London

Attending school on time every day matters

Penalty Notices Fines for Unauthorised Absence - A Government National Framework

The Department for Education has introduced a new national framework, that came into force for any Penalty Notice issued from 19 August 2024.

Per parent, per child
Penalty Notices fines will be issued to each parent, for each child that was absent without authorisation.

National framework threshold
A Penalty Notice must be considered by all schools in England for: Unauthorised absence during a 10 school week period.

- 5 consecutive days (10 sessions) – one after the other.
- 10 non consecutive sessions – not one after the other.

The 10 school week period can go across different school terms or school years.

First offence
The first time a Penalty Notice is issued (after 19 August 2024) for unauthorised absence the amount will be:

- **£160** per parent, per child if paid within 28 calendar days.
- Discounted to **£80** per parent, per child if paid within 21 calendar days.

Second offence
The second time a Penalty Notice is issued for unauthorised absence the amount will be:

- **£160** per parent, per child if paid within 28 calendar days.
- No discount for paying within 21 calendar days.

Third and any further offences
The third time an offence is committed a Penalty Notice will not be issued.

- The case will instead be presented straight to the Magistrate's Court.
- Prosecution can result in a criminal record and fine of up to £2,500.
- Cases and found guilty in Magistrate's Court can show on the parent's future DBS certificate as being due to 'failure to safeguard a child's education'.

https://www.newham.gov.uk/schools-education/formal-action-non-attendance-school





newham.gov.uk

School Health Service

The School Health Service believes that every child and young person in Newham deserves the best start in life. We are a team of specialist community public health nurses, nurses, child health practitioners, child health screeners and clinical support workers with specialist training in public health for children, young people and families as part of the wider 0-19 Children's Health Service

We work with in partnership children and young people aged 5 to 16 (extended to 19 for those with special educational needs or attending a sixth form attached to a mainstream school) parents, education, children's social care and other health services to enable children and young people to reach their full potential. We deliver the Healthy Child Programme (5-19 years) in order to provide early identification and prevention to address public health priorities.

School Entry Health Assessment (SEHA)

When your child is starting school we will ask you to complete a SEHA. This is a series of questions about your child's health and wellbeing.

We will contact you if there are any long-term health needs or if you have identified any concerns or worries so we can discuss them further.

The information you provide on this form is confidential and not shared with your child's school unless you give us consent. https://newham-self.achieveservice.com/service/School_Health_Entry_Assessment

Screening Programme

Screening Offer

Reception (4-5 years): The National Child Measurement Programme (NCMP), Hearing, & Vision screening

Year 6 (10-11 years): The National Child Measurement Programme

We will write to you before starting either of these programmes and give you an opportunity to opt-out if you do not want us to include your child. You will receive written feedback about your child's results with further advice for onward referrals if required.

Hearing and Vision

Children in reception are offered hearing and vision screening to identify any issues with their vision and/or hearing. It is important to identify any issues early to minimise the impact on learning and development.

National Child Measurement Programme (NCMP)

Your child will be seen as part of the NCMP in their first and last year of primary school.
You will be offered the opportunity to attend a workshop before and after the NCMP, where you will be provided with detailed information and an opportunity to speak to a member of the school health service.

We provide health promotion sessions in schools on a variety of topics including:

- Oral Health
- Healthy Lifestyles
- Healthy Eating
- Growth and Development
- Puberty & Hygiene
- Emotional Health & Wellbeing
- Sleep Hygiene
- Minor Ailments

We support when more help is needed with:

- Long Term Health Conditions
- Special Educational Needs
- Poor school attendance or school refusers due to health needs
- Safeguarding Children & Young People

Long Term Health Conditions and Individual Health Care Plans (IHCP)

If your child has a long term health condition where they require emergency medication and/or an emergency treatment plan or medication is required during the school day, we will work in partnership with yourself, your child, your child's school and any other health professionals who may be involved in your child's care to complete an IHCP/Action Plan.

Community events

The School Health Service are often present at community events, if you see us there come over and say hello!

Referrals

We accept referrals from young people, parents, education, social care and other health agencies via the online referral form: www.newham.gov.uk/schoolhealthreferral

If you need advice from our team you can contact us on:
Telephone: 020 3373 9983 or by emailing Schoolhealth@newham.gov.uk



Your Smile Matters

1

Looking after your teeth is a key part of your overall health and how you feel day to day

2

Looking after you're teeth now, means you're less likely to deal with tooth decay, gum problems, or dental treatments in the future

3



Strong teeth help you chew properly, so your body gets the nutrients it needs to grow and stay healthy

4

Your teeth are also important for :

- speaking clearly
- providing confidence when you smile or talk

This is important for everyday life



5

Brush your teeth twice a day with a fluoride toothpaste — it's one of the simplest ways to keep your teeth and gums healthy



6



Keep up with dental check-ups.

They help catch any problems early and keep your teeth on track. Your dentist will advise how often you need to visit

7

Aim to choose water or milk most of the time as it's best for your teeth.

Drinks like fizzy drinks, smoothies and fruit juice can harm your teeth, so it's best to only have them occasionally



8



Foods that are high in sugar can increase your risk of tooth decay.

Limit foods that are high in sugar such as cakes, pastries, and chocolate

9

Choose tooth-friendly snacks, such as:

- Whole fruits and vegetables
- Crackers and pitta bread
- Plain yoghurt with fresh fruit



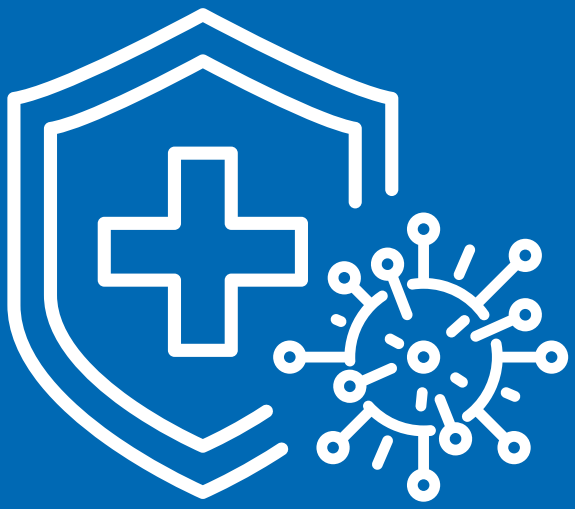
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Check your child's vaccinations before they start school

When children start school, they play and learn with many other children. This makes it easier for infections to spread.

