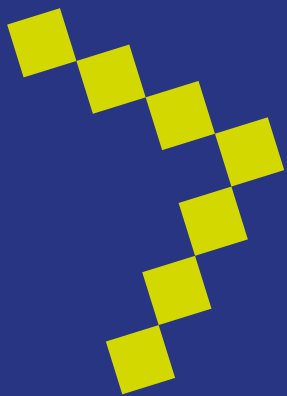




# STARTING SECONDARY SCHOOL

## YOUR GUIDE TO SECONDARY SCHOOLS IN NEWHAM



Year 7 admissions in September 2018. Information relating to Pan London co-ordination and In Year admissions 2017/18

AUTUMN  
2017 EDITION



Closing date for  
applications  
**31 October  
2017**

# A summary of the steps you need to take to apply for a place in Year 7, starting in September 2018.

This applies to children born 1 September 2006 to 31 August 2007.

**REMEMBER** – your chances of getting the school of your preference are better if you apply by **Tuesday 31 October 2017**.

1

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

2

Take time to find out all the academies and schools located in Newham. You can do this by attending as many open days/evening as you can and viewing their website.

3

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

4

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

5

Submit your online application via [eadmissions.org.uk](http://eadmissions.org.uk) by **Tuesday 31 October 2017 no later than 11.59pm**. You may wish to apply earlier to avoid the risk of technical issues close to the deadline.

If you apply using the paper Common Application Form (CAF) you will need to:

- hand the form in by **Friday 20 October 2017** to a Newham primary school, or
- post the form to Pupil Services, PO Box 69972, London E16 9DG. It must arrive no later than **5pm on Tuesday 31 October 2017**.  
Read the back cover to apply online.

6

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

For Newham Catholic schools your SIF must be received by the school no later than **Tuesday 31 October 2017**. If the school you preference is outside Newham you must check the closing dates.

7

If you are applying for a school outside of Newham you must submit your proof of address to Pupil Services, PO Box 69972, London E16 9DG by **Tuesday 31 October 2017**. See pages 56-57

8

**Thursday 1 March 2018 National Offer Day**

- If you applied online via [eadmissions.org.uk](http://eadmissions.org.uk) you will be able to log in and see which school you have been offered from that evening.
- If you applied using the Common Application Form (CAF) your offer for a school will be sent to you via first class post.

# Welcome

Dear parent/carer

## Welcome to Newham's secondary schools

This guide will help you find the Newham secondary school where your child can flourish.

We work with schools, and they in turn work with each pupil, to give them all the support they need to achieve the very best they can. Newham secondary schools have high aspirations for our young people and the majority of our secondary pupils currently attend a school rated either good or outstanding by Government inspectors (Ofsted).

We are proud of our GCSE results and our pupils now gain grades to match those from the top schools in the country. These solid academic foundations enable Newham's young people to progress and succeed in their next steps in education or training.

Our schools are making stronger links with employers and business, while more pupils are choosing post-16 education on their path to fulfilling their employment aspirations. These achievements are the result of years of hard work by schools, parents and carers as well as continued investment in young people by Newham Council.

Newham's secondary schools provide a range of learning opportunities that go far beyond those provided in other boroughs. Funded by the council and delivered with the support of schools, Newham's innovative and unique Every Child programme sits alongside wider extra-curricular activities at all our secondary schools – so our young people have a range of opportunities to pursue their interests and develop their learning inside and outside the classroom.

The health and well-being of our young people is essential and Newham's Every Child a Sports Person gives young people an opportunity to get active in ways they may not have experienced before. Our partnerships with Stratford Circus, Theatre Royal Stratford East, Shakespeare's Globe Theatre and the National Theatre enable us to deliver our Every Child a Theatre Goer programme. Pupils in Newham secondary schools now have opportunities to experience – for free – world-class theatre on their doorstep in Newham as well as in central London.

We recommend that you visit schools on their open days and take the opportunity to meet teaching and support staff, see the school in action, view the facilities and hear about the school's achievements. Open day dates are also included in this guide.

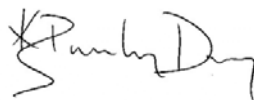
**We also strongly encourage you to apply online for your child's school place – this means you will be automatically entered into our prize draw to be in with a chance of getting help purchasing school uniform.**

We are justifiably proud of our schools, whose staff work tremendously hard to support Newham's young people to meet their aspirations and ambitions so they are ready for their first steps into adult life.

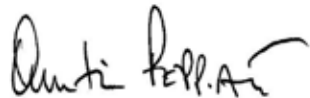
We look forward to welcoming your child to one of our secondary schools and to supporting them in achieving their potential.



**Sir Robin Wales**  
Mayor of Newham



**Kim Bromley-Derry**  
Chief Executive



**Councillor Quintin Peppiatt**  
Cabinet Member for  
Children and Young People



## School Fact Finder Routes to Schools

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

The screenshot displays the 'School Fact Finder' interface. On the left, under 'Your Selected Address', the address is: LONDON BOROUGH OF NEWHAM, NEWHAM DOCKSIDE, 1000 DOCKSIDE ROAD, WEST BECKTON, LONDON, NEWHAM, E16 2QU. Below this is a 'Search Again' button. Under 'Your Selected School', the school is Rokeby School, located at Barking Road, London, E16 4DD. Three route options are listed: a walking route of 2.031 miles, a car route of 2.104 miles, and a cycling route of 1.591 miles. Each route has a 'View Route' link. Under 'Additional Information', there is a 'School Website' link. On the right, a map shows the route from the selected address to Rokeby School, with a legend indicating 'Showing route to Rokeby School'.

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

The School Fact Finder can help you.

**You can use the Newham School Fact finder to find:**

- the six secondary schools closest to your home located in Newham
- the home to school distances to any academy or school located in Newham
- if your home address is in the Newham Catholic Deanery
- facts and figures about schools in Newham.

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

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All information in this brochure is correct at time of publishing – August 2017.

Applying online is **quick, safe and secure**  
– see **page 60** for more details

# Secondary schools in Newham

## Open day dates 2017

### Icon Key



Free School



Academy



Sixth Form



LB Newham Maintained  
Community School



LB Newham  
Maintained Voluntary  
Aided Faith Schools

Secondary school	Headteacher	School details	Open evening	Open day
<b>Bobby Moore Academy</b> 	Stuart Burns	Bobby Moore Academy 23 Marshgate Lane London E20 2AA Phone: 020 3146 8000 Email: brmaenquiries@bobbymooreacademy.co.uk Website: www.bobbymooreacademy.co.uk	Tuesday 3 October 4-7pm	
<b>Brampton Manor Academy</b> 	Dr D. Olukoshi, OBE	Brampton Manor Academy Roman Road East Ham E6 3SQ Phone: 020 7540 0500 Email: info@bramptonmanor.org Website: www.bramptonmanor.org	Thursday 28 September 5-7.30pm	
<b>Chobham Academy</b> 	Michael Whitworth	Chobham Academy 40 Cheering Lane East Village E20 1BD Phone: 020 3747 6060 Email: info@chobhamacademy.org.uk Website: www.chobhamacademy.org.uk	Wednesday 20 September 4-7pm	
<b>Eastlea Community School</b> 	Stephen Gillatt	Eastlea Community School Pretoria Road Canning Town E16 4NP Phone: 020 7540 0400 Email: info@eastlea.newham.sch.uk Website: www.eastlea.newham.sch.uk	Tuesday 10 October 4.30-6.30pm	
<b>East London Science School*</b> 	David Perks BA (Hons) Oxon	East London Science School The Clock Mill Three Mill Lane London E3 3DU Phone: 020 8981 2680 Email: info@eastlondoncienceschool.co.uk Website: eastlondoncienceschool.co.uk	Thursday 5 October 5-8pm	Saturday 23 September 10am-12noon
<b>Forest Gate Community School</b> 	Simon Elliott	Forest Gate Community School Forest Lane Forest Gate E7 9BB Phone: 020 8534 8666 Email: info@forestgate.newham.sch.uk Website: www.forestgate.newham.sch.uk	Wednesday 4 October 4.30-7pm	Wednesday 11 and Thursday 12 October 9am-12noon
<b>Kingsford Community School</b> 	Joan Deslandes B.Ed (Hons) MA OBE	Kingsford Community School Kingsford Way Beckton E6 5JG Phone: 020 7476 4700 Email: admin@kingsford.newham.sch.uk Website: www.kingsfordschool.org.uk	Monday 9 October 4.30-7.30pm	Tuesday 10 October 9-10am Wednesday 11 October 9-10am
<b>Langdon Academy</b> 	Peter Whittle	Langdon Academy Sussex Road East Ham E6 2PS Phone: 020 8471 2411 Email: info@langdon.newham.sch.uk Website: www.langdon.newham.sch.uk	Wednesday 27 September 4.30-6.30pm	
<b>Lister Community School</b> 	Anthony Wilson	Lister Community School St Mary's Road Plaistow E13 9AE Phone: 020 8471 3311 Email: enquiries@lister.newham.sch.uk Website: www.lister.newham.sch.uk	Wednesday 13 September 5-6.30pm	Monday 18 to Friday 22 September 9-10am
<b>Little Ilford School</b> 	Ian Wilson	Little Ilford School Browning Road Manor Park E12 6ET Phone: 020 8478 8024 Email: info@littleilford.org Website: www.littleilford.newham.sch.uk	Wednesday 1 November 4-6.30pm (Tours of the school can be arranged from 18 September to 1 November by calling 020 8478 8024).	

\*State funded independent schools within Newham.

Secondary school	Headteacher	School details	Open evening	Open day
<b>London Design and Engineering - University Technical College</b> 	Geoffrey Fowler	London Design and Engineering - University Technical College Docklands Campus 15 University Way E16 2RD Phone: 020 3019 7333 Email: admin@ldeutc.co.uk Website: www.ldeutc.co.uk	Tuesday 10 October Tuesday 14 November Tuesday 5 December Wednesday 10 January 2018 6-9pm	
<b>Oasis Academy Silvertown</b> 	Johanna Thompson	Oasis Academy Silvertown Rymill Street London E16 2TX Phone: 020 7059 2500 Email: office@oasisilvertown.org Website: www.oasisacademysilvertown.org	Thursday 21 September 5-7pm (Principal's talk at 5pm & 6pm)	Friday 22 September Tuesday 26 September 9-11.30am (Principal's talk at 9am)
<b>Plashet School</b> Girls only 	Rachel McGowan	Plashet School Plashet Grove East Ham E6 1DG Phone: 020 8471 2418 Email: info@plashet.newham.sch.uk Website: www.plashet.newham.sch.uk	Wednesday 27 September 4-7pm (Head's address at 4pm, 5pm and 6pm)	Monday 2, Tuesday 3, Wednesday 4 and Thursday 5 October 8.45-10.15am
<b>Rokeby School</b> Boys only 	Charlotte Robinson	Rokeby School Barking Road Canning Town E16 4DD Phone: 020 7540 5620 Email: info@rokeby.newham.sch.uk Website: www.rokeby.newham.sch.uk		Saturday 7 October 10am-12noon
<b>The Cumberland School</b> 	Gillian Dineen	The Cumberland School Oban Close Plaistow E13 8SJ Phone: 020 7474 0231 Email: contact@cumberland.org.uk Website: www.cumberland.org.uk	Thursday 12 October 4-7pm	Tuesday 3, Wednesday 4 and Thursday 5 October 9-10am
<b>The Royal Docks Community School</b> 	Wendy Bower BA Hons, NPQH	The Royal Docks Community School Prince Regent Lane Custom House E16 3HS Phone: 020 7540 2700 Email: admin@royaldocks.newham.sch.uk Website: www.royaldocks.newham.sch.uk	Monday 18 September Monday 2 October 4-6.30pm	Monday 18 September Monday 2 October 10am-2.30pm
<b>St Angela's Ursuline School</b> Girls only 	Mark Johnson BSc	St Angela's Ursuline School St George's Road Forest Gate E7 8HU Phone: 020 8472 6022 Email: office@stangelas-ursuline.co.uk Website: www.stangelas-ursuline.co.uk	Thursday 5 October Entrance between 6-7pm	
<b>St Bonaventure's Catholic Comprehensive School</b> Boys only 	Paul Halliwell	St Bonaventure's Catholic Comprehensive School, Boleyn Road Forest Gate E7 9QD Phone: 020 8472 3844 Email: info@stbonaventures.newham.sch.uk Website: www.stbons.org	Thursday 5 October 6-8.30pm	Monday 9 October - Friday 13 October 9am onwards
<b>Sarah Bonnell School</b> Girls only 	Rae Potter	Sarah Bonnell School Deanery Road Stratford E15 4LP Phone: 020 8534 6791 Email: info@sarahbonnell.net Website: www.sarahbonnellonline.co.uk	Wednesday 11 October 4.30-7pm	Thursday 21 and Friday 29 September Friday 13 October 9-10am
<b>School 21</b> 	Peter Hyman	School 21 Pitchford Street Stratford E15 4RZ Phone: 020 8262 2121 Email: info@school21.org.uk Website: www.school21.org	Tuesday 3 October 5-7pm	
<b>Stratford School Academy</b> 	Andrew Seager MA	Stratford School Academy Grosvenor Road Forest Gate E7 8JA Phone: 020 8471 2415 Email: stratford@stratfordschoolacademy.org Website: www.stratfordschoolacademy.com	<b>Upton Lane Building</b> Tuesday 19 September 4.30-7.30pm <b>Grosvenor Road Building</b> Tuesday 26 September 4.30-7.30pm	

# APPLY ONLINE FOR A SAFE AND SECURE APPLICATION PROCESS

The easiest way to apply for your child's secondary school is to do it online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk)

The image shows a screenshot of the 'eAdmissions' website's user registration page. The page has a purple header with the 'eAdmissions' logo and 'Help' and 'FAQ' links. A sidebar on the left lists navigation options like 'School admission forms', 'Information & Guidance', and 'Register to apply online'. The main content area is titled 'User registration' and includes a 'Logout' button. The 'Enter Your Details' section contains instructions for existing users and a form for new users. The form fields include: Title (dropdown), First name, Last name, Postcode, Address (with a 'Find your address' button), Email address (with an 'Add Address to Form' button), Home phone number, Work phone number, Mobile phone number, and a 'Create Service' checkbox. A 'Register' button is at the bottom right of the form. The footer contains 'Funded and supported by the 33 London authorities and Surrey County Council' and a row of links: 'About this site', 'Feedback', 'Copyright', 'Disclaimer', 'Privacy Policy', and 'Contact'.

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

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



# Secondary education in Newham





**Introduction by the Principal  
Stuart Burns**

**Vision and ethos**

Our vision is to operate a superb through school in the heart of the Queen Elizabeth Olympic Park. The secondary site will educate young people from 11-18 (180 places in year 7). We will also have a primary school alongside.

The inspirational setting of our stunning new buildings gives us the unique opportunity to deliver unrivalled experiences. We have a

passionate belief that by offering young people an outstanding range of opportunities, whether that be sporting, cultural, academic or artistic, they will discover what they excel at.

We will bring together the best that the independent education sector offers, and the state education sector provides. This ethos will be delivered through three core values, the rules by which our community will thrive:

**Academic Ambition:** we will strive to learn and support learning to the best of our ability, completing tasks to the full and never impeding the learning of others.

**Wider Contribution:** we will endeavour to draw inspiration from all the wider sporting, cultural, adventurous and leadership opportunities that are offered. Where we cannot excel, we can always play a part and support the efforts of others.

**Mutual Respect:** all who study and work in our community are equal. We will be kind, polite and thoughtful

towards each other at all times and never seek to contribute to, or ignore, the unhappiness of others.

**Curriculum and achievement**

Our offer will include all of the traditional core subjects, and an extensive range of co-curricular activities including performing arts, sports clubs/teams, creative arts, debating, entrepreneurship and Outward Bound expeditions.

We will be ambitious for all our young people and support them whole-heartedly.

Students will have a caring tutor within a house system to foster a culture of mutual respect and teamwork. This will ensure that they develop a sense of ownership, responsibility and pride in their academy and their community. As part of this, all of our pupils will be given their first school uniform by the Trust.

We will also offer scholarships and bursaries in sport, music and drama to support our most gifted students.



**BOBBY  
MOORE**  
ACADEMY  
*Broadening horizons*





## Introduction by the Principal Dr D. Olukoshi, OBE

### Ethos/aims

Choosing a secondary school for your child is perhaps one of the most important decisions you will ever make. At Brampton Manor, we care deeply about each student and do our utmost to ensure that all children achieve, succeed, make progress and are happy so that they can fully benefit from the high quality education we provide.

We are a very successful mixed, multicultural comprehensive school with high academic and social standards and are fortunate to enjoy outstanding specialist facilities in all curriculum areas including our purpose-built Sixth Form Centre and canteen.

As an 11-18 Academy we provide a balance of challenge and support to ensure that children of all abilities and from all backgrounds excel and fulfil their potential. Pathways are tailored

to suit the needs of each child right up to A Level.

Following our school motto 'success through effort and determination' we treat each child as an individual and work extremely hard to ensure that their progress and happiness go hand in hand. Our highly-qualified staff have a simple mission – to ensure that no child is left behind.

### Specialism/curriculum

We are an Outstanding school with an innovative, engaging and flexible curriculum, tailored to the needs of each student. Literacy, Numeracy and Lifelong skills are paramount in enabling our students to become confident and active citizens. Our curriculum is as follows:

#### Key Stage 3

- English
- Mathematics
- Biology, Chemistry and Physics
- Computer Science
- History and Geography
- French, German and Spanish
- Art, Drama, Dance and Music
- Physical Education
- Religious Studies
- Citizenship/PHSE
- Design and Technology

#### Key Stage 4

All subjects from KS3 plus further options in:

- Business Studies
- Economics
- Sociology
- Psychology

- Design and Technology

### Sixth Form

Our Sixth Form is selective with a focus on academic A level subjects which will enable our students to gain places at Oxbridge and other Russell Group Universities.

### Achievements

We are a high attaining school rated outstanding in all categories by Ofsted. Our students make outstanding progress in their learning because we focus on what matters: good behaviour; discipline; excellent teaching. Our GCSE results have consistently been in the top 1% of all schools nationally. At 'A' level, we are the best school in Newham/East London and have the highest progression rate to the Russell Group Universities. Our outstanding academic achievement is underpinned by our equally impressive learning resources, well-equipped classrooms, purpose built drama theatre, dance studio and music suites and excellent sporting facilities. We are the lead school for rowing in East London. What your child will get from our school is a well-rounded and personalised programme to support, nurture and bring out the very best in him/her.

### Pastoral care

At Brampton Manor, we are very proud of the quality of care we provide for our pupils. Our dedicated teams of Form Tutors, Progress Leaders, Learning Support staff and Behaviour Support Managers provide targeted support to all of our students. In addition we have our own Educational Welfare Officer and Counsellor who work alongside our pastoral staff to ensure that the safety and emotional well-being of each child is our highest priority.

Behaviour at Brampton Manor is excellent. We never tolerate or ignore poor behaviour and have a clear behaviour policy which all students sign up to. We expect and receive the support of our parents in working together to ensure that standards of discipline remain outstanding.





### Introduction by the Principal Michael Whitworth

#### Ethos and aims

Chobham Academy is an excellent educational provider, with a unique all-through status from primary to sixth form.

Located in the very heart of East Village, we have sporting facilities which comprise tennis courts, all weather 3G pitches, netball and hockey courts as well as a vast sports hall. The inspiring Olympic Park is clearly visible from our stunning roof terrace, providing a splendid motivator to further engage our students to excel in sports.

#### Specialism/curriculum

Our specialisms are English and the Performing Arts and we use these to offer countless opportunities for our students to excel within these disciplines. From phonics to A level teaching we ensure our students have outstanding communication skills; all of our staff are dedicated to teaching literacy and this ensures our students are confident, fluent and accurate readers, writers, speakers and listeners. Our state of the art facilities offer our students real life theatre, dance and music training; this not only directly improves their proficiency in these disciplines, but creates a vibrant, creative and innovative school atmosphere.

Our curriculum is broad and rich, ensuring a focus on the vital core subjects as well as offering a wide range of performing and creative arts classes and specialist subjects such

as Mandarin. Our 2 Year KS3 model places the importance on preparing students for their terminal GCSE exams as the KS4 programme runs over three years. We cater for the needs of every individual, making sure that every child is offered the appropriate level of support and stretch to enable them to exceed their potential.

#### Achievements

Expectations are high across every strata of Academy life, as defined by our pillars of Excellence, Respect, Integrity, Innovation, Collaboration and Trust. These values form the ethos of our Academy, instilling crucial values within our young people to prepare them for the demands of 21st century life.

We expect every child to exceed expectations, surpassing aspirational targets and contributing to Academy life in a positive and meaningful manner. The pride our students take in being part of our Academy extend to our local community and beyond.

We already have a thriving sixth form with close to 100% applying to university, the majority to Russell Group Universities. As part of the Harris Federation, we ensure we make the most of our links to UCL, Harris Manchester College and Oriel College (both Oxford University). As part of the very successful Harris Federation, we will continue to build on the remarkable reputation and achievements of this chain of Academies, aiming for 'Outstanding' in all that we provide for our students, staff and stakeholders.







### Introduction by the Principal Stephen Gillatt

***“High achievement always takes place in the framework of high expectation.”***

***Charles F. Kettering***

#### **Ethos and aims**

Our aim is for all students, regardless of their starting point, to achieve their full potential. We ensure that all students are academically challenged in a safe, supportive and fully inclusive environment. We care deeply about every child in our care. This is reflected in our motto: ‘being successful and feeling successful’. All of our dedicated staff work together to ensure that our students are successful individuals that enter into their future careers with their understanding deepened, their minds enriched, and their hearts inspired.

We embed a love of learning in our students, as well as equip them with the resources they will need to face the challenges of the 21st century. To help us achieve our purpose, we are guided by our values of: respect, integrity, aspiration, curiosity and enjoyment.

#### **Specialism/curriculum**

Eastlea is a specialist technology college. As a result of the Building Schools for the Future programme, we have excellent facilities. These include a fully refurbished technology suite, enabling us to deliver a breadth of technology subjects, including: electronics, textiles, resistant materials, graphics and catering.

Students follow a broad and balanced curriculum at Eastlea. We have a two-year Key Stage 3, where students study a range of subjects including the core of: Maths, English and Science. We also offer History, Geography, Computer Science, French, Spanish, Drama, Music, Art, D&T, and PE. We have fantastic sporting facilities and an abundance of safe outdoor space for our students to enjoy. At Key Stage 4, students follow three different pathways depending on their prior attainment and Progress 8 considerations. We offer all of the subjects studied at Key Stage 3, in addition to: Mandarin (enrichment class), GCSE ICT, Citizenship, Graphics, Catering, Electronics, Business Studies, Sociology, RE, GCSE PE and Health & Social Care.

We also offer extra Literacy and Numeracy for those students who need it.

#### **Achievements**

At Eastlea, standards have been increasing steadily in the last few years. In March 2014 we achieved a ‘good’ grade in an Ofsted inspection.

We have strong partnerships with top independent schools that provide our students with the opportunity for scholarships. We offer GCSE Computer Science and have been recognised by the DfE for excellence in the teaching of this subject.

