

Children's Services
**PRIMARY SCHOOLS
ADMISSIONS**

Admission to Reception 2017



Children's Services 2017-18

If you have difficulty understanding this information in English, we can help you via the One Stop Shop in Lynton House, 255-259 High Road, Ilford, Essex, IG1 1NN.

The Redbridge One Stop Shop (OSS) at Lynton House, Ilford provides an appointment only service.

The OSS appointment system will save you time and make your visits quicker and more efficient.

You can pre-book your appointment either online (you must be a registered user and logged in to book an appointment) or through the Customer Contact Centre on 020 8554 5000.

Bengali

আপনার যদি ইংরেজীতে এই তথ্য বুঝতে অসুবিধা হয়, তাহলে Lynton House (লিটন হাউস), 255-259 High Road, Ilford, Essex, IG1 1NN ঠিকানায় ওয়ান স্টপ শপের মাধ্যমে আমরা আপনাকে সাহায্য করতে পারব। ইংল্যান্ড-এর লিটন হাউস রেডব্রিজের ওয়ান স্টপ শপ (OSS) সুধু এ্যাপয়েন্টমেন্ট করে দেখা করার ব্যবস্থা চালানো হয়। ওয়ান স্টপ শপের এই এ্যাপয়েন্টমেন্ট করে যাওয়ার ব্যবস্থা আপনার সময় বাঁচাবে এবং আপনার সেখানে গিয়ে দেখা করাটা অপেক্ষাকৃত তাড়াতাড়ি ও আরও কার্যকরী হবে। আপনি হয় অনলাইনে (কেবল এ্যাপয়েন্টমেন্ট করার জন্য আপনাকে অবশ্যই একজন রেজিস্টার করা ব্যবহারকারী হতে হবে এবং লগ ইন করে থাকতে হবে) নম্বর 020 8554 5000 (০২০ ৮৫৫৪ ৫০০০) নম্বরে কাস্টমার কন্টাক্ট সেন্টারের মাধ্যমে আসে থেকে আপনার এ্যাপয়েন্টমেন্ট বুক করতে পারবেন।

Gujarati

જો અંગ્રેજી ભાષામાં સંદેશ આ માહિતી સમજાવામાં તમને શ્રેણિ મુશ્કેલી પડે તો, અમે લિટન હાઉસ (Lynton House), 255-259 High Road, Ilford, Essex, IG1 1NN માં સંદેશ વન સ્ટોપ શોપ (One Stop Shop) માં સંદેશ તમને મદદ કરી શકીએ. યુ રેડબ્રિજ (The Redbridge) વન સ્ટોપ શોપ (One Stop Shop) કે જે લિટન હાઉસ (Lynton House) માં છે તે ફક્ત એપોઇન્ટમેન્ટ સર્વિસ સેવા જ પૂરી પાડે છે. આવી OSS એપોઇન્ટમેન્ટ પદ્ધતિ તમારી સમય બચાવશે અને તમારી મુલાકાતો વધારે ઝડપી અને અસરકારક બનાવશે. તમે તમારી એપોઇન્ટમેન્ટ અનલાઇન બુક કરી શકો છો કે જે ઓનલાઇન (આ માટે તમે રજીસ્ટર્ડ યુઝર અવશ્ય છે) અને એપોઇન્ટમેન્ટ બુક કરવા તમારે યોગ્ય ડાન કરવાનું રહે છે) પર ઘડ ઘડ છે અથવા 020 8554 5000 પર કસ્ટમર કોન્ટેક્ટ સેન્ટર (Customer Contact Centre) માં સંદેશ કરી શકાય.

Punjabi

ਜੇ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਅੰਗਰੇਜ਼ੀ ਵਿੱਚ ਸਮਝਣ ਲਈ ਮੁਸ਼ਕਿਲ ਆ ਰਹੀ ਹੋਵੇ, ਤਾਂ ਅਸੀਂ ਤੁਹਾਡੀ Lynton House, 255-259 High Road, Ilford, Essex, IG1 1NN ਵਿੱਚ ਵੱਠ ਸਟੋਪ ਸ਼ੋਪ (One Stop Shop) ਦੁਆਰਾ ਮਦਦ ਕਰ ਸਕਦੇ ਹਾਂ। ਲਿਟਨ ਹਾਊਸ (Lynton House) ਵਿੱਚੋਂ ਰੈੱਡਬ੍ਰਿਜ ਵੱਠ ਸਟੋਪ ਸ਼ੋਪ (ਓ.ਐਸ.ਐੱਸ.) (Redbridge One Stop Shop (OSS)) ਕੇਵਲ ਅਪੋਇੰਟਮੈਂਟਾਂ ਨਾਲ ਹੀ ਜਿਥਾ ਚਾਹੁਣ ਕਰਦੀ ਹੈ। ਇਹ ਓ.ਐਸ.ਐੱਸ. (OSS) ਅਪੋਇੰਟਮੈਂਟ ਵਿਵਸਥਾ ਤੁਹਾਨੂੰ ਸਮਾਂ ਬਚਾਵੇਗੀ ਅਤੇ ਤੁਹਾਡੀਆਂ ਮੁਲਾਕਾਤਾਂ ਵਧੇਰੇ ਤੇਜ਼ ਅਤੇ ਲਿਪੁਨ ਬਣਾਵੇਗੀ। ਤੁਸੀਂ ਆਪਣੀ ਅਪੋਇੰਟਮੈਂਟ ਪਹਿਲਾਂ ਹੀ ਆਨਲਾਈਨ (ਅਪੋਇੰਟਮੈਂਟ ਬੁਕ ਕਰਾਉਣ ਲਈ ਤੁਹਾਡਾ ਰਜਿਸਟਰਡ ਉਪਭੋਗਤਾ ਹੋਣਾ ਅਤੇ ਲਾਗੂ ਇਨ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੈ) ਜਾਂ ਗਾਹਕ ਸੰਪਰਕ ਕੇਂਦਰ (Customer Contact Centre) 020 8554 5000 ਦੁਆਰਾ ਬੁਕ ਕਰਵਾਸਕਦੇ ਹੋ।

Somali

Haddii ay kugu adag tahay in aad warbixintan ku fahanto af Ingiriisi, waxaan kugu caawin karnaa xarunta One Stop Shop (Xarunta Waxwalba Laga helo) ee ku yaala Lynton House, 255-259 High Road, Ilford, Essex, IG1 1NN. Xarunta One Stop Shop (OSS) ee Redbridge ee ku taalla guriga Lynton House waxay bixiyaan balan aadeeg kaliya. Nidaamkaan balanta OSS wuxuu kuu badbaadinayaa waqti iyo wuxuu ku badbaadinayaa waqti iyo wuxuu ka dhigayaa booqashadaada mid degdege ah oo oo waxtar badan leh. Waxaad horay ugu diyaarsan kartaa midkood onleenka (waa in aad ahaato isticmaale diiwaangashan oo aad gashaa diyaarsashada balanta) ama adiga oo u maraya Xarunta Xiriirka Macmiilka (Customer Contact Centre) ee 020 8554 5000.