Make sure your child is protected. Before starting school, your child should have:

- 2 doses of the MMR vaccine (measles, mumps and rubella)
- The 4-in-1 pre-school booster.



Check your child's Red Book or contact your GP today.

It is never too late to catch up. All childhood vaccinations from the NHS are safe and free and protect your child and the wider community.



During primary school, your child will be offered the flu nasal spray. The school will send you a consent form.

For more information, speak to your child's GP or contact Vaccination UK.

www.schoolvaccination.uk

Newham@v-uk.co.uk

020 8214 1393

Newham London

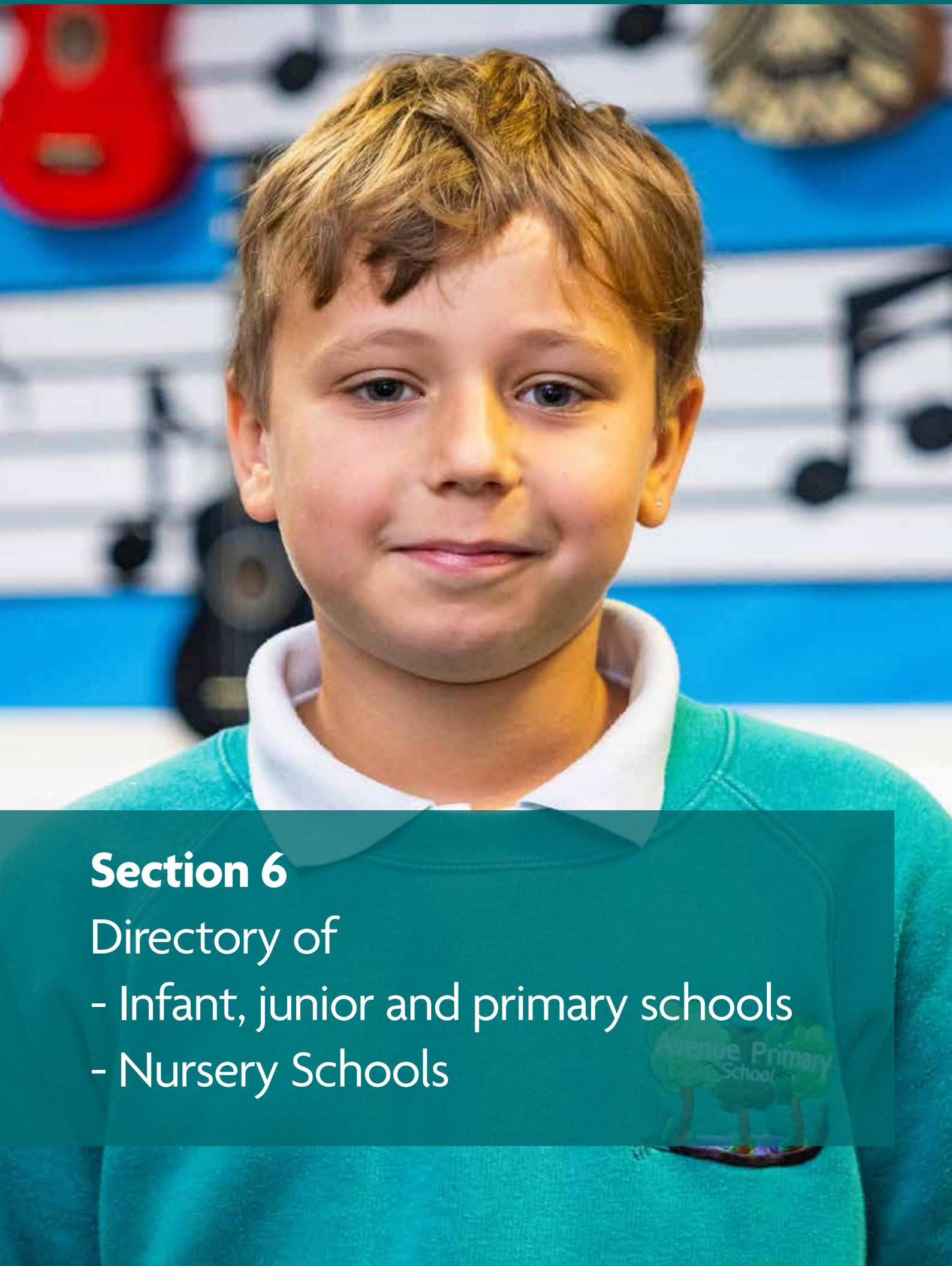
Help your child's school receive pupil premium funding



A child's school could get extra funds of £1550 from the Government known as FSM Ever6 Pupil Premium if you apply and are assessed as being in receipt of one of the qualifying benefits for eligible to targeted free school meals.

There is no need to reapply if you have ever applied for free school meals for your child whilst they have been attending school in Newham. We would ask all parents to apply even if you don't think you qualify so we can review your claim every week to see if the situation changes.

newham.gov.uk



Section 6

Directory of

- Infant, junior and primary schools
- Nursery Schools

Directory of schools located in Newham.

For more information and changes after July 2026 visit https://get-information-schools.service.gov.uk/

School	DFE	Address	Telephone	Website
Beckton				
Ellen Wilkinson Primary School	2090	Tollgate Road E6 5UP	020 7511 9414	www.ellenwilkinson.newham.sch.uk
Gallions Primary School	2098	Warwall E6 6WG	020 7476 1252	www.gallions.newham.sch.uk
North Beckton Primary School	2092	Harrier Way E6 5XG	020 7473 3344	www.northbeckton.newham.sch.uk
Winsor Primary School	2077	East Ham Manor Way E6 5NA	020 7476 2323	www.winsor.newham.sch.uk