We are extremely proud of our very active Student Voice who are involved with Amnesty Youth Group, LGBT Group, Eco- Champions and News Reporters. We have a dedicated professional, from the

world of business, working with our More Able Students (MAS). They are provided with high quality enrichment opportunities that support their aspirations towards the Russell Group Universities. Our students studying Mandarin visited China in both 2014 and 2016.

#### **Pastoral care/discipline**

Eastlea is a caring community that values the individual learner. We operate a pastoral system based on ‘families’ of 16-20 students, led by a Mentor who knows and supports them in a clear and structured way.

The school’s families are grouped into our four learning communities, each led by an Assistant Principal and supported by a non-teaching Student Services Manager. At Eastlea, we have very high expectations for all of our students.

Our school policies reinforce clear and fair discipline procedures that are designed to support the needs of our diverse student population. The school strives for excellence in all areas. Like all good parents, we want our students to be happy and successful, we provide high quality challenge and support that make this a reality. We demand outstanding behaviour from our students through positive reinforcement and consistent implementation of simple rules.

At Eastlea, we create a safe and caring environment where all students can learn, thrive and be successful. We expect the very best for, and from, our students. We will always go above and beyond to provide an outstanding learning experience for your child.





Introduction by Headteacher  
**David Perks**  
**BA (Hons) Oxon**

***“We raise the bar higher in order that all our pupils can aspire to achieve more.”***

#### **Ethos and aims**

I look back on last year as one of rapid change and growth. We opened our second site at Lock Keepers which will accommodate Year 10 and 11 next year. We hope to see work begin on our permanent site at Stephenson Street in the

New Year. We have welcomed many new staff and look forward to many more joining us in September. We have specialist teachers in subjects from mathematics and economics to computer science and physics joining our brilliant team.

Pupils have enjoyed a fantastic range of opportunities outside the classroom over the last twelve months. Year 9 raised £1800 for the London Air Ambulance charity in a single day as part of our Young Apprentice competition.

A particular highlight for me was taking Year 7 to Oxford University. It was a delight to sit on Christ Church meadow talking to pupils about their aspirations to study at a top university.

Another extraordinary opportunity was taking a group of Year 10 pupils to China. They visited 10 schools in Beijing and central China. The experience is one they will never forget.

Our unique enrichment curriculum provides visits on a weekly basis for pupils in Year 7 and 8 with a wide range of external speakers and opportunities in Year 9, 10 and 11.

We demand a lot of our pupils. But education is about more than achieving good grades. We want to create intellectually robust pupils who have the ability not only to criticise the ideas of others but their own thought as well. We expect all our pupils to develop the ability to speak in public. Formal debating is taught in ethics. Regular whole school debating competitions provide opportunities for pupils to find their voice.

#### **Specialism/curriculum**

It is our commitment to deliver a high quality academic education to all pupils, regardless of background or ability that sets us apart.

We believe in the importance of a science education grounded in the disciplines of mathematics, physics, chemistry and biology taught by subject specialists from Year 7.

We offer a rigorous academic curriculum including the arts, humanities, languages and classics. There is a big emphasis on computer science from Year 7 with pupils studying coding, robotics and web design.

#### **Pastoral care/discipline**

We expect our pupils to expect a lot of themselves, not only academically but also in how they project themselves at school, to their families and the community through their outward appearance and behaviour.

We expect all our pupils to exhibit the best scholarly behaviour. Homework is replaced by ‘prep’ completed at school for Year 7 and 8 pupils. We celebrate the achievements of pupils and take a great pride in progress made through hard work. When pupils experience difficulties we work hard to resolve problems and ensure that every pupil can make the best progress possible.

We have high standards of punctuality and dress. Our uniform is an outward expression of the pride we have for ourselves and our school.







**Introduction by the Headteacher  
Simon Elliott**

***“The best performing school in Newham.”***

**Ofsted Outstanding**

Last year’s GCSE results saw us become the best performing community school in Newham. A remarkable 75% of pupils achieved English and Maths at grades A\* - C, and our Progress 8 score was 0.81 making us 14th best secondary school in the UK.

In March 2016, we were rated “Outstanding” following an inspection by Ofsted. They gave us the top marks for leadership, quality of teaching and academic outcomes. Our teachers were described as “passionate and knowledgeable”. They said “achievement was excellent” among pupils.

To achieve an outstanding judgement is an extremely difficult task. It could only have been achieved by some of the very best teachers and leaders in the country and the support from our wonderful local community. The challenge we face now is probably our greatest - to improve.

Forest Gate has built on its successes and is relentless in improving the life chances of our students.

We see it as part of our job to get our pupils ready not just for college and university applications but to meet the challenges they will face beyond education.

Investment in state of the art learning spaces such as specialist areas for Science, Technology and

ICT mean we now have amongst the best facilities in the borough.

Our sporting facilities, which include a new fitness suite, sports hall, indoor and outdoor climbing walls, are also top notch. We have teachers who use tried and tested traditional methods, along with fresh and exciting developments in education, to constantly challenge our children academically.

We have small class sizes, and a low staff to student ratio, meaning your child can learn in a disciplined and caring environment.

Most importantly, we have committed, well-behaved students who understand the value of discipline and respect.

**Specialism/curriculum**

We ensure the support and challenge provided to our pupils is tailored.

All Year 7 students are allocated a Progress, Core or Accelerated pathway on arrival, and they are suitably challenged and stretched. Students who fall behind are taught extra Maths and English in small groups so they catch up quickly. High achieving students can follow Pathway ‘X’, allowing them to sit their exams early.

At the end of Year 8, in addition to studying the core subjects such as English, Maths, Science, Statistics, PE and RE, students choose three subject preferences from GCSEs in Art, Business, Drama, French, Geography, ICT, Product Design, History, Media Studies, Music, and Spanish.

Some of our particularly academic students have chosen to study triple Science and Further Maths.

**Achievements**

At FGCS we believe greatness is within the grasp of every one of our pupils. This is a place in which your child will fulfil their potential.

The school has run a scholarship programme over the previous four years that has seen pupils win places at top independent sixth forms in the country, including two students who have won places at Eton and another at Westminster. A total of 8 students have left FGCS on scholarships.

**Pastoral care**

Though extremely important, we also realise education is not just about exam results. That is why we actively encourage our pupils to take part in a wide range of extra-curricular activities.

These include numerous sports teams, music lessons, drama classes, school concerts and plays. We also have a breakfast club, offering free meals to all, where students can complete homework and interact with their teachers.

We also ensure our pupils take advantage of the wide-ranging cultural activities in the capital and beyond with residential and day trips to art galleries, museums and historical sites.

Above all, our staff care about high standards, care about your child as an individual and go the extra mile.

**Come and see for yourself**

We encourage you to visit at any time, and not just during our open evening.

Contact us at [info@forestgate.newham.sch.uk](mailto:info@forestgate.newham.sch.uk) if you would like to see us in action and we will arrange a tour of the school with one of our senior members of staff.





## Introduction by the Headteacher

**Joan Deslandes OBE**  
**B.Ed (Hons) MA**

*Aspire, Succeed,  
Be excellent!*

### Ethos and aims

Kingsford Community School is a high-achieving international school and Confucius Classroom. Kingsford recognises that education must be collaborative and our teaching and learning is strengthened through rewarding partnerships with higher education, alongside a range of partners including leading businesses, prestigious universities and independent schools. Through these we offer work experience, careers advice and extensive links with leading sixth form college, the London Academy of Excellence.

### Progress and Achievement

Among the top 10% of schools nationally for Pupil Progress, we are described by Ofsted as “a harmonious community in which everyone lives and breathes aspiration, achievement and excellence”. Ofsted has repeatedly

rated pupil behaviour, leadership and management as outstanding. These judgements are evidenced via our pupils’ consistent academic excellence and regular demonstrations of their intellectual and sporting prowess in national competitions including for debating and rowing.

### Specialism/curriculum

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

### Business links

We are proud of our links with businesses which allow our pupils to meet and network with accomplished business people. Links with blue chip companies – including Morgan Stanley, Barclays and HSBC – allow pupils to gain practical, inspirational insight into high-powered corporate environments via structured career insight days and learning opportunities tailored to specific pupil groups.

### Every child, every lesson, every day

Kingsford’s highly qualified staff body use a range of tailored approaches to teaching. Learning is differentiated

to meet pupils’ individual needs. At Kingsford, challenging and engaging lessons encourage collaboration alongside strong individual engagement and achievement.

### Tailored learning for girls:

- Adopting leadership roles
- Being engaged in STEM
- Building self-esteem
- Visits from female role models and businesswomen.

### Tailored learning for boys:

- Lessons are experiential and kinaesthetic
- Nurturing healthy competition
- Male mentors and TAs serve as behavioural role models.

### The Most Able - aspiration is the expectation:

- Challenging lessons and homework
- High expectations – pupils expected to provide extended answers and aim for A\*/A GCSE grades
- Extended day clubs such as debate, music, language stretch clubs – including Latin
- Partnerships with universities and leading academic institutions
- Science and Maths master classes.

### Global outlook

We are a proudly international school. Our students receive a world class education and benefit from frequent visits to the United States, China, Spain and France – including work experience. There are nearly 70 languages spoken by the school community and our effectiveness in placing the international dimension at the heart of our curriculum has reaped a British Council International School Award. Our foresight in being the first school in the country to introduce Chinese as a compulsory curriculum subject, and our pioneering international work experience opportunities and foreign language immersion opportunities, have set the tone for our established status as an internationally renowned hub of teaching excellence.







## Introduction by the Principal **Peter Whittle**

### **Ethos/aims**

Langdon Academy is part of Brampton Manor Trust. Our motto 'Progressio Cum Populo' (Progress with the People) expresses our unswerving focus on achieving progress by working in partnership with our students, their families, our staff and our community.

We expect all students and staff to show outstanding effort and determination in all they do, knowing that this is the recipe for progress and success.

Langdon is a happy and harmonious academy where strong discipline underpins high expectations and positive outcomes for students, and where our academy values – respect, equality, honesty, community, fairness and inclusion – are strongly promoted.

In a caring environment, we develop the talent and potential of each student and offer the challenge and support to achieve the highest standards.

### **Specialism/curriculum**

Langdon is an 'All Through Academy' for students aged 4-16, enabling us to ensure progression and continuity for all students because of the expert Primary perspective which informs our Secondary offer.

There is a strong academic tradition in the school which underpins our excellent success rate in the English Baccalaureate. Our curriculum and timetable is created in parallel with

Brampton Manor, with bespoke pathways for all learners and privileged access to Brampton Manor Sixth Form.

Langdon is also a Sports College with highly-skilled teachers and coaches and impressive facilities on our 43-acre campus.

In addition we have a specialist 'resourced provision' for students with ASD.

### **Achievements**

Last year's GCSE results have already placed Langdon above the national average for student progress; a long way above for academic achievement in the English Baccalaureate; and, in the top 6% of schools nationally for Science!

But we are not complacent. Since then, we have made important additions to our teaching staff and leadership team to enable us to achieve smaller class sizes and to cement effective learning for every student, regardless of their needs. These measures, and the strong progress being made by our current students, are now bringing success

right across the school.

In addition to their impressive academic and sporting achievements, our students also develop personal qualities of reliability, integrity, honesty and leadership with many showing these through their involvement as Prefects, or Sports Leaders, or through schemes such as 'The Franklin Scholars' or 'The Anne Frank Ambassadors'.

### **Pastoral care/discipline**

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

We expect all students to embrace the values and standards of our Academy and believe that strong discipline and high expectations provide the foundation for academic success.

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





## Introduction by the Headteacher Anthony Wilson

### Ethos/aims

At Lister, our motto is 'Always Aiming for Excellence'. Our aim is to provide a world class education for the young people of Newham – equipping them for life, and challenging them to work hard and to excel. We are an inclusive school which values each member of our community. Every child gets individual support, tailored to their needs. Our results, which have improved each year in the last four, highlight the effectiveness of our approach.

In 2013, Ofsted rated the school as 'Good' in all areas, particularly noting the 'mutual respect' and

'positive relationships which pervade the school' and our 'culture of learning and high aspirations'. Ofsted also noted that students at Lister 'feel very safe', a result of our promotion of the core values of kindness, respect and consideration.

Since our very positive Ofsted report in 2013 we have made further improvements, and will continue to do so. We are extremely proud of our school, and proud of the fact that increasing numbers of parents are making Lister their first choice!

### Specialism/curriculum

Lister aims to provide a broad and rich curriculum for our students, ensuring rigour for all. We have excellent teaching in the traditional academic subjects, alongside opportunities to study Computing, Dance, Drama, Enterprise, Mandarin, Photography, Pottery and more. Science is a particular strength. We have achieved outstanding results in Biology, Chemistry and Physics, helping us support those students with aspirations to study medicine.

Our more able students have special enrichment opportunities to extend and challenge them, including visits to hear leading authors, and

links with University teaching through the Brilliant Club. Students can also access programmes such as the Access Project, which provides one-to-one tuition for those planning to apply to top universities. This targeted work has helped us to greatly increase the proportion of our students achieving As and A\*s at GCSE.

Music is a great success story at Lister. As the first school to be chosen as a partner in the Music in Secondary Schools Trust, we have one of the best-resourced music departments in London. All students in Years 7 and 8 have their own instruments, we have a school orchestra and our students take part in a host of exciting performances each term. Our Lower School Baccalaureate ensures that students are challenged and enthused during the first two crucial years of their secondary education.

### Pastoral care/discipline

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

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

Please feel free to contact the school to arrange a visit and meet the Headteacher.







**Introduction by the Headteacher  
Ian Wilson**

**“Learning together,  
achieving together,  
succeeding together.”**

**Ethos and aims**

Little Ilford is an inclusive school which seeks to ensure that its students have the knowledge and skills to prosper in the 21st Century. We expect high standards of achievement and conduct. Our students are encouraged to be polite and articulate, able to hold their own in any company. We seek to foster students’ aspirations through our links to the City, trips to Russell Group universities, educational visits and our comprehensive extra-curricular programme. We aim to recruit knowledgeable teachers with a passion for their subject and a commitment to the Newham community. We place considerable emphasis on outstanding attendance and punctuality so that our students can maximise the learning opportunities that are available to them.

**Specialism/curriculum**

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

they are well placed to gain entry to the best sixth form provisions.

**Years 7 and 8**

- English, Mathematics and Science
- History, Geography and RE
- Art, DT, Drama, Music and PE
- Information Communication Technology (ICT)
- French or Spanish
- Citizenship/PSHE.
- Careers school – where the students can follow a passion (e.g. robotics, songwriting, printmaking etc.)

**Years 9, 10 and 11**

Our Key Stage 4 curriculum takes into account the strengths and interests of our pupils. Your child will be able to study a range of GCSE subjects including some or all of the subjects studied at Key Stage 3 (listed above) as well as GCSE courses in Media Studies, Sociology and Sports Studies, depending on their individual needs and abilities. Most students will be encouraged to complete the English Baccalaureate, which includes English, Maths, Science, a modern foreign language and History or Geography.

**Achievements**

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

**Pastoral care/discipline**

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





## Introduction by Principal Jo Thompson

### Ethos and aims

Oasis Academy Silvertown is a growing secondary academy located south of the Royal Docks. We are in our fourth year of opening and by September 2017 we will have students in Years 7-10.

Our mission is simple: we want to ensure every student at the academy, regardless of background or ability, is **“Ready for university, ready to lead.”** Our mission is underpinned by our core values: **Be proud, be professional, be nice, be independent and be resilient.**

Oasis Academy Silvertown is part of the Oasis family of schools and our students, staff and community benefit hugely from being part of this family. We are a small school, with 3 forms of entry in Year 7 for 2017-2018. Our small size supports with our “family” feel, and makes Oasis Silvertown a safe, nurturing, academic environment where our high expectations and community focus allow every student to experience success.

We support all students, including

those with special educational needs and disabilities, through creative teaching methods and the effective use of technology.

### Specialism/curriculum

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

Oasis Academy Silvertown offers your child:

- A balanced curriculum with a rigorous focus on literacy and numeracy. For example all students complete weekly class guided reading sessions with their learning coach.
- The following National Curriculum subjects: English, Maths, Science, Computing (KS4), PE, History, Geography, Drama, Art, Music, Religious Education, Personal Social and Health Education and a modern foreign language.
- An opportunity to develop skills in creative and performing arts.
- An extended school day with additional lessons, homework club and extra-curricular activities running until 4.15pm daily.

In addition to our broad and balanced curriculum, the enrichment opportunities we offer our students are second to none. We call this commitment “Our Silvertown Seven.” Our students will:

1. Receive careers advice education and guidance tailored to their needs such as an annual whole school “Futures Week”, and weekly compulsory careers enrichment for all students. We also partner with employers, including London City Airport, East London Business

2. Access a broad and stimulating range of enrichment activities linking with exciting opportunities in the local area such as watersports, on the dock, enterprise projects, “The Brilliant Club” and termly whole school enrichment days.
  3. Regularly visit a range of organisations, companies or charities in the Docklands area.
  4. Experience an annual residential trip in Year 7
  5. Regularly visit theatres, museums, art galleries and concerts.
  6. Be given the opportunity, during lessons and daily extra-curricular clubs, to develop and discover talents in a range of areas including leadership.
  7. Receive regular opportunities to give back to their local community
- We aim to raise students’ aspirations, broaden their horizons and offer clear pathways into higher education and fulfilling employment.

### Achievements

We are proud of the progress and high standards found within Oasis Silvertown and the Oasis family of academies. This academic year we have had very positive feedback from the Department for Education, the Oasis Trust and Ofsted. Our Ofsted visit in May 2017 was very successful and you can read the full report on our academy website.

Our current students are making progress above national expectations, in line with our targets and high standards. Our first exam results will be published in 2019.

### Pastoral care/discipline

We offer a holistic approach to pastoral care, and have the highest expectations of our students. All students have an allocated learning coach, who supports them to be the best they can be. We promote and expect excellent attendance (98% and above) at the academy.

We continue to work closely with families, so our team can help to provide the nurturing care and support that each student needs to achieve their potential.







## Introduction by the Headteacher Rachel McGowan

### Ethos and aims

We are a highly successful, oversubscribed comprehensive girls' school situated in the heart of East Ham. 'Working together to promote and celebrate achievement' underpins all we do. Our 1,350 students are highly motivated and keen to achieve their potential but their success does not happen accidentally. We are a school where everyone has a passion to learn and is encouraged to be inquisitive in their learning. We employ a strategic set of interventions to target learning at the individual level. Your daughter's learning at Plashet will be designed, analysed and guided by us throughout her five years in a personalised and bespoke way. This means she is happy and successful whilst at our school and in her life beyond Plashet.

### Specialism/curriculum

Our young women receive specialist teaching in all subjects and are offered a modern, diverse curriculum as well as a wide range of enrichment activities to enable them to advance their learning. They are informed about the progress they are making and how to further develop. They work on relevant, challenging home study tasks and know they can approach their teachers for extra guidance. We offer real quality of provision for meeting each child's specific learning needs. As a specialist girls school we are utterly committed to science and maths being a fundamental part of our curriculum.

### Achievements

Our last two Ofsted inspections, in 2005 and 2008, deemed our school to be outstanding and led us to be included in Ofsted's 'Twelve outstanding secondary schools – Excelling against the odds' report. Our inspectors commented 'Plashet is a happy and harmonious place' and 'Students' achievement is outstanding because GCSE results are very high compared with the national average'. Outstanding achievement at Plashet is in our DNA. The examination results achieved by our girls as well as the progress they make have, for the last seven years, placed us in the top 5% of schools nationally.

### Pastoral care

Young women at our school can expect the most challenging learning experiences and will receive a high

level of care and support from both their form tutor and subject teachers. Our school is well-ordered and purposeful. We expect our students to become independent, mature and empowered, able to make informed decisions about the lives they lead whilst at our school, as well as learning how to be happy and successful in the lives they will lead on leaving us. These expectations, when added to the strong partnership into which we enter with Plashet families, ensure our students consistently outperform their peers, making us one of the most effective schools in the country. Having achieved their potential at Plashet, the majority of our students continue their learning in post-16 education. When they leave us they are confident, proud of their gender as well as their cultural and religious backgrounds and ready to grasp the opportunities life beyond Plashet offers them.





## Introduction by the Headteacher Charlotte Robinson

### Ethos and aims

Our vision is that when our students leave Rokeby, they will be fully equipped to take the next step, either into further education or the world of work. We strive to have an outstanding reputation for educating boys to become accomplished, ambitious young men of integrity and resilience who will be ready to make a significant contribution to society.

They will be multi-skilled, numerate, literate and most will be multilingual. They will be financially astute, enterprising, creative, adventurous and keen to play a major part in the communities where they live and work.

They will embody our values; Respect, Success, Passion for Learning, Personal Challenge and Harmony.

### Curriculum

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

Years 7, 8 and 9: All students study English, Maths (including personal finance), Science, French/Spanish, Technology, IT, PE, Humanities (Geography, History, RE, PSHEE and Citizenship), Art, Music, Drama and Dance.

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

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

### Achievements

“The Headteacher leads with passion, drive and a steely determination to achieve exceptionally high standards across all areas of the school. Together with her senior and middle leaders, the Headteacher works tirelessly to ensure that weaknesses are identified and eradicated. As a result, this is a highly cohesive, positive and hard-working school where morale among staff is high and

there is a collective commitment to improvement.” Ofsted 2013

At GCSE for the past three years our students have made more progress than students nationally in both English and Maths. We are in the top 5% of schools nationally for progress in maths. Exam success is only one measure of our achievement; our students have made many significant achievements in other areas. These include sport, public speaking and enterprise initiatives.

Our highest achieving students often gain scholarships to study A levels at prestigious independent schools.

All students have the opportunity to visit Outdoors in the City, take part in an Outward Bound expedition to Wales or the Lake District and may choose to take the Duke of Edinburgh Award scheme at Key Stage 4.

### Pastoral care/discipline

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







### Introduction by the Headteacher Mark Johnson BSc

#### Ethos and aims

In 2012, St Angela's celebrated 150 years of Ursuline educational tradition. All through those years, the ethos of the school has been embodied in the motto of 'Serviam'. The aims of the school are:

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

#### Specialism/curriculum

The school has a broad and balanced curriculum which helps students to be highly successful up to GCSE and beyond, in our sixth form. The core subjects of English, Maths and Science remain paramount in the school but our curriculum also meets the artistic, musical, linguistic, technological and philosophical needs of the students.

As a Catholic school, Religious Education is compulsory up to GCSE and the majority of our students study modern foreign languages.

Our sixth form is mainly an A-level provider offering 30 individual A-level subjects, with Maths and the Sciences amongst the most popular. Our curriculum offering will allow your daughter to pursue the academic standards demanded by prestigious universities, including Oxford and Cambridge.

#### Achievements

St Angela's is one of Newham's most successful schools. It regularly achieves the highest GCSE pass rates. English and Maths pass rates have been consistently at 80% or above over a long time period and this standard is now

achieved in nearly all subjects at KS4; achievement in KS3 is equally impressive.

Our primary focus is the provision of exceptional teaching and learning to ensure the highest achievement for all. We place a strong emphasis on homework and on the development of our students as independent learners.