Turkish

Bu bilgileri İngilizce olarak anlamakta güçlük çekiyorsanız, Lynton House, 255-259 High Road, Ilford, Essex, IG1 1NN adresindeki One Stop Shop aracılığıyla size yardımcı olabiliriz. Lynton House'taki Redbridge One Stop Shop (OSS), yalnızca randevuyla hizmet vermektedir. OSS randevu sistemi size zaman kazandırarak ziyaretlerinizi daha hızlı ve etkili hâle getirecektir. Randevunuzu ya çevrimiçi olarak (randevu almak için kayıtlı bir kullanıcı olmanız ve oturum açmış olmanız gerekir) ya da 020 8554 5000 numaralı telefondan Müşteri İletişim Merkezi aracılığıyla alabilirsiniz.

French

Si vous avez du mal à comprendre ces informations en anglais, nous pouvons vous aider via notre guichet unique situé à l'adresse Lynton House, 255-259 High Road, Ilford, Essex, IG1 1NN. Le guichet unique Redbridge de Lynton House propose uniquement ses services sur rendez-vous. Le système de rendez-vous du guichet unique vous permettra de gagner du temps et optimisera la rapidité et l'efficacité de vos visites. Vous pouvez prendre rendez-vous en ligne (vous devez être un utilisateur enregistré et connecté) ou par l'intermédiaire du Centre de service aux clients au 020 8554 5000.

Hindi

अगर आपको अंग्रेजी में इस जानकारी को समझने में कठिनाई होती है तो हम Lynton House, 255-259 High Road, Ilford, Essex, IG1 1NN में अवस्थित वन स्टॉप शॉप के जरिए आपकी सहायता कर सकते हैं। लिटन हाउस में अवस्थित रेडब्रिज वन स्टॉप शॉप (ओएसएस) केवल अपॉइंटमेंट के द्वारा अपनी सेवा प्रदान करता है। यह ओएसएस अपॉइंटमेंट सिस्टम आपका समय बचाएगा और आपकी मुलाकातों को अधिक त्वरित और कार्यसमर्थ बनाएगा। आप या तो ऑनलाइन (एक अपॉइंटमेंट बुक करने के लिए आपका एक पंजीकृत प्रयोगकर्ता होना और लॉग इन करना आवश्यक है) या 020 8554 5000 पर कस्टमर कॉन्टैक्ट सेंटर (ग्राहक संपर्क केंद्र) से संपर्क करके पहले से अपना अपॉइंटमेंट बुक कर सकते/सकती हैं।

Russian

Если вы затрудняетесь с пониманием этой информации на английском языке, мы можем оказать вам помощь, для этого следует обратиться в One Stop Shop in Lynton House, 255-259 High Road, Ilford, Essex, IG1 1NN. The Redbridge One Stop Shop (OSS) в Lynton House оказывает помощь только по записи на прием. Система записи на прием OSS позволит вам сохранить время и решить свои вопросы быстрее и эффективнее. На прием можно записаться по интернету (для этого следует предварительно зарегистрироваться как пользователь и подключиться к своему профилю для того, чтобы записаться на прием) или по телефону в службу работы с клиентами - Customer Contact Centre - 020 8554 5000.

Portuguese

Se tiver dificuldade em compreender esta informação em língua inglesa, podemos ajudá-lo no centro de contacto One Stop Shop, no seguinte endereço: Lynton House, 255-259 High Road, Ilford, Essex, IG1 1NN. O centro de contacto One Stop Shop (OSS) de Redbridge, em Lynton House, só atende mediante marcação. Este sistema de marcações do centro OSS poupa-lhe tempo e torna as suas visitas mais rápidas e mais eficientes. Pode fazer a marcação da sua visita online (para isso tem de estar registado como utente e entrar no sistema) ou através do Centro de Apoio ao Cliente - tel. n.º 020 8554 5000.

Urdu

اگر آپ کو یہ معلومات انگریزی میں سمجھنے میں مشکل پیش آ رہی ہے، تو ہم لیٹن ہاؤس (Lynton House, 255-259 High Road, Ilford, Essex, IG1 1NN) میں واقع ون سٹاپ شاپ (One Stop Shop) کے ذریعے آپ کی مدد کر سکتے ہیں۔ لیٹن ہاؤس میں دی ریڈ برج ون سٹاپ شاپ (اویس ایس) صرف ایوانٹمنٹ کے ذریعے خدمت مہیا کرتی ہے۔ یہ او ایس ایس ایوانٹمنٹ سسٹم آپ کا وقت بچانے کا اور آپ کے ہمارے ہاں آنے کے عمل کو تیز رفت اور زیادہ مفید بنائے گا۔ آپ اپنی ایوانٹمنٹ پیشگی طور پر یا آن لائن (اس کے لیے آپ کا انٹرنیٹ پر ہمارے ساتھ رجسٹرڈ ہونا اور ایوانٹمنٹ بنانے کے لیے لاگ ان ہونا ضروری ہے) یا 020 8554 5000 پر کسٹمر کنٹیکٹ سنٹر کو فون کر کے بک کروا سکتے ہیں۔

Yoruba

Ti oye ohun ti a ko si le ko ba ye o ni Ede Geesi, a le ran e lowo lati ori eka 'One Stop Shop' ti o wa ni ile Lynton, 255-259 High Road, Ilford, Essex, IG1 1NN. Ni ile ise ti 'The Redbridge One Stop Shop (OSS)' ti o wa ni ile Lynton House, Ilford wa lati pese iranwo ti o ba koko beere aye a ti ri won. Ti o ba koko beere aye lati odo awon OSS eyi ma a din akoko iduro re ku leyi ti o ma se o ni anfaani lati tete ri won ni kiakia lai fi akoko sofo ti o si tun mu na doko. O le koko beere aye irini re lo ri ero ayarabiassa (o ni lati je eni ti o ti forukosile pelu won tele ati eni ti o ti beere fun aye irini tele) tabi lati odo awon ile ise to nbojuto awon Olubara lori ero 020 8554 5000.

www.redbridge.gov.uk

Admissions



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Children's Services

Chris Hilliard

Operational Director, Education and Inclusion

Admissions and Awards

Please ask for: Primary Admissions

Date: September 2016

Email: admissionsandawards@redbridge.gov.uk

Dear Parents/Carers

Re: Admission to Primary School 2017

Joining a new primary school is a significant event in a child's life and here in Redbridge we hope that it can be made as easy as possible for both you and your child.