School	DFE	Address	Telephone	Website
Canning Town, Custom House and Silvertown				
Britannia Village Primary School	2099	Westwood Road E16 2AW	020 7511 5412	www.britannia-village.newham.sch.uk
Drew Primary School	2016	Wythes Road E16 2DP	020 7476 1727	www.drew.newham.sch.uk
Edith Kerrison Nursery School	1000	Sophia Road E16 3PB	020 7476 1735	www.edithkerrison.newham.sch.uk
Hallsville Primary School	2030	Radland Road E16 1LN	020 7476 2355	www.hallsville.newham.sch.uk
Keir Hardie Primary School	2032	13 Robertson Road E16 1FZ	020 7476 1284	www.keirhardie.newham.sch.uk
Ravenscroft Primary School	2055	Carson Road E16 4BD	020 7476 2454	www.ravenscroft.boleyntrust.org
Rosetta Primary School	2059	Sophia Road E16 3PB	020 7476 5308	www.rosetta.boleyntrust.org
Royal Wharf Primary School	2011	John Harrison Square, E16 2ZA	020 7511 5412	www.royalwharfprimary.co.uk
Scott Wilkie Primary School	2088	Hoskins Close E16 3HD	020 7474 4138	www.scottwilkie.newham.sch.uk
St Joachim's Catholic Primary School	3506	Shipman Road E16 3DT	020 7476 1658	www.st-joachims.newham.sch.uk
St. Luke's Church of England Primary School	3300	Ruscoe Road E16 1JB	020 7476 3559	www.st-lukes.newham.sch.uk
Star Primary School	2066	Star Lane E16 4NH	020 7476 5336	www.star.newham.sch.uk



School	DFE	Address	Telephone	Website
East Ham				
Altmore Infant School	2000	Altmore Avenue E6 2BX	020 8472 3555	www.altmore.newham.sch.uk
Brampton Primary School	2004	Brampton Road E6 3LB	020 8472 0830	www.brampton.newham.sch.uk
Central Park Primary School	2097	Central Park Road E6 3DW	020 8472 5588	www.centralpark.newham.sch.uk
Cleves Primary School	2091	Arragon Road E6 1QP	020 8472 6298	www.cleves.boleyntrust.org
Hartley Primary School	2034	Hartley Avenue E6 1NT	020 8472 2523	www.hartley.newham.sch.uk
Langdon Academy	4005	Sussex Road E6 2PS	020 8471 2411	www.langdonacademy.org
Lathom Junior School	2037	Lathom Road E6 2DU	020 8472 0386	www.lathom.newham.sch.uk
Nelson Primary School	2094	Napier Road E6 2SE	020 8472 0642	www.nelson.newham.sch.uk
Oliver Thomas Nursery School	1006	Mathews Avenue E6 6BU	020 8552 1177	www.oliverthomas.org.uk
Roman Road Primary School	2058	Roman Road E6 3SQ	020 7476 1602	www.romanroad.newham.sch.uk
St Michael's Catholic Primary School	3507	Howard Road E6 6EE	020 8472 3964	www.st-michaels.newham.sch.uk
St Stephen's Nursery School	1004	Whitfield Road E6 1AS	020 8586 0147	www.st-stephens-primary.org.uk
St Stephen's Primary School	2069	Whitfield Road E6 1AS	020 8472 7575	www.st-stephens-primary.org.uk
Vicarage Primary School	2093	Vicarage Lane E6 6AD	020 8472 0674	www.vicarage.newham.sch.uk



School	DFE	Address	Telephone	Website
Forest Gate				
Earlham Primary School	2017	Earlham Grove E7 9AW	020 8534 6127	www.earlham.ekotrust.org.uk
Elmhurst Primary School	2018	Upton Park Road E7 8JY	020 8472 1062	www.elmhurstprimary.co.uk
Godwin Junior School	2024	31 Cranmer Road E7 0JW	020 8534 7601	www.godwin.newham.sch.uk
Kay Rowe Nursery School	1001	Osborne Road E7 0PH	020 8534 4403	www.kayrowe.newham.sch.uk
Sandringham Primary School	2096	Sandringham Road E7 8ED	020 8472 3800	www.sandringham.newham.sch.uk
Shaftesbury Primary School	2064	Shaftesbury Road E7 8PF	020 8472 0761	www.shaftesburyprimaryschool.co.uk
St Antony's Catholic Primary School	3511	Upton Avenue E7 9PN	020 8552 3670	www.stantonyscatholicprimary.co.uk
St James Church of England Primary School	3000	Tower Hamlets Road E7 9DA	020 8534 4030	www.st-james.newham.sch.uk
William Davies Primary School	2065	Stafford Road E7 8NL	020 8472 3864	www.williamdavies.newham.sch.uk
Woodgrange Infant School	2025	Sebert Road E7 0NJ	020 8534 2120	www.woodgrange.newham.sch.uk



School	DFE	Address	Telephone	Website
Manor Park				
Avenue Primary School	2001	Meanley Road E12 6AR	020 8553 5682	www.avenue.newham.sch.uk
Dersingham Primary School	2015	Dersingham Avenue E12 5QJ	020 8478 2133	www.dersingham.newham.sch.uk
Essex Primary School	2095	Sheridan Road E12 6QX	020 8472 0322	www.essex.newham.sch.uk
Kensington Primary School	2036	Kensington Avenue E12 6NN	020 8470 2339	www.kensington.newham.sch.uk
Monega Primary School	2014	Monega Road E12 6TT	020 8472 0533	www.monega.boleyntrust.org
Salisbury Primary School	2061	495 High Street North E12 6TH	020 8478 6059	www.salisbury.newham.sch.uk
Sheringham Nursery School & Children's Centre	1005	Sheringham Avenue E12 5PB	020 8553 2479	www.sheringham-nur.org.uk
Sheringham Primary School	2080	Sheringham Avenue E12 5PB	020 8478 4244	www.sheringhamprimaryschool.com
Sir John Heron Primary School	2101	School Road E12 5PY	020 8514 9860	www.sirjohnheron.newham.sch.uk
St Winefride's RC Primary School	3508	Church Road E12 6HB	020 8478 0510	https://st-winefrides.newham.sch.uk