St Angela's sixth form is also amongst the most successful post-16 providers in Newham. Students achieve superb A-levels with 50% at A and B grade.

It is no surprise then, with more than 190 students going on to university each year that the centre is in the top 10 providers in the country for progression to prestigious Russell Group universities.

#### Pastoral care

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

St Angela's is a strict and well-ordered school - we believe as it is only in such an environment that learning can truly flourish.

Expectations are high and students are taught standards of behaviour required for their social and working life. The school operates a detention system and uniform is strictly monitored.

The standards of St Angela's Ursuline School are high; we have a 'high praise' culture which encourages the girls to achieve those standards. School awards, commendations and end-of term liturgies play a central role in celebrating each individual student's achievements when she becomes "an Ursuline girl."







### Introduction by the Headteacher **Paul Halliwell**

#### ***“Live, Love & Learn in The Presence Of The Lord”***

##### **Ethos and aims**

St Bonaventure's has a long and distinguished history. Our school has provided the very best education for Catholic boys since 1877. I am certain that you will want your son to be a part of our on-going success.

Our school motto, “In Sanctitate et Doctrina” symbolises what we expect from every member of our school community.

We are a Catholic school founded on Christian gospel values and our school is an important part of the Newham Catholic faith community. Christian principles are at the very heart of all that we do.

We expect everyone in our school to make the most of their opportunities, to learn something new each day, to reflect upon their experiences and to show respect to all that they meet, inside and outside of school. We expect our students to work hard and try their best at all that they do. We assist them by providing the very best learning environment and outstanding teaching. This is all underpinned by an atmosphere of good order, discipline and love.

##### **Specialism/curriculum**

#### **Your Child's Learning**

At St Bonaventure's we provide a balanced curriculum that will set the foundations for increased

life opportunities. We encourage independence and progress through creativity and innovation. Our teachers strive to be the very best at what they do.

#### **Key Stage 3**

All students follow the national curriculum for three years. This gives them the perfect grounding for maximum success at GCSE.

Students are placed in sets according to the KS2 prior attainment and our own baseline assessments which are conducted on entry into Year 7.

All students are given challenging attainment targets and we expect all boys to make good progress.

#### **Key Stage 4**

All students follow compulsory English, Mathematics, Science, RE, PE and a Language. They will also select from a range of option subjects. We have a reputation for the manner that we assist our students to achieve their very best. We are one of the highest attaining schools in England.

#### **Key Stage 5**

Our 6th Form offers an impressive range of courses. We are co-educational and accept boys and girls from a variety of feeder schools. Academic success is hugely important to us and we provide the best opportunities either at university, further training, apprenticeships or employment.

#### **Achievements**

Our last inspection in March 2009, led by one of Her Majesty's Inspectors of Schools, stated that “St Bonaventure's continues to be an Outstanding school.” Since then, results at GCSE and A level have continued to increase. We are very proud of our school and our boys. The Inspectors also support our school mission by saying “St Bonaventure's provides a community where each individual can grow spiritually, academically and socially.”

If you wish to see for yourself the outstanding work that is occurring on a daily basis at St Bonaventure's, do not hesitate to contact us. We always welcome visitors and prospective parents. I delight in allowing others to see the “exceptional care, guidance and support” and the “outstanding teaching and learning” present in our school.

**“My Child is blessed to go here.”**

(Parental comment to Ofsted Inspectors, 2009.)

#### **Pastoral care**

##### **Parental Contact**

We are able to do all that we do, because of the support of our parents. Full cooperation between school and home is paramount. We will contact parents on a regular basis; if at any time you need us, we make ourselves available for you.





## Introduction by the Headteacher Rae Potter

### Ethos and aims

Sarah Bonnell has achievement and well-being at the centre of everything we do in the school. Our motto, which was developed by the students, sets out our school values and provides a clear framework for all members of the school community to follow:

- **Be Proud** - every student is a unique member of our community; we celebrate our history and diversity.
- **Aim High** - we have high aspirations and instil a 'can do' attitude.
- **Work Hard** - 'Figure it out', our music single which was written by students; the chorus line includes 'what you put in is what you get out', a mantra we live by on a daily basis.
- **Be Nice** - our school environment is spacious and well equipped. Respect for ourselves, each other and our surroundings is at the heart of our ethos.
- **No excuses** - we always give 100% to everything we do.



As a result, Sarah Bonnell School is buzzing with positive attitudes and behaviour and is a place where girls can learn and achieve in an environment where they feel safe, valued and encouraged to try new things.

### Specialism/curriculum

We offer a broad and balanced curriculum which meets the needs of all students. Developing high level literacy, numeracy and communication skills are core to our lessons.

- English, Maths and Science have smaller class sizes to ensure learning is tailored to meet each student's needs.
- We have a vibrant linguistic offer; during their time here students have opportunity to study: French, Spanish, Arabic, Urdu, Italian and German alongside a GCSE in a home language.
- In expressive arts we offer whole class instrumental lessons; each student masters an instrument of their choice.
- Learning outside the classroom enriches our curriculum; every year students experience visits abroad and active outdoor residentials.
- We encourage participation in extracurricular activities; our wide range has something for everyone!
- Our successful Business Action Group promotes aspiration through visits, inspirational speakers and opportunities to enhance students' understanding of the world beyond education.

*"From careers insight days to working closely with the school council, I have always been impressed with the level of engagement from the students. The school has a lot to offer prospective students."* Nicola King (Lawyer, Pinsent Masons).

### Achievements

Our results are going from strength to strength and we have seen a 10% improvement over the last four years.

- In 2016, 65% of our students achieved A\*-C English and Maths.
- English results are significantly above the national average for girls placing Sarah Bonnell in the top 5% of the country.

- Results across a number of subjects exceed the national average for girls.
- We have been awarded an SSAT award this year for being in the top 20% of schools nationally for progress.
- Alongside academic success, students have a history of winning prestigious competitions. Recently, a Year 7 team won the Faraday Challenge for creating a prototype solution for an engineering problem using the BBC micro:bits.

### Behaviour

Behaviour at Sarah Bonnell has been judged as Outstanding by Ofsted.

'Students have excellent relationships with staff. Students feel well supported and cared for. They told inspectors they were highly valued, felt their voice was heard and they were encouraged to do the very best they can'.

- We have clear high expectations of behaviour; these are supported by a range of rewards and sanctions.
- The structure of support for each year group consists of a non-teaching Year Leader in addition to a Progress Leader; this ensures each student's progress is monitored and their emotional and educational welfare is supported effectively.
- Our Student Leadership Team support as 'Big Sisters' to Year 7 students.
- We ensure effective partnerships and regular communication between parents/carers and the school.

*"Becoming Head Girl was just a dream for me, and it is only through the wide range of opportunities that have been available to me here, that have enabled this dream to become reality. Sarah Bonnell is filled with so many challenges that not only help to develop young women that will excel academically, but also in the outside world. Here, our community works hard to build the confidence in young women to attain their highest potential."*

**Miriam Okotie-Tomas,**  
Headgirl 2016/2017.





### Introduction by the Executive Headteacher **Peter Hyman**

#### Ethos and aims

Everything we do is aimed at making sure our students grow into extraordinary young people ready to make a difference to the world. We believe in developing the head (academic success), heart (your character) and hand (your creativity and ability to solve problems) of every child.

School 21 has been judged 'outstanding' by Ofsted. The inspectors commented that students make "exceptional progress".

What is different about School 21? We are a small school – with 75 rather than the usual 200 in a year group – so every child gets special attention. Every child is in a coaching group of 12 or 13 – their school family – so that they have a sense of belonging, friendship and support. We believe in every child learning to read, write and speak to an incredibly high level and we have lessons designed to do exactly that.

We have hand-picked teachers who are outstanding at what they do. We believe that teaching should be memorable which is why we have developed project based learning where students produce incredible outcomes that are of real value to the community. We say that the aim of the school is to create "beautiful work", work that has a purpose and a value beyond the classroom. We have at our core two values that mean a lot to every student: integrity (being true to your word) and humanity (being

kind to others). School 21 students are well-behaved and thoughtful. They support each other, help each other and respect each other.

#### Specialism/curriculum

Our brand new facilities and great teachers ensure that all students get the best possible opportunities:

- high quality reading and writing
- a unique speaking curriculum
- well-being lessons to develop grit and resilience
- science lessons in state of the art science labs
- art lessons that stretch the imagination
- drama lessons that develop the well-being of every child
- music lessons and the chance to play a musical instruments
- Spanish lessons and visits to learn Spanish in Spain
- a variety of sports to develop leadership, fitness and team work
- projects that allow these subjects to come alive.

We want every child to find their voice and find their passion.

School 21 is opening a groundbreaking sixth form, Six 21, this year which will prepare students for top universities and great careers.

#### Achievements

We believe in supporting the growth of every child. Students at School 21 make rapid progress in all their subjects. Our Ofsted inspectors described the outcomes of students as "stunning", "extraordinary" and "exceptional". Our aim is for all our students to have the choice of going to a top university and having a great career.

#### Pastoral care/discipline

We have very high standards of conduct and behaviour at School 21. Our students are polite, respectful and care for each other. We expect every student to follow the five Ps of professionalism – punctual, polite, positive, prepared, presentable. It is these high standards that allow all our students to achieve results that are truly impressive.







## Introduction by the Headteacher Andrew Seager MA

### Ethos/aims

We are a mixed, all ability, non-faith school. By learning together we come to understand each other and learn how to be good citizens in a multicultural, multi-faith society. Stressing what we have in common is as important to us as celebrating our diversity.

We have a very strong focus on academic achievement. As an 11 to 16 school the most important thing that we can do for our pupils is to make sure that when they leave us they have the best exam results they can get. If we can do this then our pupils will have a wide range of choices open to them in the next stage of their education.

Our parents are very supportive of the school - visit our website to see the results of our parent surveys.

### Specialism/curriculum

We want all our pupils to go on to

become authors of their own life stories. So our curriculum is designed to make sure that everyone can leave us with the qualifications they need to follow their chosen career route.

As part of our emphasis on Science, Technology and Mathematics we offer GCSEs in Statistics and Computer Science. All students can take the English Baccalaureate, that is GCSEs in English, Mathematics, Double (or Triple) Science, Geography or History and a Modern Language.

**For more details of what we teach see our website.**

How well we teach makes all the difference to how well our pupils do. So this is where we focus our efforts. We have comprehensive guidelines covering most aspects of teaching – lesson planning, marking and homework - and we have systems for checking that we are all doing the right things. And, because we can all improve, we have training programmes to help us become more expert in our teaching.

This is why our Ofsted report was so good (**you can read it on our website**).

We expect our pupils to become independent learners. We set homework every day and we expect it done: pupils who want to can go to our after school homework sessions.

We run a good range of extra-curricular activities (including the Duke of Edinburgh Award Scheme) from Art to Trampolining and everything between: Chess, Debating, Maths

Challenge, Rugby and Music. These help our pupils build the 'cultural capital' they need to compete for the best colleges and universities and the best jobs.

### Achievements

On our website you can see how, over the last few years, our results have steadily improved. And here are two quotes from our May 2017 OFSTED report:

*Leaders have worked effectively to ensure that lessons are well planned and meet the needs of all pupils and teachers typically deliver lessons that engage and motivate pupils to learn.*

### Pastoral care

In May 2017 OFSTED wrote:

*You have shaped an inclusive and welcoming school environment where pupils are safe and feel safe.*

All pupils belong to a 'vertical' tutor group made up of pupils from Years 7 to 11. Older pupils 'look after' younger ones, and younger pupils can learn from older ones. Tutors, with help from the older pupils, induct new pupils (Y7), advise on options (Y9) and on moving on to further education (Y11). The tutor groups are organised into Houses each run by a Head of House.

We have our own Educational Welfare Officer, who deals with attendance and lateness. We have a clear behaviour policy that sets out what pupils, parents and staff should expect of each other. Year 11 prefects help to make sure the school runs smoothly.

**For more information about our behaviour policy and school uniform see our website.**

We are an expanding school, now admitting 300 pupils per year. Our rebuilding programme is complete and we have two new, well-designed, buildings which we are running as 'mini schools'. So, from the pupil's perspective, they go to a small school where everyone knows and can look out for each other whilst at the same time they benefit from the resources available to a much bigger school.





## Introduction by the Headteacher Gillian Dineen

***“Determined, ambitious learners.”***

The Cumberland School is excited to announce that they are currently in discussion with Forest Gate School concerning joining the Community School's Trust.

### **Ethos and aims**

Our aim is to ensure that all Cumberland pupils reach and then exceed their potential. We equip our pupils with the knowledge and skills to develop as individuals, to contribute as citizens and to build happy and fulfilling lives. To achieve this, we:

- Promote learning as an exciting, independent and lifelong activity and broaden pupil horizons and aspirations
- allow pupils to excel: academically, physically, artistically, creatively and emotionally
- provide a curriculum that motivates and meets the needs of all pupils

- develop skills in literacy, numeracy and computing as keys to success
- promote an inclusive school with equality of opportunity for all regardless of race, religion, gender, colour, sexuality or disability
- maintain a school ethos and climate of care and commitment to one another, where individuals are valued, feel safe, are happy and have their achievements celebrated
- support pupils with additional needs or talents and provide mentoring, counselling and support for those pupils and families to remove barriers to success
- promote good citizenship with the values of responsibility, courtesy, co-operation and respect at the core.

### **Curriculum**

Preparing pupils for the workplace in the 21st century requires more than just knowledge and skills. Pupils need to learn how to take responsibility and build confidence, solve problems and work collaboratively, communicate ideas and be creative innovators. The Cumberland School's Year 7 project based learning curriculum is designed to develop these traits, ensuring all of our pupils have an exciting and successful learning journey.

The curriculum is delivered by teachers who are motivated and passionate about their subjects and who are committed to The Cumberland School and its wider community. A high priority is given to literacy and numeracy in order to access essential areas of knowledge and understanding.

The strong foundations and skills we build in KS3 lead to Pathways in KS4 that ensure that all pupils are stretched and challenged to achieve their best. They will follow an appropriate route to success, either the EBacc, Progress 8 or Nurture pathway. Our ambition is that our pupils make better than expected progress in the five years they are with us.

### **Achievements**

Most recent achievements:

- The most significant rise in A to C English and Maths GCSE in the borough in 2016
- Leadership and management and pupil behaviour judged as good by Ofsted in 2016
- Winner of the 2017 Lend Lease Challenge
- Second in the Jack Petchey Speak Out Challenge in 2017
- Winners of a wide range of sporting competitions including football, tennis and basketball.

### **Pastoral care/discipline**

“Students behave extremely well in lessons and show positive attitudes to learning”. Ofsted 2016.

We promote a real sense of inclusivity and community within the school.

We see transition from primary to secondary school as vitally important and we place great emphasis on ensuring that this process happens as smoothly as possible. From the moment pupils arrive at The Cumberland School they are supported by a strong welfare and guidance system.

Pupils are placed in a form group with a form tutor who moves with them through years 7 to 11.

Heads of Year support, guide and challenge pupils as they progress through the school, supported by a learning mentor. Attendance and behaviour is monitored closely and parents are contacted promptly if there are any concerns.

Cumberland knows that working in partnership with parents is the key to success for our pupils and ensures that they live up to our motto: Determined, ambitious learners.







## Introduction by the Headteacher **Wendy Bower** **BA Hons, NPQH**

### **Ethos and aims**

The Royal Docks Community School is a special place, with high standards and expectations for all members of our community. We are proud to be a member of the Co-operative Trust.

Within our safe, positive and family-centred environment our pupils are keen to work hard and do well. I would like to take this opportunity to recognise the devotion and commitment of staff at our school who go beyond the call of duty to support the 'relentless pursuit of excellence for our pupils (Ofsted 2015).

Bringing confidence and ambition to our students is one of our key priorities and has led us to successfully build partnerships with the East London Teaching School Alliance, SCITT, British Council International Links, Vanquis Bank, The National Literacy Trust, Outward Bound, Felsted School in Essex, Warminster School and links with Livery Companies in the City.

### **Curriculum**

We provide a traditional academic curriculum with high levels of challenge to encourage and support students to aspire to further and higher education and the world of work.

Our school has secured a good number of exciting partnerships to

support us in fostering aspiration and ambition. The East London Business Alliance (made up of many corporate partners) will have brought, by the end of this academic year, a corporate or business opportunity to all pupils in all years. All year groups sit formal Summer Progress Exams each year and these are reported to parents/carers as GCSE results. Our partnership with The Outward Bound Trust is now embedded within our curriculum: all pupils in KS3 will be invited to take part in a fully funded residential expedition to an Outward Bound centre.

Mr Andrew Overton, Governor, and London Livery Company member, has brought, and continues to bring opportunities for our pupils to visit the Livery Companies within the City of London.

### **Achievements**

We are utterly determined to secure The Royal Docks Community School as a truly inspirational centre of learning and excellence. Currently we have six pupils studying at KS5 who have earned scholarships in

prestigious Independent schools (including Felsted, Warminster and Christ College) for the next phase of their education. In 2016, our outcomes were in line with national average, and exceeding national average for the most able pupils.

### **Pastoral care/discipline**

We have very high expectations and standards of behaviour; with pupils being motivated to succeed through an innovative rewards programme. We have a dynamic and proactive pupil leadership team, mirroring the school's senior leadership team, which actively contributes to our respectful and aspirational school.

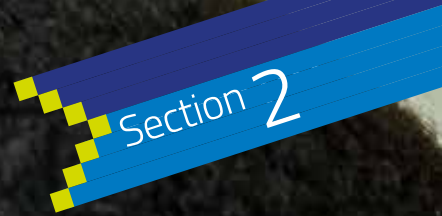
Our ethos is supportive and caring and demands the very highest levels of respect for self, others and our community.

We welcome visits from parents and families to tour our exciting and vibrant school in action. Come and see why 99% of our parents would recommend us and why the number of pupils and parents choosing The Royal Docks Community School has increased over recent years.





# How to apply for a secondary school place



Section 2



# Important dates for admission to Year 7 in September 2018

For children born 1 September 2006 to 31 August 2007

## 1 September 2017

The Pan London eAdmissions portal opens for secure online applications. You can find this via your local council's website. The 'Starting Secondary School' guide is published at [www.newham.gov.uk](http://www.newham.gov.uk)

## 1-12 September 2017

Paper copies of this guide are delivered to junior and primary schools. Schools then issue a copy to the family of each Year 6 pupil. Most schools keep records of who the guides are issued to and when.

For Newham families whose Year 6 child attends a primary school outside of the borough, Newham Council makes every effort to establish who these families are and their contact details so the guide can be sent directly to their home. As we cannot guarantee that the local authority has each child's current home address, all parents/carers should visit [www.newham.gov.uk/secondaryadmissions](http://www.newham.gov.uk/secondaryadmissions)

## September – October 2017

Secondary school 'open evenings' are detailed on pages 6-7.

Families should try to attend every open evening, even if you think you know the schools you will be naming on your form. The information given at open evenings may change your mind.

## Deadlines

- For handing in your application to your child's Newham primary school **Friday 20 October 2017 by close of school office**
- Postal applications to have arrived at Pupil Services **Tuesday 31 October 2017 5pm GMT**
- For applying online **Tuesday 31 October 2017 11.59pm**

The application is known as a Common Application Form (CAF). If you have submitted by 31 October 2017 but it is not received by Pupil Services until after this date it will be treated as a late application (see page 33). We can only back date your application if we have proof of receipt from your child's current school. No other proof of postage will be accepted.

If you apply online, you will receive an

acknowledgement email as soon as your application is received. If you do not get an email your application will not have been successfully submitted so you must log in again before 11.59pm on 31 October 2017 to review your application and submit.

## 31 October 2017 – national closing day

The Pan London eAdmissions online application portal closes for new applications and changes on 31 October 2017 at 11.59pm. This is the deadline for applications to be processed as on time.

This deadline also applies for those who wish to change their school preferences or rank order. If changes are submitted and received after 31 October 2017 they will be considered as late applications and the application received by the closing date will be used.

Any other change, such as address or preferred school, notified after this date will be treated in the same way as late applications.

Applying online gives you the maximum amount of time to complete and submit your application. You can do this at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) If you do not receive a confirmation receipt from eAdmissions, your application has not been accepted and this may be as a result of missing information. All you need to do is log into eAdmissions again using your password and review the application you created, then submit it again.

## 31 October 2017

If you are naming a voluntary aided faith school as one of your preferences you will be required to submit a Supplementary Information Form (SIF) as well as your main application if you want your child to be considered under any of the faith based criterion. For the two Catholic schools in Newham all SIF's must be delivered to the school no later than the close of school on 31 October 2017. For voluntary aided faith schools outside of Newham you need to check with the school for the closing date for the SIF.

If you do not meet this deadline your application will only be treated as 'on time' if your CAF was received by 31 October 2017. However a school's governing body may be unable to rank your application correctly as the SIF holds the information they need to do this.

## 1 November 2017

Applications (CAF's) received from this date will be processed as late applications. This means they will not be considered until all the on time applicants have been given their places.

## 14 November 2017

If you have named out of borough school(s) on your application form, Pupil Services will inform the local authority (LA) of those applications by this date via secure data exchange.

## 1 March 2018 – national offer day

Families who applied online can log into the eAdmissions site during the evening of 1 March 2018 with your offer details. Offer letters are sent by 1st class post to all Newham residents who applied by 31 October. Applications received from 1 November 2017 to 16 February 2018 will be processed as 'late' applications but they will receive their offer letter on the same day as 'on time' applicants.

## Mid May 2018

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

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

## May 2018 onwards

Offers and alternative allocation continue for late applicants with outcomes being issued usually within a maximum of 10 days of receipt by Pupil Services.

Admission appeal hearings are held.

**Induction days for the majority of Year 6 children will take place at the secondary school they have been offered for September 2017 entry on Thursday 29 June 2017, if the secondary school is in Newham.**

# Transition from primary to secondary school

Applying for Year 7 starting in September 2018 for children born from 1 September 2006 to 31 August 2007

## Information and application process

### Pan London admission scheme for children moving from primary to secondary school

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

#### What this means for you

If you are a Newham resident, you only need to apply to Newham Pupil Services (even if you want to apply for an academy or a secondary school place outside Newham). You can put these schools on the application form we provide, as one or more of your named schools. You must find out about the out of borough schools by contacting those boroughs and giving us the details of the school on the application form.

We will pass your information onto the other local

authorities using a secure encrypted data exchange. Every school has their own admission authority who determines the rank order (priority order based on their admission criteria). For community schools this is the local authority but many own admission authority schools devolve their responsibility back to the local authority.

Using the rank information from the admission authorities Pupil Services determine the highest single offer that can be given to each child. All families who have applied will receive notification of the school from their preferences they have been offered or the alternative being allocated on national offer day 1 March 2018. The paper outcomes will be posted on this day and the online outcomes will be available to view that evening for families who applied online through eAdmissions.

Every child in the country who has applied by the national closing date of 31 October, will be notified of their school on national offer day 1 March.

We need to work with other boroughs, so the deadline dates for you to apply are even more important.

Please see the important dates on page 31.

