



## **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**

**Intellectual property of LB Newham**

## 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.

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

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

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

In Newham if parent/carers of a school aged child who is residing in the borough fail to provide suitable education and refuse to complete a 'common application form' we reserve the right to apply on their behalf and allocate their child a place at the closest school to the child's home with a place available at that time. Where the child has a sibling at a Newham school, in the first instance we will try to allocate a place at the same school if a place is available at the time. 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 Education Needs**

Children with an Education Health Care Plan (EHCP) or Statement of Special Educational 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)
- 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 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's 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 1<sup>st</sup> 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 electronically on the evening of national.

### **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 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 parent/carers must ensure their child receives suitable education until the last Friday in June of the year they become 16 provided their birthday is before the beginning of the next school year.

A child ceases to be of compulsory school age on the last Friday of June in the school year they become 16. If a child is educated outside their 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 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 increase 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 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 1<sup>st</sup> 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 children returning to Newham an alternative allocation will be made to ensure we fulfil our duty to provide education for our residents.

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

## **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/carers rights of an appeal for a place at their preferred school where they have applied and been refused.

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

## **8. Siblings.**

For admission purposes a sibling is defined as:

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

This includes;

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

The named siblings must be living at the same address, as the child on the application, at the time of the application. 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

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<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



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 waiting list to be changed to include their new sibling priority.

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

## **9. Change of home address**

If a child awaiting a school offer or is on a waiting list, changes their home address their parent/carer must notify 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 being provided on the application was accurate at the time of submission. This means that address and date of birth checks are not made until the admission meeting, at which point they are mandatory.

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 school ranked higher than the school offered. This notification will mean that the child will be removed from the waiting list for those schools and the child can only be considered for a place if the parent/carer submits a fresh application.

## **12. School 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/carers preferred schools, where this is not possible and the child is out of education because they are not on roll at a school or where no previously allocated placement is available to them, an alternative

placement will be allocated unless the child does not live in Newham. This alternative will be the closest to their home address that had a place available at the time of their application. 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 schools waiting list. The only exception to this is where a Newham parent/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 co-ordination 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 advices 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 schools 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/carers 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.

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

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/carers preference as detailed on their application, a child's name will be automatically added to the waiting list for each of the schools named (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 Councils waiting list scheme, Pupil Services will send an automatic weekly email advising the applicant of the child's waiting list position. This service can only be provided if we have a current valid email address and the applicant has not opted out of the emails.

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

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

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

## **16. Independent admission appeals**

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

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

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

If a parent/carer has had an unsuccessful appeal, a second appeal application for a place in the same academic year, for the same school, will not be considered unless there have been significant changes in circumstances relevant to the application. The 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

### Schools Admissions Oversubscription Criteria - Secondary

#### For entry from September 2018

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 (pages 17 to 20).

**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 (pages 17 to 20).

<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 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

### **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 schools admission number if only one sibling can be offered. Random allocation would be used to determine which of the children will be offered the place available. An officer independent of Children's Services and the admissions processes will be responsible for drawing the name of the successful applicant and the draw will be overseen by an independent adjudicator who will not work in Children Services or have any involvement with the admissions process.

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

For admission purposes a sibling is defined as:

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

This includes;

- Adopted siblings<sup>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).

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

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<sup>3</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



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 waiting list to be changed to include their new sibling priority.

Conversely if a child is on a waiting list and has sibling priority, if their sibling is removed from the schools roll following the submission of their application their parent/carer must notify Pupil Services in writing ([pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk)) of the sibling's leave date for the child's so their 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 owned by the parent/carer and rented to a third party,  
OR
- Another family members/friends address who does not have parental responsibility for the child, even if the tenant is responsible for the child's daycare arrangements,  
OR
- 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.

For Sarah Bonnell School only within each criterion priority is given to those girls who main home address is within the schools 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 schools 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 an accurate measurement.

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

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

Parks/recreational areas (The Greenway is included in our calculations)  
Unofficial crossing points of the 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 pupils 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 an 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 flats, whether they are within a block or a house, priority will be given based on the floor the child lives, with the lowest floor having priority over higher floors.

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

### **For applications from outside of Newham**

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

## **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.*

# Appendices

## 1 to 3



## Appendix 1

### Published Admission Numbers

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

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

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

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

### School admissions - children from overseas

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

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

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

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

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

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

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

OR

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

OR

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

OR

- **Official Documentation from the National Asylum Seeker Service** indicating they are supporting the family e.g. ARC application registration card  
***Application registration card (ARC)** ARC is a credit card sized document issued to asylum applicants after screening to show that they have applied for asylum. It is also used as evidence of identity, immigration status and*



*entitlements in the UK. It holds identifying information including fingerprints and reporting arrangements in a microchip within the card.*

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

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

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

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

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

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

**OR**

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

**OR**

- Current Tenancy Agreement for Council Housing or Housing Association Property

**OR**

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

**OR**

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

**OR**

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

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

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

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

**OR**

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

**OR**

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

**OR**

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

### **Medical Contacts**

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

AND

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

### **Emergency Contacts**

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

Full Name

Address

Language

Relationship to the Child

Home Number

Mobile Number

### **Proof of parental responsibility:**

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

## Appendix 3

### Admission Arrangements for September 2018 onwards

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

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

Non maintained schools can opt in or out of any of the groups above, at any time during the admissions process.