School	DFE	Address	Telephone	Website
Plaistow				
Curwen Primary School	2012	Atlas Road E13 0AG	020 8472 0290	www.curwen.newham.sch.uk
Grange Primary School	2026	Suffolk Road E13 0HE	020 7476 5146	www.grange.newham.sch.uk
Kaizen Primary School	2102	Elkington Road, London, E13 8LF	020 7473 6890	www.kaizen.newham.sch.uk
New City Primary School	2047	Tunmarsh Lane, Plaistow, London, E13 9NE	020 8472 2743	www.newcity.boleyntrust.org
Plaistow Primary School	2104	Junction Road E13 9DQ	020 8548 5620	www.plaistow.newham.sch.uk
Portway Primary School	2010	Stratford Road E13 0JW	020 8472 7142	https://portway.ncltrust.net
Selwyn Primary School	2081	Selwyn Road, London, E13 0ES	020 8471 6173	https://selwyn.ncltrust.net
Southern Road Primary School	2083	Southern Road E13 9JH	020 8471 9048	www.southernroad.newham.sch.uk
St Edward's Catholic Primary School	3503	Green Street E13 9AX	020 8472 4337	www.st-edwards.newham.sch.uk
St Helen's Catholic Primary School	3505	Chargeable Lane E13 8DW	020 7476 1785	www.st-helens.newham.sch.uk
Tollgate Primary School	2071	Barclay Road E13 8SA	020 7476 1848	www.tollgate.boleyntrust.org
Upton Cross Primary School	2073	Churston Avenue E13 0RJ	020 8552 1081	www.uptoncross.org.uk



School	DFE	Address	Telephone	Website
Stratford and West Ham				
Bobby Moore Academy	4011	Siding Street, Queen Elizabeth Olympic Park, E20 2AE	020 3146 8000	www.bobbymooreacademy.co.uk
Carpenters Primary School	2006	Friendship Way E15 2JQ	020 8534 4759	www.carpenters.newham.sch.uk
Colegrave Primary School	2079	Henniker Road E15 1JY	020 8534 0243	www.colegrave.newham.sch.uk
Gainsborough Primary School	2022	Gainsborough Road E15 3AF	020 7476 3533	www.gainsborough.newham.sch.uk
Harris Academy Chobham	4003	40 Cheering Lane E20 1BD	020 3747 6060	www.harrischobham.org.uk
Maryland Primary School	2039	Gurney Road E15 1SL	020 8534 8135	www.maryland.newham.sch.uk
Park Primary School	2051	Mathews Park Avenue E15 4AE	020 8534 4065	www.park.newham.sch.uk
Ranelagh Primary School	2043	Corporation Street E15 3DN	020 8534 4364	www.ranelagh.newham.sch.uk
Rebecca Cheetham Nursery and Children's Centre	1002	Marcus Street E15 3JT	020 8534 3136	www.rebeccacheetham.newham.sch.uk
Ronald Openshaw Nursery	1003	Education Centre Henniker Road E15 1JP	020 8534 6196	https://ronaldopenshaw.newham.sch.uk
School 21	4001	91 Pitchford Street E15 4RZ	020 8262 2121	www.school21.org.uk
School 360	2023	Sugar House Lane, E15 2QS	020 8706 3360	https://school360.org.uk/
St Francis' Catholic Primary School	3510	Bow Street E15 1HD	020 8534 0476	www.st-francis.newham.sch.uk
Stratford Manor Primary School and Nursery	2038	Richardson Road E15 3BB	020 8534 2238	www.manor.newham.sch.uk
West Ham Church Primary School	3001	Portway E15 3QG	020 8534 3904	www.westham.newham.sch.uk



Section 7

Determined School Admission Arrangements Infant, Junior and Primary Schools

For entry from September 2027

London Borough of Newham
How we offer places: Determined Admission Arrangements including over-subscription criteria

For entry to school from September 2027 to July 2028

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

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.

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.

[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.

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. 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, 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.

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.

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.
- 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 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.

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.

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 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.

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 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.

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.

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

Examples of those who will not be considered as siblings

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



If a child awaiting a school offer or on a waiting list for a new offer and has a sibling who has started at the school following the submission of their application, their parent/carer must notify 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 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
- 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.

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.ukthe 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 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 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.

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.

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.

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.

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.

Waiting lists are cleared at the end of each school term. If a place becomes available before the end of the term, we will contact you automatically to let you know. If you have not received an offer from the waiting list by the end of the term, you will need to submit a new application to add your child's name on the new waiting list for the following term, as waiting lists are refreshed at the start of each term.

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.

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.

You have the right to appeal to an independent appeal panel if your child is not offered a place at a higher preference school on your application. For example, if you are offered your preference 3 school, you can appeal for preference 1 and preference 2 schools.

You cannot appeal for:

- a school that was listed lower than the school you were offered, or
- a school that is not included on your most recent application

If you want to add a school that was not on your original application form, or change the order of your preferences, you must fill in and submit a **Reception change of preference form** provided by the local authority where you live. You will then have the right of appeal for any school listed that could not be 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.



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.

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 Newham
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.*

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



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 still 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 still 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 still remaining;

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

And then, if places are still remaining;

Priority 5: Service children
And then, if places are still 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).

Appendix 1

Determined Admission Numbers for September 2027

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

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

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

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

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

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

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

Medical Contacts

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

Emergency Contacts

For all children you must hold at least two Emergency Contacts who must be aged 18 or over (If possible, at least one of 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.



Faith school - admission arrangements for entry from September 2027 onwards

Closing date for application and SIF 15 January 2027



We welcome and embrace pupils of all and no faiths

Our Lady of Grace Catholic Academy Trust Admission Policy for Admissions from September 2027

For admission from September 2027
Full Determined Arrangements can be found on school websites

The Newham Catholic Deanery Schools were founded by the Catholic Church to provide education for children of Catholic families. We also welcome and embrace pupils of all and no faiths. Whenever there are more applications than places available, priority will be given to Catholic applicants in accordance with the oversubscription criteria listed below. The schools are conducted by their Local Governing Bodies and overseen by the Our Lady of Grace Trustees as part of the Catholic Church in accordance with their trust deeds and seek at all times to be a witness to Jesus Christ.

As Catholic schools, Catholic doctrine and practice will permeate every aspect of the schools' activities. It is essential that the Catholic ethos of the schools be fully supported by all families in each school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. All applicants will be admitted to a place at a school in accordance with the admission arrangements.

The Local Governing Bodies (LGB) are the admission authorities for each school and have responsibility for admissions to their school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round[1].

The LGBs have set their Published Admission Numbers (PAN) of pupils to the reception year in the school year which begins in September 2027 as shown below:

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

[1] This is for admission to the school at the start of the school year in September and not for applications made in-year.