This booklet explains the procedure for Redbridge parents to apply for their child's admission to primary school, whether to a Redbridge school or one in another local authority.

For Reception 2017-18 if you do not live in Redbridge you must apply to your own Authority. Useful quick links can be found at the back of this booklet on **page 89**.

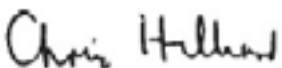
You can apply online for a primary school place by visiting the Redbridge Council website at www.redbridge.gov.uk/eAdmissions. This service will be available between **1 September 2016 and 15 January 2017** for online applications and after for late applications. The website is easy to follow and enables you to access other education and school websites which are helpful in the admission process.

Applying online is quick, easy to do and it is safe to use. You can access your application at a time that suits you and you can amend or check it as many times as necessary before you finally submit your application. There is no risk your application will get lost in the post. You will know the outcome of your application during the evening of **18 April 2017**.

The deadline for receipt of applications is **Sunday 15 January 2017** and it is very important that you submit your application by this date. Applications made after this date are less likely to receive the school they want than those made by the deadline.

May I take this opportunity to wish your child every success in his or her future primary school.

Yours sincerely



Chris Hilliard

Operational Director, Education and Inclusion

Introduction

This information concerns children of primary school age and those who will start school for the first time between 1 September 2017 and 31 August 2018 with dates of birth between 1 September 2012 and 31 August 2013.

If your child was born between 1 September 2012 and 31 August 2013, you must apply for a place at a primary school by 15 January 2017.

If you live in Redbridge please read this carefully as it gives you all the general information you need to know about applying for a primary school for your child. If you **do not live in Redbridge**, you should contact your **own local authority**, details are on [page 88](#). A full list of primary schools in Redbridge can be found on [pages 83-85](#).

If you have any queries about your child's application for a place at a primary school, please contact **Children's Services** by emailing admissionsandawards@redbridge.gov.uk

In-Year application – Moving between primary schools

An online In-Year Application is available for admission to existing year groups at www.redbridge.gov.uk/schools/admissions-during-the-school-year

SEN Applications

Do not complete an online form if your child has a statement of Special Educational Needs/EHC Plan you should contact the Redbridge Special Educational Needs team on 020 8708 8210, who handle placements in Reception in such cases. Please read further information on [page 26](#).

Transferring from Infants to Juniors

In all through primary schools, children transfer from Year 2 to Year 3 automatically. However, there are some instances where the Junior School is separate or parents might want their child to attend a different school in Year 3.

Children who attend the Infant Schools listed below are entitled to automatic admission to the linked Junior School when transferring from Year 2 to Year 3:

Churchfields Infant	—————	linked to	—————>	Churchfields Junior
Oakdale Infant	—————	linked to	—————>	Oakdale Junior
Parkhill Infant	—————	linked to	—————>	Parkhill Junior

We will also accord sibling priority, where appropriate, between the linked schools.

Children in Redbridge Infant Schools will be sent further details about this from their school in the Autumn Term 2016 so they can apply by 15 January 2017.

If you live outside of Redbridge and want to apply for a Redbridge Junior School, you should apply through your home authority before 15 January 2017.

Applications made for transfer to places in year 3 in all other primary schools cannot be considered until July 2017.

Separate information for those about to transfer from primary to secondary school is also available on-line at www.redbridge.gov.uk/eAdmissions

To complete a Redbridge application you must live in the borough of Redbridge. If you do not live in the borough Redbridge you must complete your own council's application.

How to make an application

It is very important that you complete your online application carefully and that you understand how your application will be considered. Further details on how applications are considered are on [pages 13-15, 16 & 29-77](#).

Online Applications

All Redbridge parents/carers must apply online between 1 September 2016 and 15 January 2017 via:

www.redbridge.gov.uk

 eAdmissions
2016/17



Here are just a few benefits for submitting an online application:

- you will be told if any of your schools also need a Supplementary Information Form (SIF)
- you will get an email confirmation that your application has been submitted
- the system helps you by checking for errors
- you can change the details on your application up until the closing date. Please submit your application by 11:59pm on Sunday 15 January 2017
- an email will be sent to you during the evening of 18 April 2017 with the outcome of your online application. If it is possible to offer a place, this will be a conditional offer subject to proof of residence

Timetable for Reception Admissions 2017

Sunday 15 January 2017 Deadline for all applications

When you apply online you must submit your form by **Sunday 15 January 2017** before 11.59pm.

Any **Supplementary Information Form(s)** that are **also** required should be returned to the relevant faith school(s) by **Sunday 15 January 2017**, with the appropriate documents. Proof of residence documents should also be submitted.

Between January and March, application data will be exchanged between appropriate local authorities for consideration against the individual schools' admissions criteria. During this time there will be minimal communication with parents about their application.

If you apply online by the deadline, you will be sent an email with the result of your application during the evening of

Tuesday 18 April 2017

If it is possible to offer a place, this will be a conditional offer subject to proof of residence. If we cannot offer the school you want, you will be told the alternative school offered and the website to visit to see how places were offered.

Deadline for Parents to accept the offer of a place

Tuesday 2 May 2017

If you do not accept the place, the offer will be removed after a reasonable period and you will need to make alternative arrangements to educate your child.

Appeals will take place

during June and July 2017

www.redbridge.gov.uk/schools/admission-appeals

Your appeal will be heard within 40 school days from the deadline 19 May 2017 of the appeal lodged.

Online applications are easy as you only need to have an e-mail address to register with the eAdmissions system.