### Applying for a secondary education

You can name up to six schools you would prefer your child to attend; if you want to name more you must contact Pupil Services. Please remember the more schools you name, the more your child will be considered for. Before naming any schools, we recommend you visit them and read their prospectuses. If you wish, you can write on the form the reasons you prefer each school you have named. For example these might include your religious and philosophical views. Do as much research as possible or you want to. Please remember for schools in Newham we cannot take medical reasons or religious and philosophical views into account at this stage of the processing as they do not form part of our admissions oversubscription criteria. If you apply using a paper application form, check, sign and return the form to your child's primary school.

**Please note that we cannot automatically reserve a child a place in any establishments, not even your local school or the school where your other children attend. We can only consider**

**schools you name on your common application form (CAF).**

**We strongly recommend you name your local secondary school as one of your six preferences. Unless your child has a sibling at the school, your local school will be where they have the highest priority for a place except where this is a faith school. Please note: this does not guarantee you will get a place at your local school.**

#### How do I apply?

You need to complete an application form (CAF). The easiest way to apply is online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) – see page 8 for more details.

If you do not want to apply online copies of the paper application forms are available:

- from Newham Council on 020 8430 2000

After 23.59 on 31 October 2017 the eadmissions online portal will close for on time applications but will continue to be open for late applicants. If you apply late you will 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. Please be aware that 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 page 59.**

#### Parent/carers responsibilities

As a parent or carer of a Year 6 child, it is your responsibility to ensure you follow the application process correctly. For example your child may not get offered a place in the school you were hoping for if you miss the deadline for 'on time' applications or you do not fill in all the information required by forgetting to put in the name of their older sibling who attends the school.

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



## Faith Schools' Supplementary information forms (SIF)

- It is your responsibility, as the parent/carer to obtain, complete and return any supplementary information forms (SIF) for the faith establishments you have named as preferences on your application form, whether the schools are located in or outside Newham.
- If you name one of Newham's Catholic secondary schools, (St Angela's or St Bonaventure's) as one of your preferences, you **MUST** complete and submit a SIF, if you want to be considered under the faith based criteria. If your child goes to a Newham Catholic primary school, that school will give the form to you. If not, you must obtain the SIFs you need from the school, [www.newham.gov.uk/secondaryadmissions](http://www.newham.gov.uk/secondaryadmissions) or by calling the school.
- If you are applying online, you must not attach your SIF to your application as it will not be considered. SIFs must be completed and returned to the school you are applying to by post or by hand.
- Many schools outside Newham also expect you to fill in an extra form. Please check with those schools about how they do their admissions and if you need to complete additional forms. You also need to check when you have to get those forms back to the school. We are sorry that we cannot obtain this information for you.

## Late applications received after Tuesday 31 October 2017

If we receive your completed application form after the national closing date - 31 October 2017 - it will be a late application. If you are applying by post your application will be considered as late if it is received by Pupil Services any time after the last post they receive on **Tuesday 31 October 2017**.

Late applications cannot be back dated 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.

From the table on pages 36-37, you will see that the majority of our school places are offered to 'on time' applicants and some schools had places remaining that could be offered to late applicants.

The majority of 'late' applicants do not gain a place at any of their preferred schools and are then 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.

We strongly recommend that if your child attends a Newham primary school and you do not want to apply online, you should return the application form directly to the school rather than using the postal system as this is not guaranteed delivery. When we have processed all the 'on time' applications we ask our primary schools to check our files against their lists. This means if your application form has not been processed they will be able to tell us immediately it should have been so we can take the necessary action.

## The home address we use to determine offers

The borough where you live will notify you of the outcome of your application.

The address we use to determine offers will be the child's home address as at national closing date 31 October 2017. It is the applicant's responsibility to notify Pupil Services of any home move during the process. Failure to notify us of a home move could result in a place being withdrawn as the offer may have been made using incorrect information.

## If you do not want a Newham secondary school

We would like all Newham children to attend a secondary school in Newham but if you are interested in schools outside the borough we strongly recommend that you apply for your local Newham school as

well, just in case your child does not get a place at an out of borough school. If the school is in another London borough or one of the county councils next to London, for example, Kent, you should apply for that school by naming it on the Newham application form. Please state which borough or council the school is in, and we will pass on your information to them. You cannot apply to those boroughs or councils direct.

If you are a Newham resident and you only apply for schools outside of Newham and none of your applications are successful, we will allocate your child an alternative place at the closest school to your home address that has a place available. This may not be a school that is close to your home as all their places may have already been offered to other children.

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

Complete the online application form or request a paper form from a Newham primary school or by calling 020 8430 2000. We strongly recommend that you apply for your local Newham school as one of your preferences. If you prefer a secondary school outside of Newham, as a Newham resident you should still follow the process outlined in this guide but should read the composite prospectus of the borough you are applying to see how the schools you are interested in offer their places.

## If you live outside Newham

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

## If you move out of Newham

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

## If you change your address

We will use your address at the national closing date 31 October 2017. If you change your permanent address before Monday 31 October 2017, we will use the new address – if you provide the required proof (see pages 58-59). After 31 October 2017, we will use the previous address to determine which school place we offer/allocate. If you move after submitting your application, you must notify Pupil Services in writing of your new address. If you want to change your school preference because of the move, this will be treated as a late application. You must provide the necessary proof of address. We will only consider a child's new address when they have actually moved in. If you have applied online and move to another borough you must contact the borough you were living in when you created your admissions online account to make the change.

## What the law says about schooling

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

In Newham, if parents/carers of a school aged child who is residing in this borough fail to provide suitable education and refuse to complete a CAF, we reserve the right to allocate their child a place at the closest school to the child's home with a

place available at that time. Where the child has a sibling at a Newham school, in the first instance we will try to allocate a place at the same school if a place is available at the time.

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

## Acceptance or refusal of offer

If you have been offered a place at a school in Newham, we will update our database to show you have accepted the place – this means you don't have to take any action. For schools outside Newham you must tell us if you want to accept the place using eAdmissions or by emailing [pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk)

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

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

If we are unable to offer a Newham child a place at any of your preferred schools because all the available places were offered to other children with a higher priority for those places, (see pages 53-56) we will allocate your child an alternative place at the closest available school to your home that has a place. This may not be close to your home and may be on the other side of the borough.

## Waiting lists

Waiting lists are created for all schools in Newham on 2 March 2018, after the 'on time' applicants' offer letters have been posted.

Admission Authorities are required by law to organise school waiting lists in accordance with their own admissions criteria, they are not first come first served, so your child can go down as

well as up a school's waiting list.

As waiting lists must be organised in accordance with our admissions criteria, late applicants are not disadvantaged. This means they do not automatically go to the bottom of the list. On the day the waiting lists are created the date you applied is no longer relevant, so each child is added in their rightful place irrespective of when their parent/carer applied.

Your child will automatically be added to the waiting list for any schools that you have named as a higher preference than the school your child was offered, until the last school day in December 2018.

To be included on the waiting list for any school after December 2018, you should check the website for the local authority where the school is located to find out the procedure.

The waiting list for Newham maintained schools are cleared on the last day of school each term (autumn, spring and summer). Each application form you submit replaces the last. If you are on a waiting list for a school and you submit a fresh form without naming that school as one of your current preferences, your child's name will be withdrawn from that school's waiting list. So for your child's first year in secondary school, the first time you would need to reapply to be on a waiting list is December 2018. To remain on the waiting list, you must complete a Newham secondary school transfer form and then ensure your child's current school, if in Newham, completes their section and returns it to Pupil Services.

For information on waiting lists for academy, free schools and voluntary-aided schools check their websites or pages in this guide.

## How to use the offer information table on pages 36-37

The table is provided to help you consider whether your child is likely to be offered a place at a school in Newham. The table tells you about the number of applications made to each secondary school for admission in September 2017.

Please use this information as a guide as the application rates may not be the same for this year. Information on home to school distances is provided on page 55.

# PRIZE

# DRAW



**WINNERS  
2016**

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

**When you apply online:**

- your child's details are safe and secure
- you will receive a confirmation email as soon as you have successfully submitted your application
- you can log in and change your school preferences any time right until 11:59 on 31 October 2017
- you will receive an email during the evening of 1 March 2018 informing you of your child's offer.

**To apply online you need to register at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) after 1 September 2017 to create a password and start your application.**

**To make sure you apply on time, apply online [www.eadmissions.org.uk](http://www.eadmissions.org.uk)**

## **Prize draw terms and conditions:**

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

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

**Package 1:**

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

- x4 long sleeve buttoned shirt
- x4 polo shirts

**OR**

**Package 2:**

- x1 School blazer (purchased from selected uniform store)

**The winners will be chosen at random after the national offer date of 1 March 2018. Winners will be notified within 28 days of the draw. Winners will need to provide the correct size of the uniforms when requested.**

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



# Primary to secondary transfer for September 2017

## Offer information for on time applicants at National Offer Day 1 March 2017

This section shows the breakdown of offers and alternative allocations for each secondary establishments in Newham for year 7 in the 2017/18 school year. It may help you to decide which schools to name as your preferences. For information for past years visit the Newham website.

	2	3	4	5	6	
School	Actual Places	On Time Applications	EHCP or Statement	Looked After	SEN Other	
Bobby Moore Academy	120	436	0	0	0	
Brampton Manor Academy	384	2291	2	4	0	
Chobham Academy	180	1172	<b>See page 74 for 'On time' offer categories</b>			
East London Science School	125	448	<b>See page 69 for 'On time' offer categories</b>			
Eastlea Community School	240	319	3	1	3	
Forest Gate Community School	241	987	2	0	0	
Kingsford Community School	330	792	4	2	0	
Langdon Academy	360	941	0	0	4	
Lister Community School	270	901	2	1	4	
Little Ilford School	300	888	0	1	5	
Oasis Academy Silvertown	90	196	0	0	0	
Plashtet School	300	917	0	2	0	
Rokeby School	180	331	3	0	0	
St Angela's Ursuline School	186	505	<b>See page 62 for 'On time' offer categories</b>			
St Bonaventure's Catholic Comprehensive School	210	478	<b>See page 65 for 'On time' offer categories</b>			
Sarah Bonnell School	270	780	1	0	0	
School 21	80	792	0	1	0	
Stratford School Academy	330	1095	<b>See page 70 for 'On time' offer categories</b>			
The Cumberland School	310	797	1	1	4	
The Royal Docks Community School	240	428	1	0	2	
<b>Totals</b>	<b>4746</b>	<b>15499</b>	<b>22</b>	<b>16</b>	<b>22</b>	

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

### KEY

2. Places – the number of places available at the school for Year 7 for September 2017
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) & Statements – children with statutory SEN or EHCP, those where a school is receiving 'exceptional resource funding' and those who access physical access difficulties or other partial disability that requires a particular placement. 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. SEN other - SEN without a statement
7. P/A & Sib (Sarah Bonnell School only) – children offered a place who live in the

			7	8	9	10	11	12	13	
	Staff Child	Link & Sib	Link	P/A & Sib	P/A	Sib	All Other	LA ALT	Total	Distance of Final Offer
	0	0	0	0	0	0	120	0	120	3.194
	0	0	0	0	0	151	227	0	384	0.794
<b>See page 74 for 'On time' offer categories</b>									95	N/A
<b>See page 69 for 'On time' offer categories</b>									123	N/A
	0	0	0	0	0	33	68	10	118	N/A
	0	0	0	0	0	72	167	0	241	1.156
	0	0	0	0	0	61	218	45	330	N/A
	0	0	0	0	0	88	234	18	344	N/A
	0	0	0	0	0	85	178	0	270	1.184
	0	0	0	0	0	78	216	0	300	0.679
	0	0	0	0	0	10	56	2	68	N/A
	0	0	0	0	0	71	227	0	300	1.024
	0	0	0	0	0	14	64	1	82	N/A
<b>See page 62 for 'On time' offer categories</b>									186	3.517
<b>See page 65 for 'On time' offer categories</b>									210	1.688
	0	0	0	20	75	25	149	0	270	2.979
	0	0	0	0	0	25	54	0	80	0.75
<b>See page 70 for 'On time' offer categories</b>									330	N/A
	0	0	0	0	0	56	124	43	229	N/A
	0	0	0	0	0	270	89	5	124	N/A
	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>75</b>	<b>850</b>	<b>2508</b>	<b>158</b>	<b>4204</b>	

school's priority area and have a sister on roll at the school or a brother on roll at Rokeby School in Years 7-10

8. P/A (Sarah Bonnell School only) – children offered a place who live in the school's priority area but do not have a sibling on roll at the school
9. Sib – children offered a place who have a sibling on roll at the school who is reasonably expected to be on roll in year groups Sept 2017

10. 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)

11. LA ALT – 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)

12. Total – the total number of 'on time' applicants offered a place at the school on National Secondary School Offer Day (1 March 2017)

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.

# In Year admissions

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

## Finding a secondary school place in Newham for:

- new arrivals from abroad
- new arrivals from elsewhere in the UK
- children returning to Newham
- children living in Newham but educated in another borough who now want a place in Newham

## Information and application process

As a parent or carer, you must make sure all your children of compulsory

school age (5-16 years) are suitably educated. The local authority (LA) must make sure there are enough places across Newham for all school aged children resident in the borough.

Between all the secondary schools, there are enough places for all children resident in the borough. However, each secondary school has a limit on how many children it can take in each year group. This limit is called the admission number.

For admissions for September 2012 onwards, the governing bodies of state funded independent schools have the legal right to withdraw from the 'in year' co-ordination process at any time. Check the website for of the school you are interested in for the latest information at the time when you are applying. At present for all schools except Chobham Academy you apply through the Newham Pupil Services. For Chobham Academy you must apply direct to the school.

## Summary of the 'In Year' admission system for 2017/2018 school year

Every year Newham Pupil Services receives over 1500 new 'In Year' admission applications from parent/carers for their children who have recently moved into or returned to Newham or just want their child to attend secondary school in Newham for the first time. In additions we have over 800 applications from families who want to change their child's school because, for example, they have moved address.

### What this means for you

If you are a Newham resident, you only need to apply to Newham Pupil Services (unless you want to apply for a school outside Newham or Chobham Academy). For applications for schools outside of Newham, contact the local authority the school is in, or visit their website, for information on the application process. If you are not a Newham resident but want to apply for any schools located in Newham you can name up to six state funded schools (non fee paying) on our application form. Visit [www.newham.gov.uk/inyear](http://www.newham.gov.uk/inyear) for more information and apply online. Alternatively, call 020 8430 2000 to request a Common Application Form (CAF).

The governing bodies of Newham's academies, free school and voluntary-aided faith school (see page 9 for details) are Own Admission Authority Schools and will make decisions on their own offers, but will advise us and we will let you know the results.

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

You have the right to name any schools as your preferences. We strongly recommend that you use at least one of your six preferences to name your non-faith local secondary Newham school where most children will have the highest priority for a place. If you apply using the online form you will receive an automatic acknowledgment to confirm that your application was successfully submitted. If you apply using a paper form you should receive an acknowledgment letter within five working days. Remember if you do not receive an acknowledgment it might mean that Pupil Services have not received your application so it is important to call and check 020 8430 2000. We aim to start processing all applications with three working days of receipt, so you should receive an acknowledgment within five working days. If you do not receive this by the sixth day please call us for advice.

Through this co-ordinated process, you will now receive the highest of your named preferences available. This offer will usually be made within ten school days of your application being received in Pupil Services.

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

**The admission arrangements for the 2017/18 school year can be found at [www.newham.gov.uk/changingschools](http://www.newham.gov.uk/changingschools) or call 020 8430 2000. Do not refer to the admission arrangements in this guide as these are for the 2018/19 school year.**



Apply online for a place at [www.newham.gov.uk/inyear](http://www.newham.gov.uk/inyear) or call Newham Council on 020 8430 2000 to ask for an in year common application form. Then use the process below to make your application.

- Decide which school(s) you would like your child to go to. We recommend you visit the school(s) you are considering - make an appointment before you go.
- If you want to apply for a school outside of Newham, visit their website for details.
- Although you have the right to apply for schools that are outside of Newham, we strongly recommend that you also apply for your local Newham school as this will be the school where your child has the highest priority for a place.
- If you have applied using a paper form, return it to:  
Pupil Services, PO Box 69972,  
London E16 9DG

- We aim to add your application to our database within three working days of receipt by Pupil Services, which may be a few days after it is received in a council office. This means, if you use first class post, it should be on our database within five working days of you posting it. We will send you an acknowledgment explaining what happens next; this will be by email if you apply online or if you supplied your email address on a paper form. If you do not receive this within seven working days of sending your application call us on 020 8430 2000 for advice.
- By law all school places must be offered in accordance with each school's own admissions over subscription criteria. For admissions arrangements for the school year starting 2017, visit [www.newham.gov.uk/secondaryadmissions](http://www.newham.gov.uk/secondaryadmissions) for all schools located in Newham.
- Pupil Services aims to have a decision from all the schools you

have named as your preferred schools within ten school days of receiving it. Remember this is school days so, if you apply just before or during a school holiday, the school will not be available to consider your application until they return to work after the break.

Your child can only be offered a place at the school you prefer if there is a place. If your child has lost their place at a Newham school because of an extended or unauthorised visit or holiday abroad, there is no guarantee that your child will be offered a place back in that school when you return to Newham, even if you name it as one of your preferences on your application form.

If there is a suitable vacancy for your child at your preferred school we will offer you a place. If not, we will then consider the school you have named as your second preference. If that school does not have a suitable vacancy, we will consider your third preference and so on until your final



preference named on the application form. If we cannot offer a place at any of your preferred schools, we will allocate an alternative place at the closest school to your home address that has a suitable vacancy. It is possible that this may be on the other side of the borough as all schools closer may be full.

We will automatically put you on the waiting list at your preferred schools (see page 51).

If you are applying for more than one child to attend a Newham secondary school and we are unable to offer them both a place at your preferred school, we may contact you to ask if your priority is for all the children to be in the same school or if your priority is for your preferred school and for any of your children to be offered a place. This would mean you agree for them to be in different schools.

If you are unhappy with the school offered because it is not your 1st preference or is an alternative allocation you do not have to accept it but we strongly recommend that you visit the school and speak to the head teacher before making your final decision. In most instances after visiting a school and finding out more, families are happy to accept the place even if they didn't think they would like it.

If you still chose not to accept the place you must notify Pupil Services in writing at [pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk) of the alternative arrangements you have made for your child's education.

### Appeals

If your child does not get a place at your preferred school you have the legal right to an independent appeal hearing (see page 77).

**The Human Rights Act allows parents/carers to give religious and/or philosophical reasons for wanting a particular school place. The local authority is required to take these into account when it can. In practice, this means we can only take this into account if the school has enough places. In cases where we have more applications than places for a school, we will follow our admissions criteria to decide which children are offered a place.**

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





# Changing secondary schools within Newham

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

### Think carefully before you transfer! Think about the impact on your child's education.

Please think very carefully before you decide to apply to move your child from one school to another. You could be damaging your child's chances of doing well at school.

You will know that stability in your child's life is important. Remaining in the same school is part of your child's stability. Moving to another school means that your child may be 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.

If you are trying to change your child's school because they are having problems, please speak to staff at the school before applying for a transfer as they may be able to resolve the problem and stop your child having to go through the upheaval of changing schools.

If your child is studying for their GCSEs, it is possible that the new schools you prefer do not offer the same options/subjects as their current school. If they do offer the same options/subjects they may use a different examining board and therefore be following a different syllabus so any work they have already done may not be relevant. Changing GCSE courses can have an adverse effect on your child's exam results.

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

Changing schools is a big step to take for any child whatever their ability. You need to consider carefully if this will really benefit your child both academically and for their social well being and development. We recommend that before you ask for a transfer, you discuss your reasons with senior staff at your child's current school. They will be happy to talk over any concerns and help put matters right. If you are thinking of changing schools because you think they are being bullied or seem very unhappy you must talk to their school immediately. If you have taken these steps but still want to apply to change their school, you must:

- Decide which school you would like your child to go to. We recommend that you visit any school you are considering, and make an appointment before you go.
- apply at [www.newham.gov.uk/inyear](http://www.newham.gov.uk/inyear) or by calling Newham Council on 020 8430 2000.
- take the Common Application Form (CAF) to your child's current school. This will give you another chance to discuss the issue with school staff and consider whether the move is in your child's best interests. The school will send the form back to us.

Pupil Services will send you an acknowledgement of your transfer application, if they are unable to offer your child a new school place within five days of receiving the form.

If you do not get a letter offering your child a new school place or an acknowledgement letter within seven working days of you giving the form to your child's current school, please call Newham Council on 020 8430 2000 for advice.

Remember, applying for a transfer does not guarantee a place at your preferred school.

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

### How we offer places

For admission for the school year starting September 2017, visit [www.newham.gov.uk/changingschools](http://www.newham.gov.uk/changingschools) or call **020 8430 2000** for the admission arrangements for all schools located in Newham.







## Waiting lists

Please see waiting list information on page 51.

If your child is already in school in Newham, or you have been allocated a place and your child has not yet started at the named school, we will only make another offer if one of your preferred schools has a reported vacancy and your child has the highest priority of those waiting.

## Academies and free schools located in Newham

If you want to apply for your child to move from their current Newham school to an academy or free school, you must name them on your Newham application form.

## Schools outside of Newham

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

**For admissions for September 2012 onwards, the governing bodies of the state funded independent schools within Newham have the right to withdraw from the 'in year' co-ordination process at any time. Check their website for the latest information at the time when you are applying.**

## Appeals

If your child does not get a place at your preferred school, you have the legal right to an independent appeal hearing (see pages 77).

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.**



# Determined School Admission Arrangements for Secondary Schools

For entry from September 2018

The Governing Body of each Own Admission Authority School located in Newham, has the option to adopt part or all of these arrangements.

See Appendix 3 for full details



# London Borough of Newham

## How places are offered: Determined Admission Arrangements and Over-subscription Criteria

For entry from September 2018 onwards

### Introduction and overview

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

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

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

Admission arrangements for state funded non fee paying independent academies, free schools, university technical colleges (UTC) and voluntary aided faith schools located in Newham are set by their own Academy Trust/Governing Body, who are the Admission Authority. They are responsible for drafting, consulting and determining their own admission arrangements. However, all of the state funded independent academies, free schools, UTC's and voluntary aided faith schools located in Newham are given the option to adopt these arrangements and/or oversubscription criteria. Details of

which establishments have fully or in part adopted these arrangements and the oversubscription criteria can be found on Appendix 2

Where the applicants exceed the Published Admission Number (PAN) for a school, the Local Authority or the governing body of an own admission authority school, will strictly apply their published arrangements to determine which applicant's children will be offered the places available.

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

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

Determined admissions arrangements for all state funded educational establishments can be found on their own website and for those located in the borough on the Newham website.

They are also available upon request from the relevant school/academy and the local authority where they are situated.

Whilst not all school are maintained by the local authority, LB Newham has the duty to provide a school place or education otherwise for all children of compulsory school age resident in the borough irrespective of their immigration status including those from families with no recourse to public funds.

All parent/carers of children of compulsory school age (5 to 16) are required by law to ensure that they receive suitable education by regular attendance at school or otherwise.