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

Pupils with an Education, Health and Care Plan (see note 1)

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

Oversubscription Criteria

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

1. Catholic looked after and previously looked after children. (see notes 2 & 3)
2. Catholic children who are resident in the parish in which the school they are applying for is situated. (see notes 3 & 10)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 5 & 6)
6. Children of other Christians denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of families of other faiths whose membership is confirmed by their religious leader. (see note 7)
8. Any other children.

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

The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 8). For school admission purposes in Newham Catholic schools a sibling is:

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

Tie Break (see Appendix 1)

Priority will be given to children living closest to the school determined by the shortest distance. Distance will be the walking distance measured from the home to the main entrance of the school (For St Joachim's the nominated end point is the front entrance of Newham Dockside, 1000 Dockside Road, E16 2QU, and the distance is measured in a straight line, see appendix 2). The route will not go through parks, private property or unlit footpaths, and will only use designated pedestrian crossing points for the A13 and the Royal Docks. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out. See Appendix 1 for full Tie Break details.

Application Procedures and Timetable

To apply for a place at these schools in the normal admission round , you must complete a Common Application Form (CAF) available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy, or on this link: Our Lady of Grace SIF www.olog.org.uk if you wish to apply under oversubscription criteria 1, 2, 3 and 5. The hard copy or electronic version of the SIF should be returned to the school office to which you are applying by 15 January 2027.

For each school named on the CAF a SIF must also be completed. The SIF must be returned to each school named on the CAF. If using the online SIF you may select more than one school and complete the form once and it will be forward to each school you wish to apply to.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1, 2, 3 or 5, and this may affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2027.

[2] This is for admission to the school at the start of the school year in September and not for applications made in-year.

Late Applications
Late applications will be administered in accordance with the London Borough of Newham Primary Co-ordinated Admissions Scheme. Applicants whose common application form (CAF) is received by the third Friday in February in the year of expected admission will be sent their outcome on national offer day.

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

You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry
A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place. Admission of Children Outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the Headteacher at the school for which you are applying at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, including the headteacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists
In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a school's waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term in July 2027.

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

In-Year Applications
An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places.

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

In-year applicants should contact the school office to arrange a visit and receive support if needed with LB Newham's In Year common application process.

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.

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

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

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

Fair Access Protocol
The Our Lady of Grace Academy Schools are committed to taking their fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Local Governing Bodies are empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Local Governing Bodies have this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

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

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

Notes (These notes form part of the oversubscription criteria)

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

   A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

   Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

   For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest (who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church).

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

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

6. 'Children of other Christian denominations' means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 5 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

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



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

8. 'Brother or sister' includes:

i) all natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address, and

ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

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

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

10. For the purposes of this policy, parish boundaries are listed below, and will be applied to the admission arrangements for September 2026. Distances will be measured from the home to the main entrance of the school, or Newham Dockside 1000 Dockside Road, E16 2QU in the case of St Joachim's. Please note that we do not use routes through parks, private properties or unlit footpaths and we only use the approved crossing points for the Docks and A13.

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

Appendix 1 - Tie Break for all OLOG schools - except St Joachim's

If a Local Governing Board (LGB) has to decide between applicants in any of the admissions criteria, the tie break will be: home to school shortest walking distance, starting with the nearest address. In the event of two or more children living equidistant from the school, the place will be decided by drawing lots, the first name drawn will be offered the place.

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

Start point of calculation (home address)

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

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

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

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

End point of calculation (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 LGB has officially notified the LA by 31st August every year of a different entrance for measurement purposes. No other entrance will be used to calculate the distance.

Route

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

The route starts and is measured from the pupils home address centroid, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows the shortest available walking route (see below) to link to the nearest ITN point to the schools nominated entrance and then ends at that nominated entrance.

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

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

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

Second Stage Tie Break

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

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

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

For applications from outside of Newham

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

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

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

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

Home address

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

- An address registered with the Council as commercial property, OR
- An address registered with the Council as empty or derelict, OR
- A tenant's address, where the property owned by the parent/carer and rented to a third party, OR
- Another family member or friend's address, who does not have parental responsibility for the child, even if the tenant is responsible for the child's daycare arrangements, OR
- Their child-minder's address, OR
- A PO Box address, 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.

The above will not be used for the purposes of allocating school places.

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

Appendix 2 - Tie Break for St Joachim's Catholic Primary School

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

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

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

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

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

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

End point of calculation (school nominated entrance)
The school's nominated end point used for calculation purposes is the main entrance of Newham Dockside 1000 Dockside Road, E16 2QU. No other entrance or school entrance will be used to calculate the distance unless their LGB has officially notified the LA by 31st August every year of a different entrance for measurement purposes. No other entrance will be used to calculate the distance.

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

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

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

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

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

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

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



Reception Offers for September 2026 for Catholic Primary Schools in Newham

	Admission Number	Actual Places	On Time Applications	EHCP	Voluntary Aided - 1 with Sibling	Voluntary Aided - 1	Voluntary Aided - 2 with Sibling	Voluntary Aided - 2	Voluntary Aided - 3 with Sibling	Voluntary Aided - 3	Voluntary Aided - 4 with Sibling	Voluntary Aided - 4	Voluntary Aided - 5 with Sibling	Voluntary Aided - 5	Voluntary Aided - 6 with Sibling	Voluntary Aided - 6
St. Antony's	60	60	118	0	0	0	10	3	2	3	0	0	1	0	2	10
St. Edwards	60	60	130	0	0	0	3	15	0	1	0	0	2	0	0	1
St. Francis'	60	30	72	0	0	1	3	0	1	1	0	0	0	0	2	1
St. Helen's	60	60	133	0	0	0	8	18	2	4	0	1	0	6	0	5
St. Joachim's	60	60	74	1	0	0	4	7	0	0	0	0	0	1	1	2
St. Michael's	30	30	77	0	0	0	7	6	1	0	0	0	0	0	0	0
St. Winefride's	30	30	42	0	0	0	4	5	0	1	0	0	0	0	4	4

	Voluntary Aided - 7 with Sibling	Voluntary Aided - 7	Voluntary Aided - 8 with Sibling	Voluntary Aided - 8	Local Authority Alternative Allocation	Total	Criterion of Final Offer
St. Antony's	2	1	0	4	12	50	N/A
St. Edwards	0	0	6	26	4	58	N/A
St. Francis'	0	0	5	17	0	31	N/A
St. Helen's	3	6	7	0	0	60	N/A
St. Joachim's	0	0	4	14	0	34	N/A
St. Michael's	0	0	6	9	0	29	N/A
St. Winefride's	1	0	2	0	0	21	N/A