Please keep your login and password details safe as you will need these details on **Tuesday 18 April 2017** to accept the school offered.

To apply online go to:

www.redbridge.gov.uk



Once you have registered on eAdmissions an email will be sent to you with your **username** and instructions for you to follow. You will then get an email with your **password**. **Please keep these details safe.**

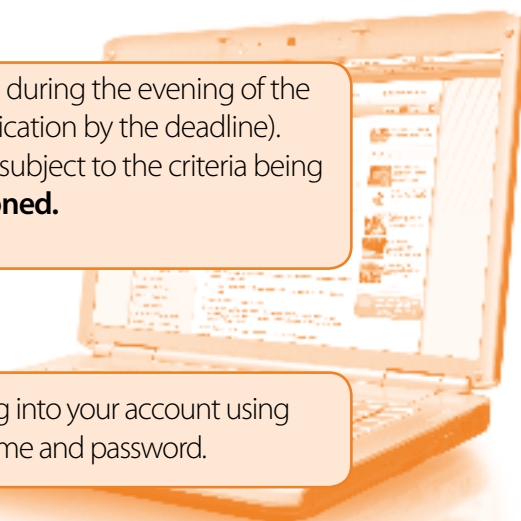
The link on your email will take you to the eAdmissions login page to start your application. Each page on your screen will explain what you need to do as clearly as possible and there are guidance notes to help you.

When you have completed your application **YOU MUST SUBMIT** it by the deadline of **Sunday 15 January 2017**. Once you have successfully submitted your completed application you will receive an email confirming details of your application and you will be given an Application Reference Number. If you do not receive a confirmation email (check your spam/junk folder) then your application has **not** been successfully submitted.

Once you have submitted your application, if you then go back and make any further changes, you **MUST SUBMIT** your application again, by the deadline date. The most recent updated application submitted before the deadline will be processed.

You will be sent an email with the results of your application during the evening of the **Tuesday 18 April 2017** (provided you submitted your application by the deadline). If it is possible to offer a place, this will be a conditional offer subject to the criteria being met. **DO NOT respond to this email as it will not be actioned.**
The deadline to accept a school place is 2 May 2017.

You will need to accept or decline your offer online by logging into your account using www.eadmissions.org.uk/eAdmissions/app with your username and password.



A description of Year Groups

Year groups 2017-18

Key Stage	Year Group	Age	Dates of Birth
Foundation	R	4-5	01.09.12 – 31.08.13
Infants			
Key Stage 1	Y1	5-6	01.09.11 – 31.08.12
	Y2	6-7	01.09.10 – 31.08.11
Junior			
Key Stage 2	Y3	7-8	01.09.09 – 31.08.10
	Y4	8-9	01.09.08 – 31.08.09
	Y5	9-10	01.09.07 – 31.08.08
	Y6	10-11	01.09.06 – 31.08.07



When does my child start infant or primary school?

If your child was born between 1 September 2012 and 31 August 2013 they are due to start full-time school in September 2017.

Please see information for children born [after these dates](#) or see Admission to Nursery school on [page 22](#).

Children are usually admitted to their chronological age group. In order to make decisions on any applicants seeking admission outside their chronological age group, the Authority will require the parents to explain, with evidence, why they consider the child should be admitted out of normal chronological year at the time of admission. The Authority will consult with the Headteacher of the school for which a preference is being expressed and from the Authority's advisors on exceptional medical/psychological admissions before any decision is made.

Summer Born Children (born between 1 April 2012 and 31 August 2013)

School admission authorities are required to provide for the admission of all children in the September following their fourth birthday. While most parents are happy for their child to start school in the September following their fourth birthday, some parents will have concerns about whether their child will be ready for school at this point, and will consider delaying their entry until compulsory school age – for this group, that would be September 2018.

Parental requests for summer born children (born between 1 April and 31 August) to be admitted to Reception rather than Year 1 at the age of five, are different from any other parental request for admission out of the normal age group, as it is only in these circumstances that the child is being admitted to school for the first time.

In these circumstances, parents are required to make an application for their child's normal age group by **15 January 2017**, but can also submit a request for admission out of the normal age group at the same time. There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

Parents will receive the response to their request before 18 April 2017.

If the request is agreed, their application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to Year 1 for the September following the child's fifth birthday. Where a parent's request is agreed, they must make a new application as part of the main admission round the following year, by **15 January 2018**.

Parents of children of compulsory school age are required to ensure that they receive suitable education by regular attendance at school or otherwise.

Failure to comply with this duty can lead to prosecution.

Deferred Entry

If your child is offered a place in Reception class before your child is of compulsory school age, you have the option of deferring your child's entry until later in the same school year. By law, children do not have to start school until the term after their fifth birthday. However you will not be able to defer your child's entry beyond this period, nor beyond the academic year for which you are seeking admission for your child. You must discuss this with the Headteacher of the school at which your child has been offered a place. Any place offered for **September 2017** must be taken up by **April 2018** at the latest and this must be confirmed with the school.

Part-Time Education

Children being admitted to Reception may be admitted on a part-time basis (until the child reaches compulsory school age if their parents wish), or choose a place at a nursery or other early learning setting if the parents prefer.

When should I apply for my child to start school?

Children starting school for the first time in September 2017, with dates of birth between **1 September 2012** and **31 August 2013** must apply for a school place by **15 January 2017**.

Applications received by the deadline of **15 January 2017**, will be considered before those who apply after this date.

Applications received after the deadline **15 January 2017** will be less likely to be offered a school place they prefer.

How do I apply for a Primary school place?

You can apply online from **1 September 2016** to **15 January 2017** via www.redbridge.gov.uk/eadmissions. Late applications can also be made online via eAdmissions.

If you are unable to apply online, please make an appointment with the One Stop Shop (OSS) service based at Lynton House where trained staff can assist you with making an online application. You can pre-book your appointment at the OSS either online (you must be a registered user and logged in to book an appointment) or through the Customer Contact Centre on 020 8554 5000.

Admission criteria for Redbridge Community Infant/Primary Schools 2017-18

(except Seven Kings Primary School – please see page 14)

Children with statements of special educational needs or those being re-integrated back into a mainstream school from the Roding Unit for Hearing Impaired or other such educational facility that, in the opinion of the Authority's professional advisers, serves a similar function, will be admitted to the named school. This right exists even if the school is full.