Failure to comply with this duty can lead to prosecution

To ensure all children of compulsory school age receive suitable education their parent/carers must apply for a school place or notify the local authority 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 taken against the person(s) with parental responsibility.

In Newham if parents/carers of a school aged child who is residing in the borough fail to provide suitable education and refuse to complete a 'common application form' within 15 days of our request we reserve the right to apply on their behalf and allocate their child a place at the closest school to the child's home with a place available at that time. Where the child has a sibling at a Newham school, in the first instance we will try to allocate a place at the same school if a place is available at the time. If the school is full we will then allocate a place at the closest school to the child home where a place is available.

### Special Educational Needs

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

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

### Associated regulations, statutory guidance and information

This document should be read in conjunction with:

- School Standards Framework Act 1998
- School Admissions Code (2014)

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





- Admission Appeals Code (2012)
- Admission of Crown Servants (2015)
- Children Missing Education (2016)
- Pan London Scheme for 2018 entry

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

For year 7 entry for the academic year 2018/19 starting in September 2018, all families with a children with a date of birth between 1 September 2006 and 31 August 2007 inclusive 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, Pupil Services.

For admissions purposes the home borough is where the child lives and not where their parent/carer lives if this is different. In the case of a Looked After Child the application must be made to the borough where they are living at the time of application and not the local authority who is responsible for the child.

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

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

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

For 'In Year' admissions and from Year 7 2018 entry, where the application is being submitted after 31 August 2018:

- Newham residents wanting to apply for any schools located in Newham expect Chobham Academy must use LB Newham's 'In Year' common application form (CAF) [www.newham.gov.uk/admissions](http://www.newham.gov.uk/admissions)
- Newham residents wanting to apply for schools outside of the borough must check the website for the borough where the school is located to obtain details of the application process.
- Families from outside of Newham who want to apply for a school/academy located in Newham

except Chobham Academy must apply direct to LB Newham Pupil Services [www.newham.gov.uk/admissions](http://www.newham.gov.uk/admissions) Newham Pupil Services will notify the family and their home borough of the outcome.

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

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

### 1. Compulsory school age and school leaving age

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



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

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

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:

- stay in full-time education, e.g. at a college or school sixth form
- start an apprenticeship or traineeship
- full time employment combined with part-time education or training.

## 2. Published Admission Number (PAN)

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

Department for Education capacity formula.

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

To determine the number of forms of entry in a year group (classes) you divide the PAN by 30.

In some cases the result may include 0.5 of a class which is possible where the accommodation is in an old building with small size rooms.

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

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

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

## 3. Additional places and capping

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

These additional places can be delivered through bulge classes for specific year groups that will continue through the school year on year until the bulge expires at Year 11 or temporary over allocation being places available for a fixed mutually period.

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

determining the potential impact on residents and schools.

#### 4. Children from overseas

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

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

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

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

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

#### 5. National closing and offer days

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

National closing – 31 October, preceding the year of entry.

Applications received by LB Newham Pupil Services by midnight on this date will be processed as on time and those received after will be processed as late. It is important to understand that late applications cannot be considered for a place until all on time applicants have been provided with places.

This means families who apply late are greatly reducing their opportunity to gain a place at one of their preferred schools.

National offer day – 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. All applicants are posted an outcome using 1st class post on national offer day. Where the application was made online, via the Pan London eAdmissions portal the outcome will be available online during the late afternoon/early evening.

Late applicants who apply by the third Friday in February in the year of expected admission will be sent their outcome on national offer day. Applicants received after this date will be sent their outcomes within 10 days of their application – with the first offer day being five days after national offer day.

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

#### 6. School applications.

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

For normal and in year applicants Newham does not automatically reserve any child a place at the:

- school closest to their home;

#### OR

- school where their child formerly attended;

#### OR

- school where their child attends Saturday school or other clubs/ extended services;

#### OR

- school where their siblings or relatives are or used to be on roll;

#### OR

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

#### OR

- school where their parent/carer works.

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

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

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

All applicants are given the opportunity to supply their religious, philosophical, medical, personal or social reason for wanting a school place at the time of application.

Primary to secondary school transition applications for Year 7 admission in the next academic year received by the published national closing date 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 reception after the deadline (see above).

In this instance the latest application received before closing date will be used to determine the initial allocation and the change of preference will be processed as a late application.

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

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

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

All school places are offered based on the child's date of birth, their academic ability cannot be taken into account at the time of application.

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

All school places in Newham are offered for a specific year group based on the child's date of birth not their academic

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

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

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

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

### **8. Siblings.**

For admission purposes a sibling is defined as:

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

This includes:

- Adopted siblings<sup>2</sup>
- Step-sibling through marriage,
- Common law step-siblings
- Children subject of a residence order and foster children (only those "looked after" by any local authority).

Examples of those who will not be considered as siblings:

- Cousins, aunts, uncles, friends, other family members living in the same home,

- Other children living in the same household who are not included in the list above,
- Children who share the same child minder or private fosterer.

The named siblings must be living at the same address as the child on the application, at the time of the application. For normal admissions, primary to secondary transition, the national closing date will be used as the application date for all applications received from 1 September to 31 October preceding the academic year of entry. Sibling connections and addresses will be verified by Local Authority in partnership with the preferred school, so it is essential that families ensure they inform their child's school of any address change.

Any sibling connection will count if the sibling is in the sixth form and reasonably expected to be on roll at the time of entry of their sibling but a sibling connection does not count when the sibling is attending the school's nursery class, even where it is an All through school with a nursery, irrespective of their age.

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

If a child awaiting a school offer or is 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 Pupil Services in writing ([pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk)) of the sibling's enrolment details for the child's priority for a place from the

<sup>2</sup> 1 An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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

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

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 school's roll following the submission of their application their parent/carer must notify Pupil Services in writing ([pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk)) of the sibling's leave date so the child's sibling priority for a place can be withdrawn.

### 9. Change of home address

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

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

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

If they are applying for a Year 7 class for next September entry, if the address change is prior to the national closing date 31 October

preceding entry, it will be used to determine the offer or alternative allocation for national offer day in March. If the change is after the national closing date it will be used as a correspondence address only until the day after national offer day, at which point it will then be used as the address for admissions purposes.

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

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

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

### 10. Verification of Home Address

All offers and alternative allocations in Newham are conditional on the information 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 false address is made, a thorough investigation using all available resources will be made.

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



## 11. Equal Preference - Single Offer Scheme

The Local Authority operates an equal preference system in line with the School Admissions Code. This means all schools (up to a maximum of six) named by the parent/carer on their common application form (CAF) will be treated equally to assess whether a school place could be offered to their child based on the published admissions criteria for each school named. In cases where more than one school place could be offered to a child, the ranked order (the preference order) on the CAF will be taken into account and the school place offered will be in the school that was ranked highest of those that could be offered.

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

## 12. School 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 and these have different admissions procedures.

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

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

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

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

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

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

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

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

## 13. Acceptances and refusals

For both normal and In Year admissions where a place is offered in Newham we will automatically register your acceptance on our 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.

Where a place has been offered in an school outside of Newham, as part of Pan London coordination for Year 7 entry the place will not be automatically. 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 [pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk)

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

## 14. Start dates

The normal month for admission for secondary school is September. Children usually start of the first day of term as published on the school's website or at a date agreed with the head teacher.

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

For children changing schools within Newham the usual start date will be



the first day of the new academic term unless there are exceptional reasons where the Local Authority and the Admission Authority of the new school and their current school agree that an earlier date must be agreed.

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

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

### **15. Waiting lists**

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

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 Pupil Services on or after the first day of the month in which the school holiday starts then the application will be automatically rolled forward to the same school waiting list for the new term.

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

All waiting lists must be organised in accordance with the published criteria (below), not on a first come, first served basis. This means children new to a waiting list are added in their

rightful place based on their priority for a place and not automatically at the bottom.

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

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

The child is offered a place at a school ranked higher

**OR**

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

**OR**

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

**OR**

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

**OR**

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

**OR**

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

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

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

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

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

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

### **16. Independent admission appeals**

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

Parent/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint in accordance with the relevant published complaints procedure. If a parent/carer has had an unsuccessful appeal, a second appeal application for a place in the same academic year, for the same school, will not be considered unless there have been significant changes in circumstances relevant to the application. The LA will make their decision as to whether to grant the second appeal based on the significance of the change.

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

The Council is legally required to have a fair access protocol. This explains that children who come under certain vulnerable groups, for example, children: in the care of a local authority; without a school place; who are the main carer in their family; with physical disabilities; and those who are from traveller families, will be given priority admission to a school if necessary.

These children will be given priority over the children on a school's waiting list. You can see the full fair access protocol at [www.newham.gov.uk](http://www.newham.gov.uk) Where a Newham child cannot be placed in any school in the borough due to a shortage of school places, a place will be offered in accordance with this protocol.

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

a) Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;

b) Children who have been out of education for two months or more;

c) Children of Gypsies, Roma, Travellers, refugees and asylum seekers;

d) Children who are homeless;

e) Children with unsupportive family backgrounds for whom a place has not been sought;

f) Children who are carers;

g) Children with special educational needs, disabilities or medical conditions (but without a Statement or Education Health and Care Plan).

Newham also considers the following vulnerable groups under this protocol:

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

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



# London Borough of Newham Secondary Community Schools Admissions Oversubscription Criteria

For entry from September 2018 onwards

This criteria has been adopted by Bobby Moore Academy, Brampton Manor Academy, Forest Gate Community School, Langdon Academy, Oasis Academy Silvertown and School 21.

Children with Statements of Special Educational Needs or Education Health and Care Plans will have a school named in their statement/plan before other applicants are considered.

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

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

And then

**Priority 2:** Children who have been assessed by Newham Council's Special Educational Needs Service as requiring a particular named school to meet their special educational needs and/or physical access. In addition the child must be on the Special Educational Needs Code of Practice and be in receipt of 'high needs funding' and/ or have physical access difficulties.

And then

**Priority 3:** Children who are reasonably expected to have a sibling on roll at the time of admission (see below) in the school.

And then

**Priority 4:** All other children, whether or not they live in Newham.

If we have to decide between applicants in any of the above admissions criterion the tie break will be: home to school shortest walking distance, starting with the nearest address (page 33).

**For Sarah Bonnell only:** if we have to decide between applicants in any of the above admissions criterion the tie break, in the first instance priority in each group is given to those children who live in the schools priority area and then home to shortest walking distance.

## Priority area/local schools

For Sarah Bonnell School admissions the borough has determined a priority area. This has fixed boundaries determined by the Council and approved via formal consultation. Although this school is located on the borough boundary to comply with the law the priority area does not follow the borough boundary it follows natural and manmade features. No other Newham maintained non faith secondary school has a priority area.

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

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

## Twins and children from multiple births

For Year 7 for the following September twins and children from multiple births will be admitted over the 30 class limit if one of the children in the sibling group is the final child offered a place.

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

## Sibling (brother or sister)

For admission purposes a siblings is defined as:

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

This includes;

- Adopted siblings<sup>3</sup>,
- Step-sibling through marriage,
- Common law step-siblings
- Children subject of a residence order and foster children (only those "looked after" by any local authority).

<sup>1</sup> 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 Acts 1989 and 2004 and there was no applicable legislation before these Acts all children subject to a special guardianship order or residence order in place immediately after being looked after will be placed in priority group 1 above.



Examples of those who will not be considered as siblings:

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

The named siblings must be living at the same address as the child on the application, at the time of the application. For normal admissions, primary to secondary transition, the national closing date will be used as the application date for all applications received from 1 September to 31 October preceding the academic year of entry. Sibling connections and addresses will be verified by Local Authority in partnership with the preferred school, so it is essential that families ensure they inform their child's school of any address change.

Any sibling connection will count if the sibling is in the sixth form and reasonably expected to be on roll at the time of entry of their sibling but a sibling connection does not count when the sibling is attending the school's nursery class, even where it is an All through school with a nursery, irrespective of their age.

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

If a child is awaiting a school offer or is 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 Pupil Services in writing ([pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk)) of the sibling's enrolment details for the child's priority for a place from the waiting list to be changed to include their new sibling priority.

Conversely if a child is on a waiting list and has sibling priority, if their sibling is removed from the school's roll following the submission of their application their parent/carer must notify Pupil Services in writing ([pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk)) of the sibling's leave date so the child's sibling priority for a place can be withdrawn.

At some of our secondary schools we reserve a small number of places for children with particular special educational needs. Their younger brothers and sisters will be considered under criterion 3 above.

#### Home address

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

- An address registered with the Council as commercial property,

#### OR

- An address registered with the Council as empty or derelict

#### OR

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

#### OR

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

#### OR

- Their child-minder's address,

#### OR

- A PO Box address

#### OR

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

#### OR

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

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

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

#### Tie Break

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

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

<sup>3</sup> An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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

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

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

### **Home to school distance calculations**

#### **Shortest walking distance and straight line measurement Start point of calculation (home address)**

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

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

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

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

#### **Shortest walking distance and straight line measurement 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 only)**

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 school's nominated entrance and then ends at that nominated entrance. Doglegs are added to the start and end points to join the centroid point of the property to the start point of the ITN route to give a full and accurate measurement.

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

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

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

Unofficial crossing points of the A12/3 and Newham docks

Footpaths not approved by the LA

#### **Route (straight line distance only for Chobham Academy and East London Science School)**

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

The route starts and is measured from the pupil's home address centroid, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows a straight line as the crow flies route to the end point at that nominated entrance. Doglegs are added to the start and end points to join the centroid point of the property to the start point of the ITN route to give a full and accurate measurement.

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

#### **Second stage tie break**

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

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

In all other cases random allocation would be used to determine which of the children will be offered the place available. An officer independent of Children's Services and the admissions processes will be responsible for drawing the name of the successful applicant



and the draw will be overseen by an independent adjudicator who will not work in Children’s Services or have any involvement with the admissions processes.

**For applications from outside of Newham**

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

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

**Gates and entrances**

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

- Brampton Manor Academy – Boundary Lane
- St. Angela’s Ursuline Convent School

- Our Lady Of Compassion (Upton Park)

- St. Bonaventure’s Catholic Comprehensive School - Our Lady Of Compassion (Upton Park)

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

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



# Appendix 1

## Published Admission Numbers

	Year 7	Year 8	Year 9	Year 10	Year 11
Bobby Moore Academy	180	120	N/A	N/A	N/A
Brampton Manor Academy	300	300	300	300	300
Chobham Academy	180	180	180	180	180
East London Science School	120	120	120	N/A	N/A
Eastlea Community School	240	240	240	240	240
Forest Gate Community School	210	240	240	210	210
Kingsford Community School	330	330	330	300	300
Langdon Academy	360	360	360	360	360
London Design and Engineering UTC	N/A	N/A	N/A	TBC	TBC
Lister Community School	270	270	270	270	270
Little Ilford School	300	300	270	270	270
Plasht School	300	300	270	270	270
Rokeby School	180	180	180	180	180
Sarah Bonnell School	270	270	240	240	240
School 21	75	75	75	75	75
Stratford School Academy	330	330	330	300	300
The Cumberland School	300	300	300	300	300
The Royal Docks Community School	210	210	210	210	210

Note: for Chobham Academy, only 90 of the places are available for open application for primary to secondary transition. The first 90 are taken by the Academy's year 6 pupils moving into the secondary phase of their education.



# Appendix 2

## Documents for Admission

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

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

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

### School admissions - children from overseas

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

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

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

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

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

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

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

OR

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

OR

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

OR

- **Official Documentation from the National Asylum Seeker Service** indicating they are supporting the family e.g. ARC application registration card Application registration card (ARC) ARC is a credit card sized document issued to asylum applicants after screening to show that they have applied for asylum. It is also used as evidence of identity, immigration status and Note: only Adoption or Deed Poll documentation can be accepted as proof of a child's official name change following the issue date of any of the above documents.

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

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

If the child has moved since the application form was completed, proof of both their new address

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

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

OR

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

OR

- **Current Tenancy Agreement** for Council Housing or Housing Association Property

OR

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

OR

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

OR

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

**Note:** Tenancy Agreements from landlords who are not accredited (licensed from January 2013) by Newham and documents relating to house/flat purchase must not be accepted. If you are provided with a child's home address that is Private

Sector Housing and the property is unlicensed, the case must be reported by the school via the **Private Sector Housing – Report an Unlicensed Private Rented Property** page of the Newham website.

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

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

**OR**

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

**OR**

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

**OR**

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

**OR**

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

#### Medical Contacts

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

**AND**

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

#### Emergency Contacts

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

## Appendix 3

### Admission Arrangements for September 2017 onwards

### Own Admission Authority Schools (Year Groups 7 to 11)

Establishment	Adopted Local Authority Admission Arrangements excluding Oversubscription Criteria Waiting Lists	Adopted Local Authority Oversubscription Criteria	Adopted Local Authority Waiting List Arrangements and Delegated Responsibility for Waiting List to Local Authority	Responsibility for Home to School Distance Calculations to Local Authority
Bobby Moore Academy	Yes	Yes	Yes	Yes
Brampton Manor Academy	Yes	Yes	No	Yes
Chobham Academy	No	No	No	Yes
East London Science School	Yes	No	No	Yes
Forest Gate School	Yes	Yes	Yes	Yes
Langdon Academy	Yes	Yes	No	Yes
London Design and Engineering UTC	No	No	No	Yes
Oasis Academy Silvertown	Yes	Yes	No	Yes
St. Angela's Ursuline Convent School	Yes	No	No	Yes
St. Bonaventure's Catholic Comprehensive School	Yes	No	No	Yes
School 21	Yes	Yes	No	Yes
Stratford School Academy	Yes	No	No	Not Applicable



## Apply for your child's school place online

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

- Each screen will explain what you need to do; there are guidance notes on the left hand side of the screen to help you.
- You can select any text that is underlined (usually a question/section of the form that needs to be completed) and this will open in a new window with an explanation of what is required.

### Step 1: Getting started

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

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

**If you have used the eAdmissions system before to apply for a school place for any of your children, you do not need to register again. Instead please go to Step 3.**

- If this is the first time you are using the eAdmissions website you must register to apply online.
- You will need an email address to register, but don't worry if you do

not have one. You can sign up for a free Google mail email account on the eAdmissions site.

- It is important that you register well before the deadline, in case there are any problems making your application. The closing date is 31 October for secondary applications
- We recommend Google Mail. However, if you already have an email address you should set your junk mail filter to 'Standard' so that emails from eAdmissions go straight to your inbox. You should check your junk email folder now and then to make sure that messages from eAdmissions Team are not sent there by mistake.
- Once you have registered on the eAdmissions site, we will send you an email with your **username** and instructions to follow.
- Follow the instructions and you will be sent a second email with your **password**.
- Please keep these safe as you will need them to log in and apply for any other children you have, and to see the outcome of your application in March for secondary applications.
- The email will also contain a link which will take you to the eAdmissions login page to start your application.

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

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

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

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

- The next page is 'My school admissions.' If your child's name is not listed here, select the 'Start application for new child' button.
- If you can see your child's name on your 'My school admissions' page, select the 'Start new application' button below the child's name. This button will only be available for children whose date of birth falls within a relevant age range.

Enter the details requested about the child you are making the application for on the 'Child details' page or check existing details and select the 'Save & continue' button.

- Fill in all the questions on this page and press the 'Save and continue' button at the end of the page.

### Please remember

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

## Step 5: Adding school preferences

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

## Step 6: Submitting your application

- You can make changes to your online application up until the closing date. Each time you make a change you must resubmit your application.
- Select the 'Submit application' button on the last page.
- After you have submitted your application you will receive an email confirming details of your online application. The email will list an application reference number similar to this: 123-2017-09-E-123456. If you do not receive a number it means your application was not submitted successfully and you must log in and select the 'Submit application' button again.



## Step 7: Attaching documents

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

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

## Important information

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

## What happens next?

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

### Receipt details

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

Username:

Password:

Application Reference Number:

# Voluntary-aided schools' admission criteria for September 2018

## St Angela's Ursuline Convent School

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

The Governors of St Angela's Ursuline School intend to admit 192 pupils into Year 7 for the academic year 2018/2019. Applications for places to St Angela's for admission in September 2016 were 510.

By naming St Angela's as a preference, it is assumed that parents/carers wish their child to receive a Catholic education and unreservedly support the aims and ethos of the school as described in the school prospectus.

Wherever there are more applicants than places available, priority will always be given to Catholic applicants in accordance with the over-subscription criteria for 2018/2019 listed below.



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

1. Looked After Catholic Children or Catholic 'previously Looked After Children' who have been adopted
2. Baptised Roman Catholic girls whose permanent residence is within one of the following Roman Catholic parish boundaries of the Newham Deanery, and who with their family practise regularly as confirmed by the Diocese of Brentwood's Priests Reference Form.
3. Baptised Roman Catholic girls, who are resident in Newham, but whose level of practice cannot be supported by the Diocese of Brentwood's Priests Reference Form.
4. Any other baptised Catholic girls.
5. All other Looked After Children or 'Previously Looked After Children' who have been adopted
6. Children of families of another Christian denomination in the following order of priority:
  - Christians who have been baptised **or** have a 'service of dedication' and whose minister can confirm their level of practice as at least monthly.

## Catholic

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

## Practising Catholic

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

- evidence that the child has been baptised in accordance with the disciplines and rites of the Catholic Church
- a certificate of reception into the Catholic Church, or letter from the parish priest is required for all those baptised in other faiths who are now practising Catholics
- a copy of the Child's Baptismal certificate is to be attached to the Priest's Reference Form
- the practice of the faith is confirmed by the Diocesan Priest's Reference Form.

## Christian denominations

Christian churches that are members of 'Churches together in England'. A list of member churches can be found at [www.churches-together.net](http://www.churches-together.net)

## Siblings

Sibling refers to sister, half-sister, adopted sister, step sister, foster sister or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address

as that sibling, currently attending the school in Year 7-10 at the time of application and who will still be attending the school in the Academic Year 2018/2019.

## Looked After Children 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 at the time of making an application to a school.

'Previously Looked After' are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

Children with Statements of Special Educational Needs and Education Health and Care Plans (EHCP) will be admitted to their named school before any other applicants are considered.

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



- All other Christians whose minister can confirm their level of practice as at least monthly.
  - Any other Christians.
7. Children of families of other faiths residing in Newham whose religious leader can confirm in writing that they are practising at least monthly.
8. Any other applicants, including those who have not provided proof of residence and/or a recent utility bill as stipulated in part 'c' of the Admissions Criteria.

#### Tie Break

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

1. The attendance of a sibling at St Angela's Ursuline school on the school roll at the time of enrolment (years 7 – 11) becomes the highest priority (in distance order) of an

application within each category.

2. Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school. The distance measurement has been agreed by the Governors as the distance from home to the nominated central point of Newham, which is the Front Entrance of Our Lady of Compassion Catholic Church, Green Street, London E13 9AX.

3. In the event of the tie break proving unable to decide between two applicants, a unbiased random allocation will be used to decide the tie break.

#### Sixth form admissions

For admissions to the sixth form please refer to St Angela's Ursuline Sixth Form Admission Criteria

2018/2019 available from St Angela's Ursuline Sixth Form. St George's Road, Forest Gate, London, E7 8HU. Telephone Number: 020 8475 7329.