	Distance of Final Offer (miles)	Tie-break Procedure
St. Antony's	N/A	Shortest Walking Distance in Miles
St. Edwards	N/A	Shortest Walking Distance in Miles
St. Francis'	N/A	Shortest Walking Distance in Miles
St. Helen's	1.124	Shortest Walking Distance in Miles
St. Joachim's	N/A	Shortest Walking Distance in Miles
St. Michael's	N/A	Shortest Walking Distance in Miles
St. Winefride's	N/A	Shortest Walking Distance in Miles

St Luke's Church of England VA Primary School determined admission arrangements

For admission from September 2027



At St Luke's Church of England Primary School, we believe that working in partnership with parents to develop the whole child is the key to their future success. As a 1 form entry school there is a real family feel with everyone working together to support the child and their family. To this end, we have developed an approach that uses a creative curriculum designed by our own staff to motivate our children and this works in tandem with our music, sports and pastoral offers. Our curriculum links different subjects into one core learning quest each half-term from discovering about Volcanoes in Y3 to the murder mystery of the Princes in the Tower inY5. This enables us to develop our reading, grammar and writing skills and apply them whilst learning about science, history, geography or art aspects, rather than teaching them in isolation. Some elements of a subject can remain outside of this curriculum such as mathematics (we use the Maths No Problem – a Singapore based approach) RE and PE unless they fit into a topic naturally.

Our 'whole child' approach means we use a broad offer to help each child find something around which they can build their confidence thus finding the key to unlock their potential. These 'keys' may be around our Eco status (we have our sixth flag putting us in top 100 schools in England - Keep Britain Tidy also used our children to make videos for You Tube on how to run a successful Eco committee), our very active Social Justice Committee that has won awards for it's work or sports and music.

In music, we work in a close partnership with Newham Music to offer bespoke learning across all year groups and over 50% of our KS2 children study an instrument of their choice, in individual music lessons, some subsidised by the school. In sports, we have achieved 'Platinum' participation awards for the last few years as well as being one of the most successful schools in the borough even though we are a small school and have less children to choose from. We have seen many children discover and develop a talent in one of these areas that has led our children to grow in confidence when tackling academic challenges - this approach has resulted in improved outcomes for some of our most challenged children.

Our staff work incredibly hard to keep improving themselves and the offer for our families. This drive for excellence goes back over 150 years to the founding of the school after an article by Mr. Charles Dickens in the London Evening Standard newspaper calling out for a school in the area!

We look forward to meeting you so we can show you around our lovely school where every child and every family are known, understood and cherished. Please visit our website at www.st-lukes.newham.sch.uk for more information and book a visit at ht@st-lukes.newham.sch.uk

Consultation

Our most recent formal consultation took place between Monday 29 October 2018 and Monday 5 December 2018. St. Luke's Governing Board 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 (primaries) within the relevant area (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.
f) Diocese of Chelmsford.

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

Publication and availability

School's website and the London Borough of Newham's website

Compulsory school age
See page 4

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

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

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

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

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

Normal Admissions (also known as planned admissions)
Section 1

In Year Admissions (also known as late arrivals, mid term or mid phase admissions)
Section 2

Children from overseas
Section 2

Application dates
Sections 1 and 2

School applications – common application form (CAF)
Sections 1 and 2

Supplementary Information Form (SIF)
For both normal and In Year, applications can only be considered under one of St Luke's criteria of the school's oversubscription criteria where the applicant has completed and submitted the schools SIF. These are available from the school and must be returned directly to the school not the LBN School Admissions and Appeals Team and not as an attachment to your eAdmissions applications. Where a SIF is not received the application can only be considered under the non-faith criterion. SIFs without the correct common application form (CAF) cannot be considered as the CAF and not the SIF is the actual application.

Gifted and talented children and those who have missed part or whole school years.
See page 68

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

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

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

An adoption order, in England, is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

1. An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). Note: in order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989. As this Act applies to England and Wales, a child has to be looked after by an English or Welsh local authority in order to be given highest priority. In addition, in order to fall within the definition of a previously looked after child, an adopted child must have been adopted under the Adoption and Children Act 2002 but as this Act did not come fully into force until December 2005, it is not possible for a child to have been adopted under that Act prior to then. This means that children adopted between 1989 and December 2005 under the Adoption Act 1976 will not be entitled to be prioritised in Group 1. However, as residence orders and special guardianship orders were brought into force by the Children Act's 1989 and 2004 and there was no applicable legislation before these Acts all children subject to a special guardianship order or residence order in place immediately after being looked after will be place in priority group 1 above.

Worship

St. Luke's CEVA Primary School welcomes families of all faiths and no faith and recognises Christian churches who are members of:

- Churches Together in Britain and Ireland Churches in the Evangelical Alliance
- Any other faiths are those eligible to serve on the Newham Standing Advisory Council on Religious Education (SACRE) other faiths panel.

Practising

St. Luke's CEVA Primary School recognises practice, as at least fortnightly attendance at the place of worship.

This must be supported by receipt of a fully completed School's Church Attendance Confirmation form from a Church leader or relevant faith leader.

Religious Membership

Membership must be affirmed by the Priest/Imam/Leader and would be for at least 6 months prior to national closing date for admissions to Reception or 6 months prior to date of submission for late or In Year applications. For people recently moved into the area previous membership is taken into consideration including overseas. Governors will consider evidence of attendance from your previous faith leader.

Staff child

See page 69

Siblings

See page 70

Service child

See page 69

Twins and children of multiple births

See page 70

Home address and change of home address

See page 71

Special Education Needs

See page 72

School placements

See page 73

Equal Preference - Single Offer Scheme

See page 72

School offer and alternative allocations

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

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

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

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

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

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

Acceptances and refusals

For normal admissions where a place for St Luke's is offered the School Admissions and Appeals Team will automatically register your acceptance on their records –unless you fully complete and return the refusal section of the offer letter. This means parent/carers can be confident that their offered place is secured.

If a parent/carer completes and submits the refusal form, if a satisfactory reason is supplied the place will be withdrawn and the 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 oficer for the named school or the Local Authority will contact the family to seek further information and provide advices on next steps.