If there are more applications for a community infant/primary school than there are places available all applications will be considered on an equal basis, within the following categories:

- a. "looked after" children, and children previously looked after but immediately after being looked after became subject to an adoption, residence order or special guardianship order. A looked after child is a child who is in the care of the local Authority as defined by section 22 of the Children Act 1989
- b. children where it is agreed that it is essential they be admitted to the school on exceptional medical or psychological grounds. (Such requests for a particular school, based on the serious medical or psychological condition of the child, must be supported by a qualified professional directly involved with the child and will be referred to the Authority's medical or psychological adviser for observations before any decision is made. Parents are responsible for providing the required information at the same time as their application)
- c. children with siblings who are already on roll in the main school in Reception to Year 5 (not a nursery class attached to the school) and will still be on roll when the child is admitted, see note below
- d. children living nearest to the school as measured by the shortest safe walking distance as measured by a Geographic Information System from the child's home to the main entrance of the school using public roads and recognised footpaths, see note below

It should be noted that when measurements involve flats in the same block, the distance will be to the main entrance of the block. In using distance as a tie-breaker, should there be more than one applicant for a final place living an identical distance from the school in question, the Authority will use the random allocation facility within the "Admissions and Transfers System" pupil database which is used for allocations.

Within each category (a) to (c), the shortest safe walking distance as measured from home to school as detailed in (d) will be used to give priority to applicants.

Footnotes

In recognising any route to be measured, the Authority is mindful of every child's safety. In general, walking routes recognised for school admission purposes will be paved or with a tarmac surface, lit, well maintained with unrestricted visibility (e.g. not overgrown) and accessible at all times.

This means that there may be some footpaths or commonly used routes across private land that are not recognised as routes to school for the purposes of the Geographic Information System used to determine admissions.

There may also be new footpaths or roads created (for example, by a new housing development) that may not be recognised.

In the event of doubt about the suitability of a route, a visit will have been made to the site by a senior officer to assess its suitability.

However, the recognised routes are fixed before the start of the admissions process and new routes will only be introduced after the main allocation dates (taking account of a period within which parents can accept or decline their initial offers).

Seven Kings Primary School

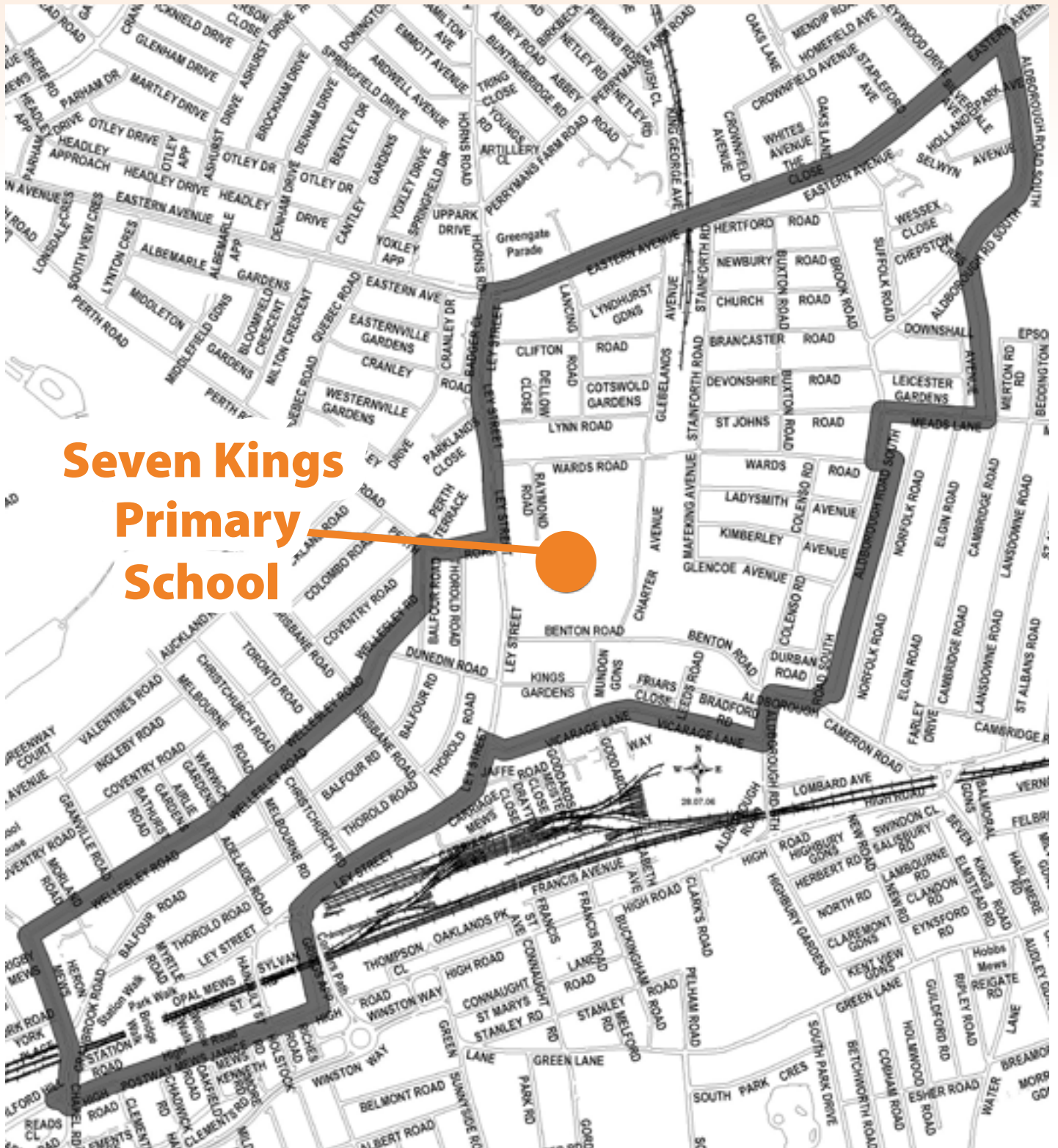
If the demand is more than the number of places available, all applications will be considered on an equal basis as follows:

- a) "looked after" children and children previously looked after but immediately after being looked after became subject to an adoption, residence order or special guardianship order. A looked after child is a child who is in the care of a local authority as defined by section 22 of the Children Act 1989
- b) exceptional medical or psychological reasons, which should be supported by a qualified professional directly involved with the child and will be considered by the Authority's medical or psychological advisers to provide their observations. Only where it is agreed that admission to that school is essential will an exception to the general policy be made
- c) children who live in the catchment area and who have brothers or sisters (siblings) who are both currently on roll at the school in the Reception year group at Primary phase, or years 7 – 10 only in the Secondary phase, and will continue to attend that school in the following academic year
- d) other children who live in the catchment area
- e) children who have brothers or sisters (siblings) who are both currently on roll at the school in the Reception year group at Primary phase, or years 7 – 10 only in the Secondary phase, and will continue to attend that school in the following academic year
- f) children who live out of the catchment area who have no sibling attending the school

In each category, the shortest safe measured walking distance from home to school will be used to give priority to applicants. For distance measuring purposes, the main entrance to Seven Kings High School, in Ley Street, shall be the point to which applicants are assessed from their home address.