#### Timescales

**Parents will be advised of the outcome of their application on 1 March 2018, National Offer Day.**

#### Late applications

Late applications received after the closing date will be considered in accordance with the Admissions Criteria from the date of receipt but not so as to prejudice decisions already taken after the closing date regarding the allocation of places.

#### Accuracy

All offers are made on condition that the information received by the Governing Body is entirely accurate. If at any stage this is proved to be otherwise, the offer of a place may be withdrawn.

## Places offered using St Angela's oversubscription criteria for entry for September 2017

Places available	Education Health Care Plan or Statement of SEN	Priority Group 1 - 0	Priority group 2 with sibling	Priority group 2	Priority group 3 with sibling	Priority group 3	Priority group 4 with sibling	Priority group 4	Priority group 5 with sibling	Priority group 5	Priority group 6 with sibling	Priority group 6	Priority group 7 with sibling	Priority group 7	All other applicants	Distance of final offer
186	0	0	31	110	1	1	4	13	0	0	1	25	0	0	0	3.517



## Appeals procedure

Parent/carers wishing to appeal should read pages 77-80 or visit [www.newham.gov.uk](http://www.newham.gov.uk) for more information.

## Waiting lists

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

All waiting lists will be maintained only for the academic year 2018-2019. If parents wish the application to join or remain on the waiting list for the following academic year 2019-2020, they need to contact the school in writing to request this in early September 2019.

## Applications

a) Pink SIF forms for St Angela's (obtained from Newham eadmissions website or from St Angela's directly) should be returned only to the school. **A copy of Baptism Certificate must be attached to this application**

**form. The closing date for the forms is 31 October 2017.**

b) Catholic applicants will be required to support their application with a Parish Priest's Reference Form, which will confirm practice. **The Priest's Reference Form is obtainable only from the Parish church/Parish Priest.**

Non Catholic applicants must also arrange for their minister/faith leader to send a letter confirming that they are practising at least monthly.

c) The Governors require parents to submit **TWO** proofs of residence, one from section 1 **AND** one from section 2.

### Section 1

- Council Tax bill for this financial year
- Current housing benefit entitlement letter
- tenancy agreement for your council housing or housing association property
- tenancy agreement for your housing privately rented from a landlord accredited by us (for tenancies which started before 1 January 2013) or
- tenancy agreement from a landlord licensed by us (for tenancies which started from 1 January 2013)

- letter from the National Asylum Support Service (NASS) telling you of your housing address
- letter from Adult or Children's Services Asylum Team, telling you of your housing address.

### Section 2

- gas bill, payment schedule or reminder
- electricity bill, payment schedule or reminder
- water bill, payment schedule or reminder
- telephone bill or reminder
- mobile phone bill or reminder.

**Applicants who do not produce a parish priest's reference or minister's or religious leaders supporting letter with their application will not qualify within their respective category and should not assume an offer of a place.**

## Online admissions

If you are applying online via the eadmissions website you must still send your completed SIF directly to the school. You **MUST NOT** attach it to the online form.





## St Bonaventure's Catholic Comprehensive School

**St Bonaventure's School was founded by the Catholic Church to provide education for boys of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.**

**Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the over subscription criteria stated.**

**The Governors of St Bonaventure's School intend to admit 186 boys into Year 7 in the school year which begins in September 2018.**

**Applications for places at St Bonaventure's for Year 7 starting September 2016 were: 623**

advised of their right of appeal to an independent appeal panel.

7. Parents wishing to appeal must do so in writing 20 days after they have received confirmation of their offer from Pupil Services.

### Over subscription criteria

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

1. Adopted, 'Looked After' and previously 'Looked After' children from Catholic Families.
2. Practising Catholic children, as determined by a Catholic Priest using the Certificate of Catholic Practice and who are resident in the Deanery of Newham.
3. Practising Catholic children, as determined by a Catholic Priest using the Certificate of Catholic Practice and who are resident outside of the boundary of the Deanery of Newham.
4. Baptised Catholic children as determined by a Catholic certificate of baptism.
5. Any other Adopted, 'Looked After' and previously 'Looked after' children who are not Catholic.
6. Members of an Eastern Christian Church, whose application is supported by a appropriate Minister of religion using the Reference Form for Non-Catholic Faith leaders.
7. Members of other Christian denominations that are members of "Churches Together in England", whose application is supported by an appropriate Minister of religion using the Reference Form for Non-Catholic Faith leaders.
8. Children of other Faith traditions, whose application is supported by an appropriate religious leader using the Reference Form for Non-Catholic Faith leaders.
9. All other applicants.

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

1. The Common Application Form (CAF) for Year 7 application must be returned to Pupil Services Section by **31 October 2017**.

The St Bonaventure's School Supplementary Information Form (SIF) (obtained from London Borough of Newham; downloaded from the school's website: [www.stbons.org](http://www.stbons.org) or collected from the school's reception) together with a photocopy of the Baptismal Certificate should be returned to St Bonaventure's School, who will provide a receipt if requested. A photocopy of the Baptism Certificate must be firmly attached to this Supplementary Information Form. The closing date for the SIF to be handed directly to St Bonaventure's is **31 October 2017**.

2. Non-Newham residents must apply through their own Local Authority using the appropriate Common Application Form (CAF). They can either obtain the St Bonaventure's School Supplementary Information Form (SIF) from the school's reception; download from the school's website: [www.stbons.org](http://www.stbons.org) or contact Newham's Pupil Services Section to be sent one. Non-Newham residents should return their own borough's CAF to their Local Authority by the specified deadline. The St Bonaventure's School Supplementary Information Form (SIF) together with photocopies of the Baptismal Certificate must be completed and returned to St. Bonaventure's by **31 October 2017**.

3. Catholic applicants will be required to support their application with

a Certificate of Catholic Practice, which will confirm practice as a regular member of the Catholic faith. The Certificate of Catholic Practice can be obtained from your Parish Priest. This must be returned to St Bonaventure's by **31 October 2017**.

4. Non-Catholic applicants will need to obtain a Non-Catholic Faith Leader Reference Form, this will be available on the school website [www.stbons.org](http://www.stbons.org) and arrange for this to be returned to St Bonaventure's by their Faith Leader by **31 October 2017**.

**Applicants should note that unless the SIF described above has been completed and returned on time to the school, the Governors will be unable to determine the criteria and so the application will be placed under Criterion 9: "Other Applicants" by default. If the Common Application Form is not completed and returned to the appropriate Education Authority as explained above the application will be invalid and the Education Authority will not offer a place in St Bonaventure's school.**

5. The Admissions Authority of St Bonaventure's will inform parents of the outcome of the determination of applications following an admissions meeting held in December 2017. This letter will inform applicants of the criterion in which their application has been placed. This will not be an offer of a place at St Bonaventure's.

6. Parents will be advised of the outcome of their application by Pupil Services Section (not the school) on **1 March 2018 National Offer Day**. Unsuccessful applicants will be



## Places offered using St. Bonaventure's oversubscription criteria for entry for September 2017

Places available	Education Health Care Plan or Statement of SEN	Priority Group 1	Priority group 2 with sibling	Priority group 2	Priority group 3 with sibling	Priority group 3	Priority group 4 with sibling	Priority group 4	Priority group 5 with sibling	Priority group 5	Priority group 6 with sibling	Priority group 6	Priority group 7 with sibling	Priority group 7	Priority group 8 with sibling	Priority group 8	All other pupils	Distance of final offer
210	1	1	25	110	4	14	1	11	0	1	0	2	1	14	8	17	0	1.688 miles

### Definitions

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

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

**'Previously Looked After'** means a child has a special guardianship order appointing one or more individuals to be their special guardian(s), under section 14A of the Children Act 1989, a child arrangement/residence 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 or an adoption order under section 46 of the Adoption and Children Act 2002 or Section 12 of the 1976 Adoption Act.

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

**'Practicing Catholic'** It is the role of a priest to determine whether applicants meet the criteria for qualification as practicing Catholic families. The definition of a practicing Catholic is defined by 'Canon Law'

which states that the faithful are obliged to participate in Sunday Mass and Holy Days. Ref: [www.vatican.va/archive/ENG1104/\\_P4N.HTM](http://www.vatican.va/archive/ENG1104/_P4N.HTM) It is up to the applicant to identify and approach a priest who will complete the standard diocesan reference which is obtained from your parish priest or your ethnic chaplain. If you attend mass outside of the Newham Deanery please obtain the Priest reference from a Catholic Church in Newham.

**'Sibling'** Each of two or more children or offspring having one or both parents in common, or by adoption, who is resident at the same address as the child for whom a place is being sought.

**'Brother'** A brother includes a half-brother, or by adoption who is resident at the same address at the school as the child for whom a place is being sought.

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

**'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Christian Church. The list of churches recognised as belonging to the Eastern Christian Churches can be found on the school website [www.stbons.org](http://www.stbons.org)

**'Churches Together In England (CTE)'** CTE is a national body set

up in 1990. CTE is a visible sign of the Churches' commitment as they seek a deepening of their communion with Christ and with one another, and proclaim the Gospel together by common witness and service. Its strength comes from people from different traditions finding new ways to work and worship together. A list of member churches belonging to CTE can be found on the website [www.cte.org.uk/Groups/234690/Home/About/Member\\_Churches\\_of/Member\\_Churches\\_of.aspx](http://www.cte.org.uk/Groups/234690/Home/About/Member_Churches_of/Member_Churches_of.aspx)

**'Deanery Boundaries'** For the purposes of this policy, deanery boundaries as laid down by the Diocese of Brentwood) are as shown on the map in the school reception..

### Admission to sixth form

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

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

## Appeals procedure

Parents may appeal against the decision of the Governors to offer their son a place, in the first instance by writing to the Chair of Governors (Admissions Appeals) c/o the school within 20 days, stating the grounds for the appeal.

- The appeal will be heard by an independent appeal panel, which will be made up of three people, none of whom have any connection with the school and one of whom will be a lay person. The lay person is someone who is aware of educational issues but is not directly involved with it.
- The Appeals Panel will accept representation from any interested

parties in writing or in person at the appeal hearing.

- The names of unsuccessful candidates will be placed onto the waiting list, which will be organised in accordance with St Bonaventure's Admissions Criteria.

## Waiting Lists

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

This Waiting List will be updated on a termly basis.

Applicants that wish to remain on the waiting list must contact the school at the start of each new term.

## SEND Applications

The admission of students with an Education, Health Care (EHC) Plan is dealt with by a completely separate procedure.

Any applicant that has an EHC Plan and places St Bonaventure's as their highest preference for secondary education will automatically be allocated a place in Year 7, even if this means that the Governing Body will admit beyond the Published Admission Number.





# Academy and free schools' admission criteria for entry from September 2018

## Admission criteria for Oasis Academy Silvertown for entry from September 2018

### Background to school

Oasis Academy Silvertown opened in the Silvertown Quays areas in September 2014. The academy is currently in temporary accommodation, with a reduced intake of 90 students. Once the academy is in its permanent site on the North Woolwich Road, the intake will rise to 120 students. The academy is inclusive, non-selective and co-educational.

### Over subscription criteria

Oasis Academy Silvertown is committed to straightforward, open, fair and transparent admissions arrangements, and will act fully in accordance with the School Admissions Code (as revised February 2012), the School Admissions Appeals Code and admissions law as they apply to academies.

a) Looked After Children and Previously Looked After Children. A looked after child is a child in the care of a Local Authority or provided with accommodation by a local authority (as defined in Section 22 of the Children Act 1989) at the time of application.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

b) 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.

Applications under this criterion will be assessed by the Academy and evidence will be required to show how the child meets this criterion, e.g. letter from the current school or local authority. Evidence will also be required to show why the child's needs can only be met at the Academy as opposed to another mainstream setting.

c) Children who at the time of admission will have a sibling as defined by London Borough of Newham's published admissions criteria for community schools at Oasis Academy Silvertown.

d) Other children living closest to Oasis Academy Silvertown, using the method of measurement defined in the London Borough of Newham's published admissions criteria for community schools.



### Waiting lists

Oasis Academy Silvertown will maintain a waiting list for an academic term. The waiting list will be coordinated by the London Borough of Newham on behalf of the Academy and applications should be made to the London Borough of Newham who will liaise on the applicant's behalf with Oasis Academy Silvertown.

Priority on the waiting list will be determined in accordance with the oversubscription criteria.

### Tie break info

a) Where there are more applications satisfying any category a) to d), places will be offered in order of proximity to Oasis Academy Silvertown at the date of application. Those living closer will be given higher priority.

Measurement of those living closer will be calculated using the method defined in the London Borough of Newham's admissions criteria for community secondary schools.



## Admission criteria for East London Science School for entry from September 2017

### Background to school

East London Science School is an 11 – 18 mixed free school for pupils of all abilities and backgrounds with 120 places available in Year 7. We accept pupils from across London. Our pupils live almost equally in Newham and Tower Hamlets with some coming from even further afield. This is something we are keen to maintain as it gives the school a uniquely diverse pupil intake. We do not operate any form of aptitude or academic selection in pupil admissions. However, the education we offer is unashamedly academic and this is something that we know our pupils and parents will value highly.

### Over subscription criteria

Children with a statement of Special Education Needs that named the East London Science School (subject to the school's right of appeal to the Secretary of State) will be offered a place before all other applications are considered.

- a) Children who are in the care of a Local Authority including those that have been previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order.
- b) Children who will have a sibling attending the East London Science School at the time of admission. A "Sibling" is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. Where applications are received from twins, triplets or same year siblings, if one child is selected for a place the twin/triplet/same year sibling will be ranked in their own priority group immediately below children in the care of a Local Authority. The sibling rule does not apply to students with a place in Year 12 or 13.
- c) Children of staff at the East London Science School where the member of staff has been employed by the school for two

or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

- d) After places have been filled by the first three criteria, 1/3 of any remaining places will be offered to children who live between 0 and 1.499km from the school, measured by straight-line distance from the main school entrance of the current school location (as specified in the school prospectus or on the school website) to the child's home address being the home address of the main carer as set out on the application form. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.
- e) After places have been filled under the first four criteria, 1/2 of any of the remaining places will be offered to children who live between 1.500km and 2.999km from the front gate of the school. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.
- f) After places have been filled under the first five criteria, any remaining places will be offered to children living a distance of 3.000km or beyond from the front gate of the school. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.
- g) After places have been filled under the first six criteria, any remaining places will be offered to any other children making an application, where children live closest to the school, measured by straight-line distance from the main school entrance of the current school location (as specified in the school prospectus or on the school website) to the child's home address being the home address of the main carer as set out on the application form, are given priority.

**Note: Distances from the pupil's home address to the main school entrance will be measured by using Ordnance Survey data to plot the applicable distance using the London Borough of Newham's home-school distance service.**

**In the event of a tie between two or more children following the above criteria, places will be allocated by random selection which will be independently supervised.**

### Waiting list

1. On 1 September 2018 applicants on the Reserve List and applications received after 31 October 2017 will be placed on the waiting list.
2. All applications on the waiting list will be considered for any vacancies occurring during the period 1 September and 31 December 2018 in accordance with the admission criteria.
3. The waiting list will not be maintained after 31 December 2018.

## Primary to Secondary Transition for September 2017 Entry - National Offer Day On Time Applicants East London Science School

Banding	First Totals	Distance
Band A	1	3.1832
Band B	18	5.2162
Band C	0	N/A
Band D	27	2.7849
Band E	4	6.0936
Band F	13	9.0908
Band G	1	4.8381
Band H	0	N/A
<b>Totals</b>	<b>64</b>	

**APPLY ONLINE**  
[www.eadmissions.org.uk](http://www.eadmissions.org.uk)

## Admissions criteria for Stratford School Academy with effect from September 2017

### A General Principle

1. Stratford School Academy is an 11-16 mixed comprehensive school. We do not have any requirement for aptitude from prospective students.
2. There is no guarantee of a place for children who have a brother or sister who attend the school or who attend a linked primary school.
3. Admission to our school is not dependent on any 'voluntary' contribution.
4. The school will endeavour to provide places for students who do not have a brother or sister in the school and who do not attend a link primary school provided that they can be accommodated within the admission limits.
5. Pupils will be admitted at the age of 11+ **without** reference to ability or aptitude using the criteria below.
6. The admission number for September 2018 will be 300.
7. Stratford School Academy participates in the Local Authority co-ordinated scheme and all deadlines within that scheme must be adhered to by applicants.
8. Children with a statement of Special Educational Needs or an Education Health and Care Plan naming Stratford School Academy will be admitted.
9. As required by the Education (Admission of Looked After Children) (England) Regulations 2006 the school will give priority to applications on behalf of children in public care (looked after children).
10. The Board of Governors of Stratford School Academy has determined that the criteria for admissions from September 2018 will be as follows.

### Definitions and Details

11. Our **linked primary schools** are:  
Elmhurst School, Upton Park Road, Forest Gate, London E7 9PG  
Park School, Mathews Park Avenue, Stratford, London E15 4AE

Portway School, Stratford Road, London E13 0JW

Selwyn School, Cecil Road, London E13 0LX

Shaftesbury School, Shaftesbury Road, Forest Gate, London E7 8PF

St Stephen's School, Whitfield Road, East Ham, London E6 1AS

William Davies School, Stafford Road, Forest Gate, London E7 8NL

12. By **sibling** we mean brothers and sisters, adopted siblings, step-children, common law step-children, half-siblings, children subject of a residence order or special guardianship order and foster children (only those "looked after" by any local authority) who permanently live in the same household
13. For Stratford School Academy to take a sibling into account the sibling's name must be correct on the application form and the sibling must be on roll of Stratford School Academy at the time of application.
14. By an **employee** of the Stratford School Academy we mean someone who is on the payroll of the Academy.
15. By **child** of an employee of Stratford School Academy we mean a child living in the same

household as an employee or, if living in a different household, then the employee is the natural parent or guardian of that child.

16. For Stratford School Academy to consider the child of an employee then one or other of the following circumstances must apply : a) the employee has been employed at the school for two or more years at the time at which the application for admission to the school is made, and /or b) the employee is recruited to fill a vacant post for which there is a demonstrable skill shortage.
17. **Home Address:** proof of residence will be required by the co-ordinated scheme. The offer of a place may be withdrawn if proof of residency is not met or a place has been offered under fraudulent or intentionally misleading grounds.
18. **Where a child lives part of the week** with one parent and part of the week with another member of the family the **'home address'** will be considered to be the residence where the child spends at least three nights of the school week each week.
19. **Looked after:** A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989).



## Admissions criteria

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

## Oversubscription criteria

- In the event of over subscription we will offer places to applicants in this order:

**Criterion 1.** A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order

And then

**Criterion 2.** Children of employees of Stratford School Academy (see definitions above)

And then

**Criterion 3.** Children who attend a linked primary school and who have a sibling at Stratford School Academy who is on our school roll at the time of application.

And then

**Criterion 4.** Children who have a sibling at Stratford School Academy who is on our school roll at the time of application.

And then

**Criterion 5.** Children who go to a linked primary school.

And then

**Criterion 6.** Other children

## Tie Breaker

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

## Waiting Lists

- The school will hold separate waiting lists for each oversubscribed year group.
- In regard to applicants for Year 7 places, all children whose Year 7 applications were unsuccessful<sup>2</sup> in the normal admission round will be placed on our Year 7 waiting list on 1 March 2017 in addition to all children whose parents have applied unsuccessfully for Year 7 places outside the normal admissions round.
- When place(s) becomes available, if there are more children in the relevant year group(s) on the waiting list than the number of places available, then all those on the waiting list in the relevant year group(s) will be allocated a number via a fresh random allocation (lottery) process<sup>3</sup>. This number will decide a child's priority within the highest relevant oversubscription criterion set out above which they meet. It will only be used if there are not enough available places left to accommodate all those on the waiting list in the relevant year group(s) falling under that criterion, in which case places will be offered to children in order of the randomly allocated number, starting with the lowest number first.

## Applications made outside the normal admissions round

- Admissions for all other year groups will be dealt with in accordance with this policy and in accordance with the Local Authority scheme as adopted.

### Example

- By the deadline set, Stratford School Academy receives 1174 Year 7 applications for 300 places.

Separately 3 children have a statement of Special Educational Needs or an Education Health and Care Plan that name Stratford School Academy and so they are offered places. This means there are 1174 applicants for the remaining 297 places.

Therefore each of the 1174 applicants is randomly allocated a number from 1 to 1174.

One applicant falls into category 1. The school can offer the applicant a place and so does. This leaves 296 places available.

Two applicants fall into category 2. The school can offer both applicants places and so does. This leaves 294 places available.

46 applicants fall into category 3. The school can offer all 46 applicants places and so does. This leaves 248 places available.

21 applicants fall into category 4. The school can offer all 21 applicants places and so does. This leaves 227 places available.

122 applicants fall into criterion 5. The school can offer places to all 122 applicants and so does. This leaves 105 places available.

982 applicants fall into category 6 but the school now only has 105 places available. So the numbers allocated under the random allocation procedure will be used to decide which of these applicants will be offered places. The 982 applicants who fall into category 6 will each have been randomly allocated a number between from 1 to 1174 at the start of the process, so it will be the 105 applicants with the lowest numbers who will be offered a place.



<sup>1</sup> 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).

<sup>2</sup> That is, children who were allocated a place at a school for which they had not expressed a

preference or for which they had expressed a preference that was lower than that expressed for Stratford School Academy.

<sup>3</sup> Any number allocated in a previous random allocation will be discounted.



## Example The school receives 1174 applications for 300 places

Category	Applicants satisfying criteria	Offer places to	Places remaining
Children with a statement of Special Educational Needs or an Education Health and Care Plan that names Stratford School Academy; then	3	3	297
1. Children who are in the care of a local authority	1	1	296
2. Children of staff in either or both of the following circumstances: 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, and /or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.	2	2	294
3. Children who attend a linked primary school and who have a sibling at Stratford School Academy who is on our school roll at the time of application.	46	46	248
4. Children who have a sibling at Stratford School Academy who are on our school roll at the time of application.	21	21	227
5. Children who go to a linked primary school.	122	122	105
6. Other children. 105 of these 982 applicants will be offered places by the process of random allocation.	982	105	The process is complete, all places have been offered

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

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

28. The Academy has a Resourced Provision for Children with Autism. Places in the Resourced Provision are reserved for children with a diagnosis of autism. The maximum planned capacity of the Resourced

Provision is 20 pupils and the Academy would expect that these pupils are divided roughly equally between Years 7, 8, 9, 10 and 11 with no more than 6 in any year group.

### Admissions Criteria

29. Subject to paragraphs 30 and 34, if there are fewer suitable applications made than places

available, then every child will be offered a place.

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

### Waiting Lists

34. When place(s) becomes available, if there are more children in the relevant year group(s) on the waiting list than the number of places available, then the Governors will go through the process described in paragraphs 30 to 34 and offer place(s) to those children it judges will most benefit from attending the Academy's Resourced Provision.