For starting primary school, where a parent indicates on the Pan London eAdmissions portal they are refusing the place offered, the 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.

Start date
See page 74

Deferred start and part time arrangements
See page 75

Summer born children and request for admission outside a child's year group.
See page 75

Waiting lists
See page 24

Fair Access Protocol
See page 79

Home to school distance – Tie Break
See page 76

Independent admission appeals
A parent/carer whose child has not been offered a place at St. Luke's will be notified in writing of their right to an independent admissions appeal hearing under the School and Standards Framework Act 1998.

St Luke's Church of England Primary School have adopted the definitions as published in the London Borough of Newham's Determined Admission Arrangments.



St Luke's Admission Oversubscription Criteria
For entry from September 2027

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

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

1. Looked after child and any child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the London Borough of Newham to have been in state care outside of England and ceased to be in state care as a result of being adopted. (Point 15)
2. Children whose parent or carer who have a practising membership of St Luke's Church, Victoria Dock. (Points 15 & 16)
3. Children whose parent/carer have a practising religious membership of a Church of England church. (Points 15 & 16)
4. Children who have a sibling on roll at the school who is reasonably expected to still be on roll when they start. (Point 18)
5. Children of parent/carer who are directly employed by the school. (Point 17)
6. Children whose parent/carer have a practising membership of another Christian church or practice another faith. (Points 14,15 &16)
7. Service children (Point 19)
8. All other children.

The points highlighted in red refer to the numbered paragraphs in the Determined Admission Arrangements. Parent/carers will be informed of the result of their application as soon as possible in the case of a mid-year application or within the specified dates outlined in The Starting School Booklet if they are applying for a Reception place.

Reception Offers for September 2026 for St Luke's Primary School

	Admission Number	Actual Places	On Time Applications	EHCP	Voluntary Aided - 1 with Sibling	Voluntary Aided - 1	Voluntary Aided - 2 with Sibling	Voluntary Aided - 2	Voluntary Aided - 3 with Sibling	Voluntary Aided - 3	Voluntary Aided - 4 with Sibling	Voluntary Aided - 4	Voluntary Aided - 5 with Sibling	Voluntary Aided - 5	Voluntary Aided - 6 with Sibling	Voluntary Aided - 6	Voluntary Aided - 7 with Sibling	Voluntary Aided - 7
St Luke's Primary	30	30	92	1	0	0	0	0	0	0	10	0	0	0	0	2	0	0

	Voluntary Aided - 8 with Sibling	Voluntary Aided - 8	Voluntary Aided - 9 with Sibling	Voluntary Aided - 9	Local Authority Alternative Allocation	Total
St Luke's Primary	0	11	0	0	1	25

Criterion of Final Offer: N/A
Distance of Final Offer (miles): N/A
Tie-break Procedure: Shortest Walking Distance in Miles



Harris Academy Chobham determined admission arrangements

For admission from september 2027

The full determined admission arrangements can be viewed on the school website or you can contact the school for a copy.

Introduction

Harris Academy Chobham is a mixed comprehensive all-through academy located in the London Borough of Newham. It is part of the Harris Federation of academies, a multi academy trust.

Admission to all state funded schools is governed by the School Admissions Code 2014 (Code). Under the Code, the Trust is the 'Admission Authority' for the Academy, and has a legal duty to formally determine the 'admission arrangements' for each year's intake in accordance with the requirements of the Code.

The Trust Board delegates the task of determining the admission arrangements each year to the Governing Body of the Academy. Thereafter, the Academy's admission arrangements are determined by the Governing Body and implemented by a committee of three Governors which is known as the Admissions Committee.

This policy and all other admission related documents referred to herein and used during the admission process, together form the Academy's admission arrangements. Any proposed changes to the admission arrangements are subject to statutory consultation before they can be determined. Determined admission arrangements can only be varied in specific circumstances, and usually only with the consent of the Secretary of State for Education.

Nursery

The Academy also has a nursery offering one year of nursery provision. The Nursery Entry Arrangements are published separately on the Academy's website. Parents should note that children do not automatically transfer from nursery to Reception at the Academy – an application for admission must be made in the normal way, at the appropriate time.

Definition of a 'Parent'

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

Inclusivity and Equality

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

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

Children with an EHC plan are admitted to school under separate statutory procedures set out in the Children and Families Act 2014. These procedures are managed by the child's home Local Authority, not under the school's determined admission arrangements. Parents of children with an EHC plan should therefore liaise with their child's home Local Authority's SEN team if they want the Academy to be named in their child's EHC plan as their child's school.

Where this happens in the normal admission round (i.e. entry to reception in September), these children will be allocated places before all other children, reducing the number of places left within the published admission number (PAN).

At all other times, children with an EHC plan naming the Academy will be admitted even where this means the PAN will be exceeded.

Published Admission Numbers (PANs)

The PAN for Reception Year is 90 students.

Oversubscription Criteria for Reception Year and Year 7

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

Priority 1 - Looked after and previously looked after children

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

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

Priority 2 - Children of staff members employed at Harris Academy Chobham

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

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

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

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

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

Applications in this category must be accompanied by a completed Children of Staff Supplementary Information Form, to be received by the application deadline.

The same parent must complete both this form and the application form giving only their own details.
Part A must be completed by the parent, and Part B must be completed, signed and stamped by the parent's HR Manager. This form is available to download on the Academy's website, or in hard copy format from the Academy's main office.

Priority 3 - Children with a sibling at the Academy in Reception to Year 12

For inclusion in this category, the sibling must attend the Academy in Reception Year to Year 12 at the time of application/the application deadline and when the applicant child is admitted.

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

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

Priority 4 - All other children

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

Tie break

Where there are more children in any of the priority groups above than places available home to school distance will be used to determine who should be offered the places – priority will be given based on closest first, then the second closest and so on.

Distance will be measured using London Borough of Newham's Geographical Information System (GIS) in a straight line from the Ordnance Survey centroid point at the child's home address to the Academy's nominated entrance gate

Where the child lives in a multi-dwelling building (for example, an apartment block), distance will be measured from same point in the building so that the distance will be the same for all children living there.

Where two or more children live an equal distance from the Academy (including where they live in the same multi-dwelling building), the order in which places are allocated will be determined by random allocation supervised by someone who is independent of the Academy.

See page 75 for full details of how the London Borough of Newham calculates home to school distances.