What is a catchment area?

Most primary and infants schools don't have a catchment area and most children are admitted on the basis of their distance from the school. However, **Seven Kings Primary** year group has the same admission arrangements as for Seven Kings High School and gives priority to children who live in the catchment area as shown on the below map.



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Please note these maps are for illustrative purposes only. Please contact the Admissions Team if your road does not appear or if you live close to or on the boundary line.

How school places are allocated to children starting infant/primary school

Admission Number

Every school has an agreed number of pupils it can admit to each year group that can be safely and comfortably fitted into the school. The published admission number for each primary school is shown at the back of this booklet on [pages 83-85](#).

Oversubscription Criteria

All schools have criteria that they must follow to allocate places when they are oversubscribed. All applications are considered against the oversubscription criteria. It is, therefore, important to take account of the criteria for the schools you want when ranking your preferred schools.

What do I do if I want my child to go to a Faith School?

Each faith school requires a **Supplementary Information Form (SIF)** to be completed, **in addition** to the online application. SIFs must be obtained and returned to the school(s) directly by **15 January 2017**.

If you complete a SIF alone but do not name the faith school in your online application as a preferred school, **the application will not be considered**.

Exceptional Admissions

(Concerns community schools – some academies also but not all schools)

If you want to apply for your first ranked school because your child has a serious medical or psychological condition, our medical or psychological adviser will look at your application to assist us with our decision. You must give us details of your child's condition with evidence from a qualified professional such as a doctor explaining why your child must attend this school. Please note it is your responsibility to provide this evidence. If you do not submit evidence, the Primary Admissions Team will not contact you. Please note that it can take at least eight weeks or more for appointment to see the medical advisor with your child if this is necessary. You will not know the outcome of this appointment until 18 April 2017. Please ensure the school you are requesting under exceptional admissions allows for such an application in their admission arrangements.

The following schools do not allow for such applications:

- Atam Academy
- Isaac Newton Academy
- Loxford School Trust (excluding Nursery & Reception only)
- Our Lady of Lourdes Primary School
- St Aidan's Catholic Primary School
- St Antony's Catholic Primary School
- St Augustine's Catholic Primary School
- St Bede's Catholic Primary School
- SS Peter & Paul's Catholic Primary School
- Wanstead Church School

Can my child go to any school?

Your child will be considered together with all other applicants in accordance with the school's relevant admission arrangements and oversubscription criteria.

All places are offered in accordance with the agreed oversubscription criteria of the "admission authority" of the school. In the case of community schools this is the Local Authority and in the case of a faith school, a foundation school or an academy, including "free schools" this will be the Governing Body or Trust. There are no guaranteed admissions, even to your local school. Information about the different types of school is available at www.gov.uk

Accepting a place at a school does not guarantee any younger or older children can go to the same school. Redbridge's admission arrangements only gives 'sibling priority' once their sibling has taken up the school place.

Can I visit the school?

Redbridge schools are pleased to welcome visitors, but please contact the school first to make an appointment. If you live in Redbridge and want to apply for a school in another Local Authority you must name the school on your Redbridge online application. We will then liaise with the other authority, co-ordinate the allocation of a place to your child and let you know the outcome of your application. Each Borough has an agreed [Co-ordinated Admissions Policy](#) in accordance with which applications must be processed.

How do I complete my application?

If you live in Redbridge, you may ask for up to six primary schools on your application, these can include any schools in Redbridge or other Local Authorities.

Please note, you cannot use your application for private/independent schools.

Each of the schools you name in your application will be considered at the same time. Only if your child can be offered a place at more than one of your named schools will we look at the order in which you have listed the schools.

You do not have to name six schools although this is strongly recommended as many parents will ask for the same schools so not everyone will be offered a place at their highest "ranked" school.

It is very important that you complete your application carefully because you will only be offered one school.

If a place can be offered to your child at more than one school, the Authority will only offer your child the school that you have named as the higher "ranked" school in your application.

The schools which you have named as lower "ranked" in your application will then be withdrawn automatically. This may happen even after you have accepted a lower ranked school and are then offered a higher ranked school if a place becomes available up to **September 2017**.

Proof of Residence

The address you give in your application must be the one where your child normally lives, on **15 January 2017** and is expected to live in **September 2017** and beyond.

In defining a child's 'normal' place of residence, we will not accept a business address, a landlord's tenant's address or a childminder's address as a basis for allocating school places, nor will future addresses be accepted. Second homes with a short-term lease, will not be accepted as a normal permanent place of residence.

Proof of residence will be requested from you to prove your home address. You will have to provide photocopies of at least **two** of the following list of documents (they must be within 3 months old at the time of application) and complete your Council Tax number in your online application..

Please remember to submit the required proofs when you apply online.

Acceptable documents are:

- for Redbridge addresses we can check your Council Tax reference number automatically. Please complete this online and provide two further proofs from the list below
- rent book
- tenancy agreement and copy of your Tenancy Deposit Protection Scheme or other deposit protection as applies to the tenancy
- utility Bills e.g Electricity/gas/water landline phone which must show the home phone number (within three months old)
- UK Driving Licence

Fraudulent Applications

If it is found that a place has been obtained using false information, the offer will be withdrawn. If there is doubt about the validity of the information provided, a place may be withdrawn. It is your responsibility to provide the proof of residence needed.

Can I change the information in my application?

You can make changes to your preferences for schools before **15 January 2017** online. After **15 January 2017** this can only be done in exceptional circumstances. You will need to send us a **new application**; the information you give on your new application will replace the information on any previous application you have made. This includes a change of address within the Borough.