## The Ethos of Stratford School Academy

35. Stratford School Academy is a non selective, mixed non-faith school that believes in the equality of all peoples, whatever their faith, ethnicity or sexual preference: we believe that what unites us as a human race is more important than what divides us.
36. To the extent that it does not conflict with this principle, or with the law, or with our obligation to educate our students for the 21st Century, we will do our best to accommodate the religious and cultural practices of the communities we serve.
37. So, for example, in almost all cases, including some PE lessons, students are taught in mixed classes; but at the same time Stratford School Academy has sought and been granted by the Local Authority a 'Determination' which allows us to organise our daily acts of collective worship as times of reflection that have the right flavour for our school and setting and do not have to be wholly or mainly Christian.

38. We believe that the one thing that Stratford School Academy, as a school, can uniquely offer its students is a good education. So the school will take very seriously behaviour that interrupts our student's learning.
39. We expect any student whose behaviour interferes with their learning or the learning of others to take responsibility for their behaviour and work with us to change it and to put matters right. We will not accept continued poor behaviour. We expect parents to support us and their children in this work.

40. Stratford School Academy believes its students are members of its community and represent the School from the time they leave home to come to school until the time they return. Stratford School Academy expects all its students to wear its uniform whilst at school and on the way to and from school.
41. We ask all parents applying for a place here to respect this ethos and its importance to the school community.

## Places offered using Stratford School Academy's oversubscription criteria for entry for September 2017

	Places available	Education Health Care Plan or Statement of SEN Child	Looked After Children	Staff Children	Link with sibling	Link	Sibling	All Other Pupils	Local Authority Alternative Allocations
Stratford	330	1	1	0	33	105	32	125	33







## Admission arrangements for Chobham Academy for 2018/19 academic year only

### Secondary (11 – 16 years) aged provision

1.1 The Academy has an admission number of 90 in Year 7. The full age group is 180 but 90 pupils are present in Year 6 and transfer automatically into Year 7. Where less than 90 transfer from Year 6 additional places will be made available to create a Year Group of 180 (casual year 7 places).

1.2 The Academy will accordingly provide for the admission of 90 pupils (plus any casual year 7 places) to Year 7 in the academic year 2017/18 if sufficient applications for entry are received. Where fewer applications than the published admission number for the relevant year groups are received, the Academy Trust will offer places at the Academy to all those who have applied.

1.3 The Academy will admit students representing all levels of ability among applicants for admission to the Academy. For Year 7 all applicants will take a standardised non-verbal reasoning test, which will be standardised against the national distribution of ability. Then students will be placed in rank order and will be allocated to one of nine groups (with the number of places in each group determined by the national distribution of ability). There is no pass or fail to the assessment but the process produces valid and reliable scores so that places can be allocated from each of the nine groups to produce a balanced and equitable intake. Applicants who complete the common application form showing one of the preferences

to be for the Academy will also be asked to complete a Supplementary Application Form which should be submitted to the Academy to allow arrangements to be made for the test and any special requirements allowed for.

### Oversubscription criteria for Year 7

2.1 When the Academy is oversubscribed, after the admission of pupils with Statements of Special Educational Needs or Education Health Care Plans where the school is named in the Statement (who will be tested to determine which band they are in but this will not affect their admission), the following criteria is applied to the children placed within each ability band to determine which children will be offered the places in that band, in priority order:

- a) Children who are looked after or former looked after children as defined in the Admissions Code and any child adopted prior to December 2005;
- b) Children of staff at the school 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, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- c) Children who live in East Village
- e) Nearness to the Academy, as calculated (see page 53-54). Proof of residence will be required (council tax bill, utility bill). See page 56-57 for more details.

These criteria will be applied to candidates as they are allocated to each group as a result of the tests until the correct number in each group as identified in paragraph 1.4 above is reached. If at the end of this process there are unallocated places in any group these will be filled by the applicants next in line for admission to the groups above and below, alternating between the group above and below, using the same allocation criteria set out above (e.g. if the group 4 has vacancies but all the applicants in the group 4 ability band have places, the place(s) will be offered to unallocated applicants next in line for places in group 3, then group 5, then group 3 etc.) Stated children, Looked after children and former looked after children will always be allocated the first places in any group.

Then followed by children of staff at the school 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, and/ or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

2.2 Other than children with Statements of Special Educational Needs and Looked after children, those who apply via the CAF and then do not turn up for the test will be considered for a place after all those children who have sat the test.

### Waiting lists

3.1 The Academy will operate a waiting list for Year 7. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

3.2 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria (i.e. not including banding). Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. Where in-year or late applications are made and a request made to be added to the



waiting list the rank order of children on the waiting list will be recalculated using the oversubscription criteria.

## Appeals

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

## Oversubscription criteria for Year 12

5.1 The Chobham Academy operates a sixth form for a total of 350 students. 180 places overall will be available in year 12 (the year 12 'capacity'). The admission number for year 12 is 180.

5.2 To determine eligibility for admission, the Academy will publish specific criteria in relation to minimum entrance requirements for Year 12 based on GCSE grades or other measures of prior attainment, which will be consulted upon alongside its other admission arrangements whenever a change is proposed. The Chobham Academy will also publish academic entry requirements for each course available based upon GCSE grades or other measures of prior attainment.

These criteria will be the same for internal and external transfers and will be published in its prospectus and on its website.

5.3 Young people failing to meet the grades for their preferred course option will be offered alternative courses if available. Young people already on the Academy roll are entitled to transfer to Year 12 if they meet the published standards of entry to the sixth form.

5.4 If Year 12 is oversubscribed then, after the admission of students with Special Educational Needs or Education Health Care Plans where Chobham Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

- a. Looked after children and former looked after children
- b. Students who live within East Village
- c. Distance of the applicant's home from the Academy with those

applicants living closest being given priority. Distance will be measured in accordance with the method set out in paragraph 2.1c above.

5.5 There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission.

## Arrangements for admitting pupils to other year groups, including replacing any pupils who have left the Academy

6.1 The Academy does not participate in the Newham coordinated admissions process for in-year admissions.

Applications will need to be submitted direct to the Academy, although they will accept applications on the Newham application form if this is forwarded to them. The Academy will consider any applications for other year groups and if the year group

applied for has a place available, admit the child. If more applications are received than there are places available, the place will be allocated using the criteria set out in para 4.1 for Year Reception to Year 6 ("Moving from Primary to Secondary School Guide") and para 2.1 for Years 7 to 11, and para 5.4 for post 16 admissions. If a place is not available parents may ask for their child to be added to a waiting list.

6.2 Children's position on any waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. Whenever applications are made and a request made to be added to the waiting list the rank order of children on the waiting list will be recalculated using the oversubscription criteria.

## Places offered using Chobham Academy's oversubscription criteria for entry for September 2017

Banding	Totals	Distance
Band 1 in East Village	2	N/A
Band 1	2	3.8371
Band 2 in East Village	3	N/A
Band 2	3	0.4492
Band 3 in East Village	1	N/A
Band 3	10	0.6172
Band 4 in East Village	2	N/A
Band 4	13	0.8366
Band 5 in East Village	4	N/A
Band 5	14	0.9686
Band 6 in East Village	1	N/A
Band 6	14	0.8692
Band 7 in East Village	0	N/A
Band 7	11	1.0916
Band 8 in East Village	0	N/A
Band 8	6	0.9729
Band 9 in East Village	0	N/A
Band 9	4	0.4100
<b>Totals</b>	<b>90</b>	

# How to appeal





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

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

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

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

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

If you want to appeal for a place at any secondary school located in Newham (except Chobham Academy) you must complete the Council's online appeal form [www.newham.gov.uk/schoolappeals](http://www.newham.gov.uk/schoolappeals) or send in a letter of appeal detailing all your reasons – these are known as your written representations.

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

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

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

## When will my case be heard?

### Statutory timetable

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

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

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

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

To be considered as 'on time' for primary to secondary and 14-19 transition your common application for entry in the next academic year must be received by the national closing day 31 October 2017

The deadline for lodging appeals for September 2018 entry will be Friday 23 March 2018 for primary to secondary and 14-19 transition.

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

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

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

## How do I appeal?

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

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

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

## What happens next?

### Ten working days before your hearing:

You will receive a letter from NISAS who are independent of the admission authority, telling you where and when your appeal will be heard. It will usually be during office hours at Newham Dockside, Newham Town Hall or another suitable venue.

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

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



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

## Who is present at an Independent Appeal Panel?

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

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

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

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

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

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

Also in the room will be an independent clerk and the Admission Authority's Presenting Officer.

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

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

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

## What happens at the hearing?

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

If it is not possible for you to attend, you may make your case in writing to be considered in your absence. If you do not attend, your case will be presented for you using your exact words from your written representations.

## Multiple 'Group' Appeals

Multiple appeals are when a number of appeals have been received in relation to the same school. Admission authorities **must** take all reasonable steps to ensure that multiple appeals for a school are heard by one panel with the same members. Where more than one panel has to consider appeals for the same school, each panel **must** make

its own decision independently. A panel hearing multiple appeals **must not** make decisions on any of those appeals until all the appeals have been heard.

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

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

1. Introductions.
2. The chair of the appeal panel explains the process to you.
3. The Presenting Officer from the admission authority explains why your child could not be admitted to that school.
4. You have the opportunity to ask questions on the Admission Authority's statement to the officer from the parent, carer, friend or representative.
5. You or your friend or representative explains why they think the child should be admitted to the school. You may give any evidence that may help your case.
6. The Presenting Officer can ask you questions.
7. The Presenting Officer from the admission authority will sum up their case.
8. The panel members can ask questions at any time throughout the hearing.
9. You are given the opportunity to sum up your case.
10. If the Chair is happy that everyone has had an opportunity to sum up their case you and the Presenting Officer from the admission authority will be asked to leave.

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

### How does the panel make its decision?

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

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

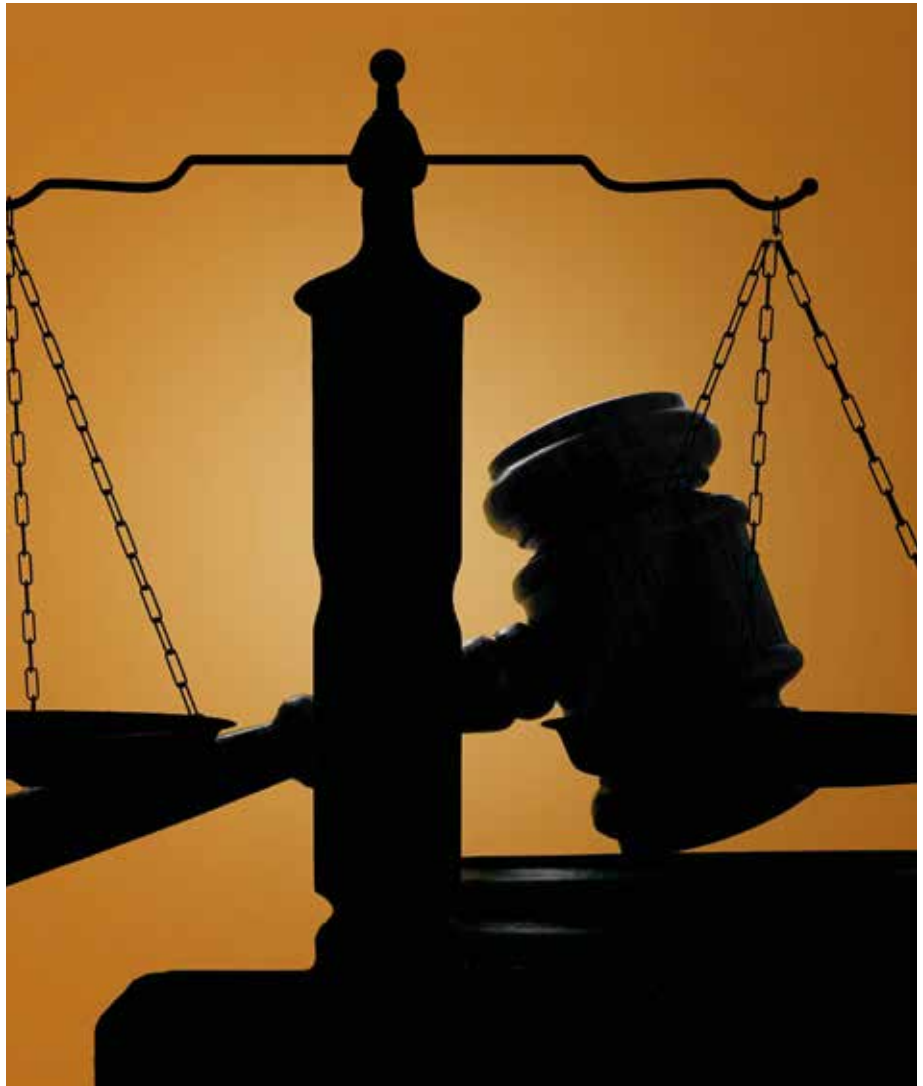
#### OR

The panel finds that the admission of additional children would not prejudice the provision of efficient education or efficient use

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

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

In multiple 'group' appeals, the panel must not compare the individual cases when deciding whether an appellant's case outweighs the prejudice to the school. However, where the panel finds there are more cases which outweigh prejudice than the school can admit, it must then compare the cases and uphold those with the strongest case for admission. Where a certain number



of children could be admitted without causing prejudice, the panel must uphold the appeals of at least that number of children.

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

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

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

However, if you feel that the correct procedures for your appeal were not followed, you may complain to the

Local Government Ombudsman in respect of maintained schools.

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

Appellants considering making a complaint can contact the **Local Government Ombudsman:**

Call **0300 061 0614**

Visit **[www.lgo.org.uk](http://www.lgo.org.uk)**

Email **[advice@lgo.org.uk](mailto:advice@lgo.org.uk)**

Write to them at:

**The Local Government Ombudsman  
PO Box 4771, Coventry, CV4 0EH**

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

Please note that the section below only applies to academies and free schools

**Education Funding Agency**

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

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

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

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

**Primary to secondary transfer appeals for September 2017**

Appeal Establishment	Heard	Upheld	Not Upheld
Booby Moore Academy	0	0	0
Brampton Manor Academy	90	0	90
Chobham Academy	17	2	15
East London Science School	0	0	0
Eastlea Community School	0	0	0
Forest Gate Community School	15	1	15
Kingsford Community School	2	0	0
Langdon Academy	0	0	0
Lister Community School	6	0	6
Little Ilford School	16	0	16
Oasis Academy Silvertown	0	0	0
Plashet School	15	1	14
Rokeby School	0	0	0
Sarah Bonnell School	7	0	7
School 21	7	0	7
St Angela's Ursuline Convent School	6	0	6
St Bonaventure's Catholic Comprehensive School	5	0	5
Stratford School Academy	0	0	0
The Cumberland School	0	0	0
The Royal Docks Community School	0	0	0
<b>Total</b>	<b>186</b>	<b>4</b>	<b>181</b>





# Education options for 14-16 year olds

## Year 9-10 transition

If your child is in Year 8 or 9 in the 2017/18 academic year they will usually remain at their current school until they leave at the end of year 11, but you now have the option to apply for a place at a Studio School or a University Technical College (UTC).

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

### Studio School

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

### University Technical College (UTC)

A university technical college (UTC) is a type of secondary school in England for 14-19 year olds that is led

by a sponsor university. The university supports the curriculum development of the UTC, provides professional development opportunities for teachers, and guides suitably qualified students to foundation and full degrees. The sponsor university appoints the majority of the UTC's governors and key members of staff.

If you are interested in this as an educational route for your child you do have the opportunity to apply for any of these establishments that are located across London and the South East.

As this is a big step we strongly recommend that you do thorough research before deciding and if you still think it's the best route for your child apply online at [eadmissions.org.uk](http://eadmissions.org.uk). For schools, Studio schools and UTC's you may need to apply direct. Check their website for application information.

Remember there are only a limited number of places for young people in Studio Schools and UTCs. If they have more applicants than places available they will use their published Determined Admissions Arrangements to decide who to offer. As your child will already have a school place, there is no duty to

provide an alternative place at one of this type of establishments if you do not get offered a place at one of your preferred schools. Your child will be required to continue to attend their current school.

For information on all the Studio Schools and UTCs within a reasonable distance from your home please visit <https://studioschoolstrust.org/> and <http://www.utcolleges.org/>.

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

The London Borough of Newham will be contacting all families attending school in the borough with further information on the Studio Schools and UTCs within a reasonable distance within your home by 12 September 2017 for admission in September 2018.

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



## Introduction by the Principal Geoffrey Fowler

### Ethos and aims

LDE UTC is an industry led, hi-tech school, providing educational excellence for the students of today. Students choose to come to us because they have a passion to pursue a career in design and engineering. They will with the latest industry standard technologies enabling them to become confident, independent, work-ready individuals.

The curriculum is delivered through interesting and exciting employer-led projects, enabling learning by doing. Learning content is relevant and memorable, boosting our students' academic achievement. Students receive expert advice from our employer partners and university sponsor, coupled with mentoring, site visits and work placements. Our

employer partners include Thames Water, Costain, Skanska, Thames Tideway Tunnel, the University of East London and many more.

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

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

### Specialism/curriculum

LDE UTC offers a new kind of personalised learning based on a challenging curriculum with clear progression into employment, higher education or apprenticeships. Like any school, our broad and balanced curriculum will enable you to attain national qualifications, including the Ebacc. You will also be able to study more in the technical design and engineering areas that you are excited about. Pioneering technical projects incorporate our subject specialisms which include: Engineering, Built Environment & Art and Design.

A range of qualifications are on offer alongside the core curriculum; you will develop skills in finance and enterprise through setting up your own ventures.

The curriculum is enriched with many clubs and societies where you will take part in events across the academic year.

### Achievements

LDE UTC has some of the most innovative and advanced teaching technology in the UK like a LEGO innovation studio, the most advanced humanoid robots and the latest virtual reality technologies.

Students will work for much of the time in mixed groups on cross curricular employer led projects. They will have access to portable technology, allowing flexible learning at school, at home and in the workplace.

All students will be supported by employers who will provide great opportunities to experience the world of work and help students to be successful in the next stages of your development. Employers will provide support on how to write a good CV, rehearse interview skills and support project work. Each student will work with a personal mentor to help link all aspects of school life, including work experience. The mentor will help students focus on achieving their full potential and enjoying their time at school.

### Pastoral care/discipline

Each student at the LDE UTC is an individual with different interests and needs. We will ensure all students achieve their potential and succeed and have a personalised learning programme matching their talents, skills and interests, working closely with employer partners

As well as having access to the UEL SportsDock, (a £21m sports facility built for the American Olympic Team), all students will either create or join a society of their choice. By creating their own societies students will be fully engaged and passionate about their chosen activities. Students will learn transferable skills such as leadership, financial, secretarial and public speaking.







## Admission criteria for the London Design and Engineering UTC for entry from September 2018

### Background

The Design and Engineering UTC (LDE UTC) is a practical response to the pressing needs of engineering employers and young people in East London for an outstanding technical education that enables seamless progression into higher education and fulfilling employment. The LDE UTC is a mixed ability and mixed gender school and welcomes students from across a broad range of abilities. The Admissions Policy reflects these aspirations.

The LDE UTC will provide a total of 250 new places for young people aged 14 and 16 for September 2018. There will be 100 places for entry into Year 10 and 150 places for entry into Year 12 in September 2018. Full details of the admissions policy is available on the LDE UTC website at: [www.ldeutc.co.uk](http://www.ldeutc.co.uk)

As its own admissions authority, the LDE UTC Trust, in order to fulfill the vision and purposes of the UTC, will administer a fair, transparent and objective policy that complies with the School Admissions and Admissions Appeals Codes as they apply to University Technical Colleges.

### Oversubscription criteria

All Students with an Educational Health and Care Plan will be admitted to the LDE UTC when it is named in the statement. All applicants will be admitted if fewer applications than the PAN are received. Where the LDE UTC receives more applications than it has places available, the following criteria will apply.

### Oversubscription criteria for Year 10

When the LDE UTC is oversubscribed priority will be given to:

1. **Looked after children and previously looked after children.** (Looked-after children and previously Looked-after children: previously Looked-after children are those who have been adopted, or have become subject to a residence order or special guardianship order. 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 their exercise of their social services functions)

To address the gender imbalance in engineering and to encourage a

balanced intake of students when oversubscribed, children will then be admitted as follows:

2. **Girls.** Up to 50% of the remaining places will be allocated to girls in the following priority order:

- a. **Children with a social or medical reason whose needs will be best met by the UTC.** (The LDE UTC can only give priority to children under this criterion if it is supported by written evidence from a medical professional or social worker, saying why the LDE UTC is the most suitable school for the child and that their medical or social grounds are such that they cannot be met sufficiently at another school.)
- b. **Siblings of children who will still be attending the UTC in the academic year of admission.** (Siblings include step, adopted or foster brothers and sisters living in the same family unit on 1 September in the year of admission.) Applications for children of multiple births (twins, triplets etc.) will be treated as a single application. This might take the UTC above its PAN.
- c. **Children of Staff:** Children of current permanent members of staff who: have been directly employed at the school for a minimum of two years at the time that the application is made (this rule cannot be applied until staff have been employed at the school for two years), or have been recruited to fill a vacant post for which there is a demonstrable skills shortage. The absolute authority of the Board of Trustees of the LDE UTC will determine this shortage. The child in question must reside permanently with the member of staff and must have been doing so for two years by the time of application.
- d. **Random allocation using Catchment Area Bands.** The remaining places within the PAN will be allocated by random allocation for each of three concentric circular bands measured from the main gate of the LDE UTC site in 50%, 40%, 10% proportions. Band A is less than 4.5 miles distance, Band B



less than 10.5 miles and Band C all areas beyond that. A person independent of the LDE UTC will supervise the random allocation process.

**Band A** – within 4.5 miles radius of London Design and Engineering UTC

**Band B** – within 10.5 miles radius of London Design and Engineering UTC

**Band C** – Other boroughs of London and beyond

A student’s home address is the address at which he or she lives on 1 September in the year of admission for the majority of the time or in the case of equally shared addresses the address at which the student is registered with their GP.

In the case of all students’ residences, (houses, flats or multiple occupancy buildings), measurement will be taken from the main entrance of the building of residence to the main entrance of the LDE UTC in a straight line. Distances will be measured using the local authority’s protocol.

3. **Boys.** Remaining places will be allocated to boys. Boys will be admitted in the same priority order as set out above under the Girls criteria.

If the places allocated to one gender are undersubscribed, then they will be allocated to the other gender.

### Tiebreak procedure

In the event of two or more applicants that cannot otherwise be separated, a process overseen by someone independent of the LDE UTC will allocate priority for places randomly.

### Application process

**Year 10 application for the 2018 cohort – Application Deadline for September 2018 entry is 15 December 2017.**

For entry into Year 10 of the UTC in September 2018, parents will need to apply directly to the UTC using the LDE UTC Year 10 application form (available from the LDE UTC office or the LDE UTC website) [www.ldeutc.co.uk](http://www.ldeutc.co.uk)

### Notification of admission decisions

For students entering on 1 September 2018 at age 14 decision letters will go to parents on or before 1 March 2018.

Where it is found that the LDE UTC has made an offer as a result of a fraudulent or intentionally misleading application, which has denied a place in the college to a student with a legitimate claim, the offer of a place will be withdrawn.

### Waiting lists

Waiting lists complying with the LDE UTC’s admissions criteria will be applied to all oversubscribed years and not based on the date of application. Waiting lists will be held

for a minimum of one LDE UTC term. Where parents have submitted a transfer form before the closing date, but then change their preference to another school or college after the closing date, this will be treated as a “late” application. Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list.