Child's Home Address

The child's home address is the residential (not business) address of their parent (as defined in this policy) at which they live and sleep for more than 50% of their time from Sunday to Thursday night during term time. It will usually be the address at which they are registered with their GP, hospital, dentist and/or optician, and/or where Child Benefit/Child Tax Credit (if eligible) is claimed, at the time of application.

Where any uncertainty arises in respect of the child's home address, the Academy reserves the right to seek documentary evidence to determine which address meets the definition stated above. For the avoidance of doubt, it is the address which meets this definition that will be used to process the application, which may not be the address given by the parent.

Children of UK Armed Forces Personnel/Crown Servants

Applications for the admission of children of UK Armed Forces personnel with a confirmed posting to the area, or Crown servants returning from overseas to live in the

area, will be accepted and processed before the family moves house, as long as the application is accompanied by an official letter giving a relocation date and a Unit postal address or quartering area address for use in applying the oversubscription criteria.

Statutory Maximum Infant Class Sizes

The statutory maximum infant class size for Reception Year, Year 1 and Year 2 is 30 pupils per teacher.

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

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

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

Application Procedure for Admission to Reception Year in September 2027

Applications for admission to Reception Year in September are known as applications made 'in the normal admission round'.

Applications in the normal admission round must be made directly to the child's home Local Authority by completing and submitting a Common Application Form (CAF), which is available to download/complete online via the child's home Local Authority's website, by the application deadline. Parents must state a preference for the Academy in the CAF.

Parents should carefully consider the oversubscription criteria stated above to determine whether other documentation must be submitted in support of the application. This documentation must be submitted to London Borough of Newham by the application deadline. If not, the child will be placed in the next oversubscription category that applies.

The application deadline for admission to Reception year in the normal admission round is **15 January 2027.**

Applications received after an application deadline will be treated as late applications, which means they will be processed after all on-time applications have been processed and places allocated thereby reducing the chances of the child being offered a place.

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

Applications for admission to Reception Year and Year 7 other than in September, and to Years 1 to 6 and 8 to 11 at any time, are known as applications made 'outside the normal admission round' or 'in-year admission'.

Applications for in-year admission must be made to London Borough of Newham, by completing an In-Year Common Application Form (ICAF] online and submitting it to them. This form and further guidance on the process is available on London Borough of Newham's website.

Parents should carefully consider the oversubscription criteria stated above to determine whether other documentation must be submitted in support of the application. This documentation must be submitted at the same time as the application, or the child will be placed in the next oversubscription category that applies.

Waiting Lists

The Academy operates a waiting list for children who are unsuccessful in achieving a place in Reception Year to Year 11 throughout the school year.

The waiting list is ranked strictly in accordance with the oversubscription criteria set out in this policy, and not by reference to the date that the child's name was added to the list. This means that a child's name can go down as well as up the waiting list as more names are added.

Children placed at the Academy under the Local Authority's Fair Access Protocol will take priority over children on the waiting list.

Statutory Right of Appeal

Parents have a statutory right of appeal against the refusal of a place at the Academy. This applies to all year groups, including the sixth form.

Full details of the statutory right of appeal will be set out in the formal letter notifying parents of the refusal of a place, including the deadline for lodging an appeal.

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

Deferred Entry and Part-Time Attendance in Reception Year

See page 75

Requests for Admission Outside Normal Age Group

Parents have a right to request that their child is admitted to a year group other than their normal year

group at the Academy. This may be to a year group below or above, and there may be a variety of reasons for making this request. For example, the child might be gifted, suffer from long-term or serious illness, or have been educated overseas and/or used to studying at a different level (these are examples only, not an exhaustive list).

However, parents do not have a right to decide that their child will be admitted outside their normal age group. Such requests must be considered by the Academy's Admission Committee, in order to decide whether or not to agree the request in principle, or refuse the request, taking into account the factors set out below.

Requests for admission outside normal age group are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make their requests in a timely manner, preferably well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions when they subsequently apply for admission. A separate request must be made to the Admission Authority for each school being considered.

Decisions regarding admissions outside of the normal age range are made by the Principal of the site that the student wants to attend on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the parents' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery out of their normal age group, and whether they may naturally have fallen into a lower age group, if it were not for being born prematurely. They will also take into account the views of the Principal of the Academy and, where provided, the Headteacher of any current or previous school.

Parents should make their requests by completing a Request for Admission Outside Normal Age Group Form and submitting it with any supporting documents to the Academy marked for the attention of the Admissions Officer. This form is available to download on the Academy's website or in hard copy from the Academy's main office.

In all cases, the Admission Committee will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, this letter should accompany the application for admission subsequently made for a place at the Academy.

Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the Academy's published

Complaints Policy if they do not believe the request was dealt with by the Admission Committee properly. Parents do, of course, have a statutory right of appeal if they also applied for admission and a place was refused in the child's normal year group as well.

Reception Offers for September 2026 for Harris Academy Chobham

Establishment	Admission Number	Actual Places	On Time Applications	EHCP	Currently or Previously Looked After	Sibling	Staff Child	Service Child	All Other	Total	Criterion of Final Offer	Distance of Final Offer (miles)
Harris Academy Chobham	90	90	264	0	0	44	0	0	46	90	All Other	0.464

Tie-break Procedure: Straight Line Distance in Miles



Apply online for your child's reception or junior school for September 2027 entry place now:

www.eadmissions.org.uk

Technical difficulties?

If you have any technical difficulties when making your application, contact the help-desk on **https://www.eadmissions.org.uk/support/step1**, email **schooladmissions@newham.gov.uk** or phone School Admissions and Appeals Team 020 8430 2000.

Important notes:

- If you don't already have an email address, you will need to create one before you apply online.
- The closing date for all applications and the other information we ask for is **15 January 2027.**
- If you apply online and you cannot see your exact address in the list presented, or the schools you want to apply for are not listed, you must contact the School Admissions and Appeals Team before **5pm on 15 January 2027,** otherwise your application will be late.
- If you need any help, contact **schooladmissions@newham.gov.uk**

Receipt details

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

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

Email details used	**eAdmissions details used**
Email address: _____	Username: _____
Password: _____	Password: _____

Record your application reference number here.

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

3	1	6	-	2	0	2	7	-	0	9	-	E	-						

𝕏 @NewhamLondon

www.newham.gov.uk/schooladmissions