What if I move?

If you change your address you **must** inform the Primary Admissions Team immediately after you have moved.

Your application will be amended to reflect your new address once residence is confirmed and will be treated as on time if received by 10 February 2017. Changes received after this date will be treated as a late application.

Late Applications

Applications for schools received after the deadline of **15 January 2017** will generally be considered as late, as will any changes to on time application, except resulting from a change of address (see below).

Only if you can provide documentary evidence giving good reason for lateness, for example if there was an exceptional incident within your family, may your application be considered as on-time. This will need to be such that you **could not** have applied in the previous 4 and half months.

Between **15 January** and **10 February 2017**, if you change your address but have already made an application for specific Redbridge schools to your old local authority, your application will be accepted as on-time on the basis that an on-time application already exists within the co-ordinated admissions system. If you have moved to Redbridge from another London Borough or within Redbridge, you may change the preferred schools and still have this treated as on time with proof of new address.

After **10 February 2017**, application data is exchanged between Boroughs. Any application after that date will be considered as late.

All late applications received will be considered against the oversubscription criteria, but only after all the applications received on-time have been processed. For those moving after **18 April 2017**, you must inform the Primary Admissions Teams. It will then be decided whether you may keep the school offered. Your date of application will be the date your residence is confirmed in your new home.

When will I be given the result of my application?

If you applied online by the deadline of **15 January 2017**, an email will be sent to you in the evening of **18 April 2017**, informing you of the outcome of your application or you can see the result by using the eAdmissions App (please see [page 86](#)).

If you are not offered any of your preferred schools, an email will be sent to you on **18 April 2017**. This will be a conditional alternative school offer subject to the proof of residence being met.

You must confirm acceptance of the place offered by **2 May 2017** at the latest, by completing the online acceptance section on eAdmissions – www.eadmissions.org.uk/eAdmissions/app

You may accept the school offered and still appeal for the school(s) you want most. An appeal is not affected by accepting the school offered.

Your child's name will be added automatically to the waiting lists for any higher ranked Redbridge schools that could not be offered.

If we can offer you a place from a waiting list before **1 September 2017**, the original offer will be withdrawn automatically, even if you have accepted the school, because you cannot be allocated more than one place at a time.

If you decide you no longer want a higher ranked school, after accepting a lower ranked school offer, you must email admissionsandawards@redbridge.gov.uk to say if you want your child's name removed from other school's waiting list.

If your child could not be offered a place at any of the schools you requested, he/she will be automatically allocated a place at the nearest school to your home address with a vacancy.



After Offer Day

What happens if I don't get the school I want?

If a higher ranked school has been offered to you, any schools that you listed on your application form, as lower ranked than the one offered will then be withdrawn automatically. Therefore your child's name will not appear on these schools waiting lists.

How are the waiting lists kept?

Your child's name is placed on the waiting list in accordance with the oversubscription criteria. As places become available they will be allocated from the waiting list.

The waiting list will run until **31 December 2017**. After this date, you must re-apply for your preferred schools in order to continue your interest for the following year.

Waiting lists for after **31 December 2017** will require parents to submit an online in-year application for their child to remain on the waiting list. Apply at www.redbridge.gov.uk/schools/admissions-during-the-school-year. New waiting lists will then be drawn up in accordance with the agreed oversubscription criteria for the school concerned. The length of time your child is on a waiting list doesn't affect their position. All waiting lists will continue until 31 August thereafter.

If I do not get a place at the school I want, can I appeal?

The School Standards and Framework Act 1998 (as amended) allows parents to appeal against any decision made by or on behalf of Redbridge Children's Services about the school at which education is to be provided for a child.

Every effort is made to meet parental preferences and no appeal to any appeal panel may be lodged before the Authority has made a firm decision. If you are unhappy with the school you have been offered you can appeal against the decision not to offer you one of your preferred schools.

To be sure your appeal request reaches the correct admission authority; you should read your **18 April 2017** email very carefully for appeal information and then write to the appropriate admission authority informing them that you intend to lodge an appeal for your preferred school(s) by the common deadline **19 May 2017**. You will be able to complete your appeal form online which you need to complete at www.redbridge.gov.uk/schools/admission-appeals by **19 May 2017** together with any supporting documents in order for your appeal to be arranged.

Appeals submitted after this deadline may not be considered until after those received by the deadline and this could be late in the summer term.

You can accept a place in one school and still appeal for a place at another; appealing for any school does not affect the progress of your child's application regarding priority or waiting list position. As vacancies arise when places are declined by other parents, they will be filled from the waiting lists, whether or not parents have appealed or accepted another school place.

Please note that you must complete a separate appeal online for each school for which you wish to appeal, for each child. This generally means that each appeal will be heard with a different appeal panel and on a different date and time – not necessarily on the same day or in the same week.

To appeal for a place at a faith school, a free school or other academy, you must contact the school direct for their appeal form.

Please note that repeat appeals in the same academic year, for the same school are not considered unless there have been significant and material changes in circumstances relevant to the application.

Further information on appeals can be obtained from the gov.uk website at www.gov.uk/schools-admissions/appealing-a-schools-decision

Important – Your appeal is unlikely to be allowed if it would mean the class size going over 30 pupils; this is a statutory requirement under the Infant class size regulation, unless there are certain exceptional reasons. The appeal panel can take account of personal circumstances but only in exceptional situations.

Information for families in Redbridge

Families Information Direct (FiND) is a 'one stop' information and advice service for families and people who work with families.

They specialise in providing information and advice on a wide range of issues that impact on family life, for example:

- childcare and funding, including guidance on free early education places for two, three and four year olds, care and support services. Children do not come with an instruction manual and most families need support at some time as they face the rewards and challenges of bringing up children
- information for parents about applying for a school place. The service do not deal with applications but we can help parents who might have difficulties understanding the application process or signpost national organisations who can provide additional guidance and support
- the SEND Local Offer, providing information, advice and guidance for parents of children and young people with a special educational need and/or disability
- activities for children, young people and their families

FiND is made up of a small team of knowledgeable information advisors who will be happy to assist with any question you may have related to you and your family's needs. For more information please visit our online Family Services Directory at <http://find.redbridge.gov.uk>. Alternatively please contact the FiND Helpline team by telephone on 0800 587 7500, or by email to find@redbridge.gov.uk

What do I do if I want my child to attend a nursery class?