### Appeals

Any parent or student refused the offer of a place in the LDE UTC has the right of appeal to an independent appeals panel established by the LDE UTC. Parents and/or students can lodge an appeal by writing within 20 school days to the LDE UTC Admissions Clerk, who will give them at least 10 school days’ notice of their appeal hearing. The appeals timetable is published on the LDE UTC website. Appeals will be coordinated and managed by an independent person.

### 2017 Applications

Any parent or student refused the offer of a place in the LDE UTC has the right of appeal to an independent appeals panel established by the LDE UTC. Parents and/or students can lodge an appeal by writing within 20 school days to the LDE UTC Admissions Clerk, who will give them at least 10 school days’ notice of their appeal hearing. The appeals timetable is published on the LDE UTC website. Appeals will be coordinated and managed by an independent person.

## Places offered using LDE UTC’s oversubscription criteria for entry for September 2017 were:

	EHCP	Looked After Children	Social or Medical Reasons	Siblings	Children Eligible for Pupil Premium	Children of Staff	Random Allocation using Bands	Total
LDE UTC	3	1	0	5	5	0	66	80

# APPLY ONLINE FOR A SAFE AND SECURE APPLICATION PROCESS

The easiest way to apply for your child's secondary school is to do it online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk)

The image shows a screenshot of the 'User registration' page on the eadmissions.org.uk website. The page has a purple header with 'e Admissions', 'Help', and 'FAQ' links. A sidebar on the left lists navigation options like 'School admissions home', 'Information & Guidance', 'Register to apply online', 'Edit your details', 'User login', 'Find your nearest school', 'Local Authority details', and 'eAdmissions details'. The main content area is titled 'User registration' and includes a 'Back' link and a 'Logout' button. The 'Enter Your Details' section contains instructions for existing users and a form for new users. The form fields include: Title (dropdown), First name, Last name, Postcode, Address (with a 'Find your address' button and 'Postcode not found' message), Email address (with an 'Add Address to Form' button), Home phone number, Work phone number, Mobile phone number, and a 'Create Service' checkbox. A 'Register' button is at the bottom right of the form. The footer of the page states 'Funded and supported by the 33 London authorities and Surrey County Council' and includes links for 'About this site', 'Feedback', 'Copyright', 'Disclaimer', 'Privacy Policy', and 'Contact'.

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

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

# Supporting schools







Playing a musical instrument can enhance a child's learning experience at school in many ways. Research shows that musical training can have positive impacts such as improving literacy, creativity and general intellectual development. Through ECaM, children have been shown to be healthier, happier and performing better at school. ECaM is the largest free music tuition programme in the country.

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

The benefits of the initiative include:

- Introduction to the magic of the theatre and the potential for developing learning (including literacy, literature, curiosity, creativity, issue based learning, citizenship)
- specific learning opportunities in the skills of theatre-going (such as understanding dramatic convention, or learning specialist vocabulary)
- support at school to take part in activities that offer lifelong participation in adult life and raise confidence in terms of the process of attending the theatre
- inspiration to take up further opportunities in terms of performing arts, stage craft or wider creative industries.

**Newham's Every Child a Sports Person (NECaSP)** - Newham Council is helping our young people to take part in sport and become more physically active through Newham's Every Child a Sports Person programme (NECaSP). In partnership with activeNewham and the University of East London, we enable every Year 7 pupil in a Newham secondary school to access more than 20 exciting sports that are not usually delivered as part of the curriculum in schools.

NECaSP is part of the council's wider commitment to building community resilience and ensuring young people in the borough have the same opportunities as children in more affluent areas.

## Improving Newham secondary schools

### Standards in Newham secondary schools

A new set of GCSE measures were introduced in 2016. Two key measures are **Attainment 8** (based on a pupil's best eight grades across three subject categories) and **Progress 8** (based on how much progress pupils have made since leaving primary school).

**Attainment 8:** Newham's overall score was 50.9, which is equivalent to an overall average grade between a B and a C. Newham was ranked 48th nationally (out of 152 Local Authorities in England) and 18th in London.

**Progress 8:** Newham's overall progress 8 score was +0.23 (meaning that, on average, Newham students achieved almost a quarter of a grade more progress across all their subjects than pupils with similar primary school results nationally). Newham was ranked 14th nationally and 12th in London.

### Newham's Every Child programme in secondary schools

Newham Council works in partnership with our schools to deliver Newham's Every Child programme to help our young people and their families to boost their enthusiasm for learning new skills, imagination and achievement. Here is just a taster of the great opportunities available in our schools.

**Newham's Every Child a Musician (ECaM)** - Throughout primary school, Newham children have the opportunity to learn how to play an instrument through weekly instrumental tuition at no cost to parents. The tuition and the musical instrument are provided free of charge by Newham Council and the children keep their musical instrument as a gift from the programme. These children will bring their musical skills and instrument with them into secondary school.

## School meals

Lunchtime meals are available at Newham secondary schools. The recommended cost of a school meal in September 2017 is £2.10. We have one of the lowest selling prices of a school meal in London.

The majority of our secondary schools have either a breakfast service and/or healthy snacks served during mid morning break.

### Nutritional guidelines

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

### Secondary school meals

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

Daily menu choices are displayed at point of sale to assist pupils with their meal choices.

Secondary school served by Juniper Ventures will have a range of exciting themed days and "meal deals" available throughout the academic year to encourage the uptake of healthy nutritious meals and healthy lifestyles.



### Cashless school meals

The following schools operate a cashless payment system: Brampton Manor, The Cumberland, Forest Gate, Kingsford, Langdon, Lister, Little Ilford, Rokeby, Sarah Bonnell, St Angela's and St Bonaventure's.

If your child has a place at any of these schools, they will provide you with details on how this works. Free school meal pupils will receive their entitlement automatically. If your child is a paying customer they will need to put money into their account.

## Help your child's school get extra funds

If you apply for free school meals for your child(ren) and you are assessed as being in receipt of one of the qualifying benefits, your school will receive an **extra £935** from the government called Pupil Premium.

### Free school meals

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

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

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

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

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

To apply, visit the Newham website and complete the online form. You only need to complete one form for all your children and this form will be used for the entire time they go to school in Newham.

Although we recheck all claims every week, if you stop receiving the qualifying benefits, you must notify us immediately as it is an offence for your child to take free school meals if you are no longer eligible.





## Special Educational Needs (SEND) and physical access needs

### Special needs

If your child has been identified as having special educational needs, teachers at your child's school can provide extra help if they need it. This supports the inclusion of your child.

All our mainstream secondary schools have children with special educational needs. We also reserve a small number of places for children in our resourced provision schools or in our special schools.

### Resourced provision in schools

We also prioritise places in five secondary schools for a small number of pupils with special educational needs. These are as follows:

**Eastlea Community School**

– pupils with complex needs.

**Langdon Academy**

– pupils with severe communication difficulties.

**Lister Community School**

– pupils who are deaf.

**Stratford School Academy**

– pupils with severe communication difficulties

**Little Ilford** – pupils with severe communication difficulties

**The Royal Docks Community School**

– pupils with complex needs.

**The Cumberland School**

– pupils with severe communication difficulties.

Places in resourced provision are allocated through the SEN section following assessments and reviews of the child's needs. Most children can have their needs met in local secondary schools without needing to attend resourced provision or special schools.

Through our funding arrangements, pupils with complex needs are also able to access appropriate provision in local schools.

### Special schools

**Eleanor Smith School Annexe**

**Lawson Close**

**London E16 3LU**

Places are offered to pupils with complex emotional and behavioural difficulties and pupils are usually linked to a mainstream school.

**John F Kennedy Academy**

**Pitchford Street**

**London E15 4RZ**

Places are offered to pupils with profound and multiple learning difficulties, severe learning difficulties or pupils with complex needs on the autistic continuum.

We always try to meet parental preference but when there are more suitable applicants for resourced provision places in a school than the number available, we use the following oversubscription criteria (tie break):

- children who have a sibling at the school, who is reasonably expected to still be on roll when the child is due to start
- the shortest home to school walking distance (see page 52 for a full explanation of how these are calculated).

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

The SEN section can be contacted on 020 3373 1810 or by post SEN section, Newham Dockside, 1000 Dockside Road, London E16 2QU or by emailing [edu.sen@newham.gov.uk](mailto:edu.sen@newham.gov.uk)



# Physical accessibility of Newham secondary schools from September 2017

Bobby Moore Academy	1	
Brampton Manor Academy	1	Has lift access in main block only. Some areas adapted to exclude ultra violet light.
Chobham Academy	1	
Cumberland School	1	Also has life skills suite (kitchen, bedroom, study).
Eastlea Community School	1	Has a large site – could be hard for someone who has difficulty walking and does not use a wheelchair.
East London Science School	4	
Forest Gate Community School	1	Has lift access in one block only.
Kingsford Community School	1	
Langdon School	1	Fully wheelchair accessible and has physio and hygiene space. Stair lifts are used which are unsuitable for a high volume of traffic due to slowness.
Lister Community School	1	Has hygiene room jointly with physio space (limits numbers of dependent wheelchair users to 3 or 4.) Has a small lift in the main block – the upstairs of the old block is only accessible by climbing stairs.
Little Ilford School	1	
Oasis Academy Silvertown	3	This Academy will have full physical access when they are located in their permanent site.
Plasht School (girls)	3	Lift access to part of one block only, stairs to other upper floors. School is spread over a large area making it difficult for pupils with limited mobility.
Rokeby School (boys)	1	
The Royal Docks Community School	1	Also has a life skills suite
St Angela's Ursuline School (girls)	3	
St Bonaventure's Catholic Comprehensive School (boys)	3	Has wheelchair stair lift to one floor only; upper floor and basement have stair access.
Sarah Bonnell School (girls)	1	
School 21	1	
Stratford School Academy	1	Has some very narrow corridors and stairs – difficult for people using walking aids.
<b>SPECIAL SCHOOLS</b>		
John F Kennedy (Post 16 Beckton)	1	
Eleanor Smith Special School	3	
John F Kennedy Academy	1	

## Key to table of physical accessibility

1. Full physical access – physical access to whole curriculum and the building. In addition this would include a physiotherapy exercise space and a hygiene room.
2. Significant physical access – physical access to the majority of the curriculum, may have accessible

toilet or physiotherapy exercise space but no hygiene room.

3. Partial physical access – physical access into premises for meetings, limited access around premises and no physiotherapy space or hygiene room.
4. No physical access – no significant access.

## Note:

- A hygiene room is a space with a shower, toilet with grab rails and a height adjustable changing bed/ physio bed and hand basin.
- Physical access means accessible to wheelchair users and people who use walking aids.

# Travelling to secondary school

School travel plans look at the journey pupils take to and from school each day and promote more active and sustainable modes of travel like walking, cycling, public transport or car sharing.



School travel plans are documents written by school communities and set out a range of actions that encourage sustainable travel. They also look at aspects of safety around school sites and aim to make routes to school safer. School travel plans are whole school approaches that look to involve pupils, parents, staff and governors in finding solutions to the transport problems of a school.

There are several benefits of walking and cycling to school for your child and the school:

- less congestion around school sites
- pollution is three times higher in a car than if your child is walking or cycling to school
- walking and cycling puts physical activity into a pupil's daily life. 30 minutes of walking or cycling can reduce the risk of coronary heart disease by over half, diabetes in adulthood by 50 per cent, obesity by 50 per cent, hypertension by 30 per cent
- improved road safety knowledge.

There are many barriers that prevent pupils from travelling to school by sustainable modes of travel and a school travel plan helps to develop actions to overcome these.

Some of the school travel initiatives the Road Safety section run to assist schools in delivering their travel plan objectives are as follows:

- cycle training, which includes off road level 1 and on road level 2 National Standard Training
- assisting schools to apply for the Mayor of London's Cycle Parking Programme for free cycle storage so your child's bike can be kept safely at school
- supporting schools with the Junior Road Safety Officer Scheme (JRSO) and Sustainable Travel and

Recognised Accreditation Scheme (STARs)

- road safety advice and working with schools, their staff, students, parents and wider community
- walking and cycling events.

In the transition to secondary school, pupils are now travelling independently and often greater distances than when at primary school. All pupils aged 11-15 years are entitled to an Oyster photo card which enables them to travel for free on buses and trams. Application forms for Oyster cards are available at post offices and more information on the Oyster scheme can be found at [www.tfl.gov.uk](http://www.tfl.gov.uk)

## More information

### Why walk to school?

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

#### 1. Fitness and wellbeing

Most of us are very aware that obesity is rising fast in young people.

They 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 their walking journey to school, it may be possible to find a route which is quiet, as walking through green spaces such as parks can make you feel calmer and happier.

#### 2. Concentration at school

Evidence shows that young people 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. Reminding young people of road safety will stand them in good stead for the rest of their life.

#### 4. Socialising and independence

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

5. It's better for the environment if young people don't travel to schools in cars or on buses.



For more information or advice about school travel plans and sustainable travel, contact Newham's school travel plan advisors:

Traffic Management and Road Safety Unit, Newham Dockside, 3rd floor, West Side, 1000 Dockside Road London E16 2QU

Phone: 020 3373 1294

Email: [schooltravelplan@newham.gov.uk](mailto:schooltravelplan@newham.gov.uk)

[cycle.training@newham.gov.uk](mailto:cycle.training@newham.gov.uk)

## Zip Oyster

The Zip Oyster is for students aged 11-15. It allows them to travel for free on journeys made at any time by bus or tram. It also charges child fares on the Tube, DLR, London Overground and National Rail.

There is a behaviour code to follow and if broken there is a risk of the Zip Oyster being revoked. It can be given back through the Earn Your Travel Back Scheme.

Details on how to apply for a Zip Oyster and the Earn Your Travel Back Scheme can be found at [www.tfl.gov.uk](http://www.tfl.gov.uk)

## Cycle training

Newham offers free cycle training if you live, work or study in the borough.

You can be a complete beginner or want the skills or confidence to ride on the road. Or you can advance your road skills for commuting and leisure activities.

For further information

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

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

A small number of pupils with special educational needs (SEN) receive assistance with home to school transport. This may be in the form of independent travel training, personalised payments, walking escort, bus pass or transport. Initial enquiries about this assistance should be made by calling 020 3373 1630 or writing to (postal address only):

Travel and Independence  
Administrator  
SEN Section  
Newham Dockside  
1000 Dockside Road  
London E16 2QU  
[www.newham.gov.uk/  
transportassistance](http://www.newham.gov.uk/transportassistance)

## Free bus and travel pass policies for schools – September 2017

### 1. Mayor of London's free bus pass scheme

1.1 The Mayor of London has implemented a scheme whereby all school children up to the age of 18 years old are eligible for a free bus pass. Children between the ages of 5 and 10 can get free travel on the tube, DLR, trams and London Overground as long as they are travelling with an adult or using a 5-10 Zip Oyster photo card. Therefore the council's travel assistance policy below will not apply unless a pupil falls outside of the Mayor of London's free bus pass scheme. Parents/carers wishing to be considered under Newham Council's scheme for a Free London Transport Travel Pass must provide evidence to show that their child is ineligible under the Mayor of London's free bus pass scheme, unless they fall under the exceptions mentioned below.

### 2. London Borough of Newham free travel pass scheme

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

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

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

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

This scheme is not intended to provide free travel passes or travel assistance to children who attend, or are due to attend, a school for which their parent has expressed a preference (named on their application form). This does not mean the child will be automatically refused. Parents still have the right to apply and for their case to be considered. However, if Newham can allocate the child a place within the statutory distances, (see 2.3 below) the application will be refused, even if this alternative allocation is not accepted.

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

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

the cheapest form of travel is expected to be taken.

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

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

and

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

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

- 2.5 Children (in Year 10 or 11) whose family are temporarily re-housed in Newham by another local authority and are within reasonable daily travelling distance of their existing school and over three miles away from

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





3.3 Secondary aged children – support with transport costs will be provided to any one of the nearest three suitable schools, where the home to school distance travelled is between two and six miles:

- Where the nearest suitable school is preferred on the grounds of religion or belief, support with transport costs will be provided if the school is between 2 and 15 miles from the family home
- in this context, based on case law, the DfE suggests that for ‘belief’ to be considered, it must attain a certain level of cogency, seriousness, cohesion and importance; be worthy of respect in a democratic society; and not be incompatible with human dignity or the fundamental rights of the child.

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

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

#### 4. Appeals

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

home will not be considered. This is designed to facilitate school attendance, and avoid disruption to the education of pupils in their last two years of secondary education who may be unable to gain access to a similar range of curriculum subjects, or similar syllabi, in a local school.

- 2.6 Children whose family is temporarily re-housed in bed and breakfast accommodation in another London borough under the Housing Act 1996, by Newham Housing Services will only be considered if they are in years 10 or 11; have been attending a Newham school for at least one term; and they have a school attendance record of at least 90 per cent. If the child’s school attendance drops below 90 per cent and/or the school reports problems with lateness, the offer of travel assistance will be removed.
- 2.7 Children that are temporarily re-housed as detailed in paragraphs 2.5 and 2.6 will be considered for a travel pass

under this policy where this is assessed as a significantly quicker way to complete a home to school journey.

### 3. Additional support for families on low income

- 3.1 Under the Education and Inspections Act 2006, provided the pupil does not fall under the Mayor for London’s Free Bus Pass Scheme, the local authority (LA) will also take into account the following factors for families that are defined as on low income. Low income families for this purpose are defined by the government’s Department for Education (DfE) as when the child are entitled to free school meals or their parents/carers are in receipt of the maximum level of Working Tax Credit.
- 3.2 Primary aged children – the two mile limit for providing transport costs mentioned in paragraph 2.3 above, is extended to include children up to the age of 11 years attending their nearest suitable school.

# School attendance matters

Newham Children and Young People's Service (CYPS) are 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. Children also learn better and socialise better when they attend regularly. They develop confidence and friendships, and are able to feel part of school life. 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 to 17 years, 18 from September 2014) are required to ensure that they receive a suitable education by regular attendance at school or otherwise. Failure to comply with this duty can lead to prosecution under Section 443 of the Education Act 1996 and a School Attendance Order will be issued.

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

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

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

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

## Local authority responsibilities

- To take legal action where parents fail to secure suitable education for their children by attendance at school, or otherwise
- to take legal action where parents fail to ensure their children attend school regularly and punctually (this can include issuing Penalty Notices, see below)
- to make arrangements for the provision of suitable education at schools or otherwise for children of compulsory school age who may not be able to attend school for reasons such as illness or exclusion
- to identify, locate and arrange education for children who may be missing from education (CME).

## Monitoring of school attendance

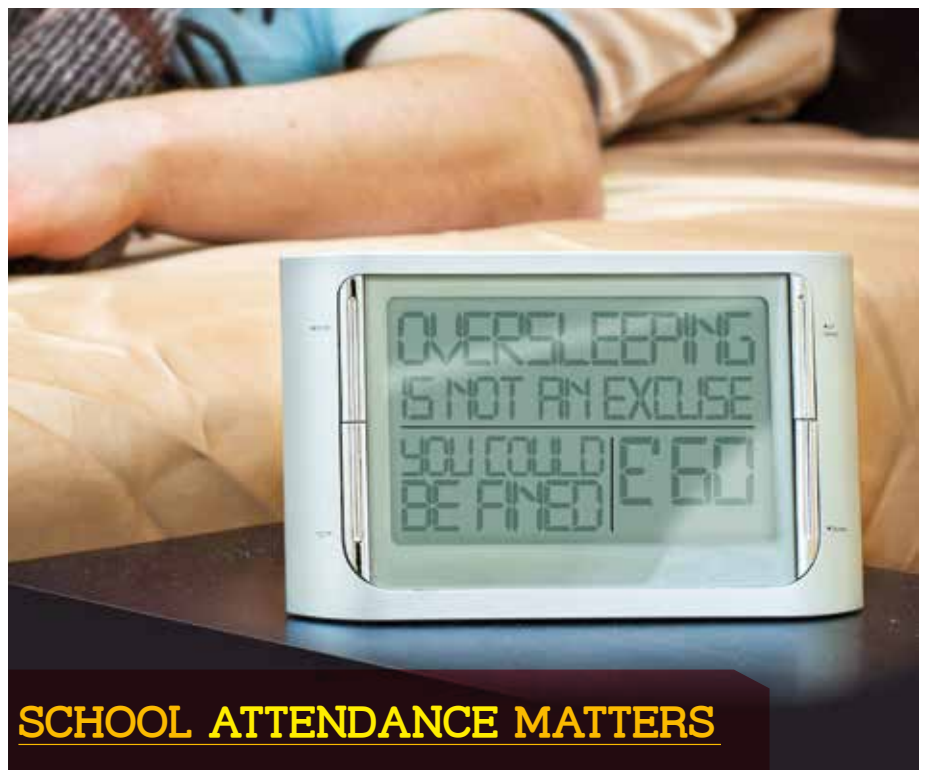
Schools are required to take attendance registers twice a day. If a pupil is absent, schools must indicate in their register whether the absence is authorised by the school, or unauthorised. Parents/carers are responsible in law for ensuring their children attend school. Attendance should be as near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

The local authority monitors the attendance rates in schools, and advises on policy, procedures and practice to improve attendance. Newham Council's Attendance Management team helps schools to comply with legal duties in relation to attendance and absence.

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

## Penalty notices

Penalty Notices can be issued for a range of reasons related to attendance and punctuality. A Penalty Notice requires a fine of £60 to be paid by each parent, for each child, within 21 days, as of 1 September 2013. If the fine is not paid within 21 days, but paid within 28 days, the fine rises to £120 per parent, per child. If the fine is not paid at all, the parents will be prosecuted for the non-attendance. Please note: the government has changed the timescales for payment, to enable prosecutions to be brought more quickly, when necessary.



**SCHOOL ATTENDANCE MATTERS**

## Holidays during term-time

There is no entitlement to leave of absence in term time. Head teachers may, in very exceptional circumstances, authorise a leave of absence, in which case the date of return will be specified.

## Children missing from education (CME)

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

## Child employment, performance licensing & chaperone licensing

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

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

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



## Children's Social Care

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

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

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

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

**APPLY  
ONLINE**  
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# YOUNG MAYOR 2017

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The Young Mayor and Youth Council will be supported to deliver an annual programme of initiatives which are important to the lives of young people in the borough.

If you are aged 11-18 and live or attend school in Newham, you can vote in the elections.

To find out more visit [www.newham.gov.uk/youngmayor](http://www.newham.gov.uk/youngmayor)

# APPLYING ONLINE

Applying for your child's secondary school place online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) is easy, secure and fast.

## When you apply online:

- your child's details are safe and secure
- you will receive a confirmation email as soon as you have successfully submitted your application
- you can log in and change your school preferences any time right up until **11.59pm on Tuesday 31 October 2017**
- you can log in on the evening of national offer day **31 October 2017** to find out your child's offer.

**To apply online you need to register at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) after 1 September 2017 to create a password and start your application.**

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

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

## For applicants of faith schools

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

**To make sure you apply on time, apply online**  
[www.eadmissions.org.uk](http://www.eadmissions.org.uk)