Each nursery class attached to a community primary school has an agreed admission limit. Applications should be **made direct to the school on paper**. Admissions are considered as follows:

- i. **“looked after children”** and children previously looked after but immediately after being looked after became subject to an adoption, residence order or special guardianship order. A looked after child is a child who is in the care of a Local Authority as defined by section 22 of the Children Act 1989.
- ii. **exceptional medical** or psychological reasons, which should be supported by a qualified professional directly involved with the child and will be considered by the Authority’s medical or psychological advisers. Only where it is agreed that admission to that school is essential will an exception to the general policy be made.
- iii. **siblings**, with preference to older children according to their date of birth, preference will only be given to those with siblings who will still be in attendance at the date of admission; and
- iv. all other applicants, with preference to older children according to their date of birth.

In each category, if there are more children than places available, priority will be based on the shortest measured walking distance as measured by a Geographic Information System from the child’s home to the main entrance of the school using public roads and recognised footpaths. It should be noted that when measurements involve flats in the same block, the distance will be to the main entrance of the block.

In using distance as a tie-breaker, should there be more than one applicant for a final place living an identical distance from the school in question, the Authority will use the random allocation facility within the Tribal “Admissions and Transfers System” pupil data base which is used for allocations.

Admissions to nursery classes in faith schools, foundation schools or academies including free schools are **dealt with by the school**. For more information **please contact the school directly**.

The statutory right to appeal does not apply to admissions to nursery classes.

If your child gets a place in a nursery class it does not guarantee that they will have a place in the Reception classes in the school. You will need to apply again for admission to reception class. If your child does not attend nursery, or has a place in another early years setting this will not affect their chance when applying for school admission.

Other helpful information

Travel Awards

While free travel is available in London, it is generally very unlikely that an applicant would qualify for a Redbridge Travel Award.

Free and discounted travel is available for under-18s

All under 16s can travel free at any time on buses and trams and at a child-rate on Tube, DLR and London Overground services and some National Rail Services, if they have a ZIP oyster photocard.

Children aged 5-10 can travel free at anytime on buses, Tube, trams, DLR and London Overground Services. A Zip Oyster photocard may be required. For further information or to apply for a Zip/Oyster visit any Post Office in London or www.tfl.gov.uk.

The Authority will only issue travel awards to pupils whose journeys consist of more than 2 buses or if they travel a long distance out of the borough, therefore requiring the use of British Rail Trains or the London Underground. This is highly unlikely.

Travel Awards may be awarded dependant on the distance between home and school, measured over the shortest available walking route, the distances are:-

For a child of Infant School age  2 miles or more

For a child of Junior School age  3 miles or more

For a child of Secondary School age  3 miles or more

Denominational School Travel Awards will be granted to pupils attending the nearest denominational school within Redbridge, subject to the distance criteria being met. If your child is not attending the nearest denominational school, you will need to attach a letter of refusal from your local denominational school when submitting your application.

Normally the cheapest form of travel **must** be issued and the Authority reserves the right to amend applications to this effect.

For further details on applying for a Travel Award, please visit www.redbridge.gov.uk

Sustainable Modes of Travel Strategy

When choosing which school your child attends, choosing the way your child gets to school must form part of the equation. A school that can be reached through walking, cycling or scooting, can enable essential daily exercise to be introduced into a child's daily routine. Walking and cycling with your child on the way to school will also enable you to undertake some of your daily exercise.

Most schools in the borough have a school travel plan which is usually available on the school's website. The school travel plan shows how the school is trying to increase the numbers of those reaching the school through sustainable means of travel such as walking, cycling, scooting or using public transport and how it is addressing the problems associated with the school car run. It will also show the different ways that pupils and staff currently use to reach the school and the available school travel options.

Choosing to walk, cycle, scoot or use public transport to get to school will enable your child to become independent, safe and confident in the outdoor environment. Walking, cycling and scooting to school on a daily basis will reduce the chances of your child becoming obese or developing diabetes. There is also considerable evidence that children who exercise more, such as walking, cycling or scooting to school, concentrate better in the classroom and have less behaviour problems.

Schools can help you with the journey to school. Many schools in the borough offer cycle training to teach a range of cycling abilities to various age groups. Some schools also offer scooter training. Most schools offer safe and secure storage facilities for bicycles and scooters during the school day. Many schools also have pool bikes and pool scooters that enable pupils who do not own a bike or scooter to take part in cycle and scooter training and other cycling/scooter initiatives.

Identifying possible routes to the school of your choice can be found using the Transport for London Journey Planner. This is a web based facility for identifying public transport, walking and cycling routes available to travel from your home to your school. It is available at www.tfl.gov.uk/journeyplanner. A cycle specific journey planner has recently been included into the TFL journey planner. To find out more about free cycle training for all abilities please visit www.redbridge.gov.uk/cycling

The way children travel when young often dictates how they will travel when they get older. Children who don't use public transport, walk, cycle or use scooters when young won't even consider these options as they grow older. As the number of cars on the roads increases, the available road space for cars remains broadly unchanged. Therefore traffic congestion increases, air quality deteriorates and levels of exercise and health for those reliant on the car worsens. The attractiveness of using the car over time will continue to deteriorate. Walking, cycling and using public transport are lifelong skills that will support a healthy life style all the way through adulthood into old age.

Redbridge works hard to reduce the use of cars as part of the school run in the borough. The additional cars on the road during term time, add to local pollution levels, increase traffic congestion and reduce the local road safety in the roads immediately surrounding the school. To address these problems, the borough has developed a Sustainable Modes of Travel Strategy. This is available on Redbridge's website www.redbridge.gov.uk

The choice you make when choosing which school your child attends should of course consider the educational needs of your child, but it should also take into account how your child will get to school. School travel is an issue that the borough cannot address without your help.

Universal Free School Meals (UFSM) & Free School Meals (FSM)

UFSM

All children in Reception, Year 1 and Year 2 became eligible for Universal Free School Meals. By registering your entitlement you will benefit the school your child/children attend. You are strongly encouraged to register for Universal Free School Meals if you are in receipt of one or more of the benefits listed below.

For children who receive “education suitable for children who have not attained compulsory school age” they will need to satisfy the additional requirement of “receiving education both before and after the lunch period”, before being eligible to receive free school meals.

FSM

You are also strongly encouraged to register for Free School Meals, for any year groups not covered by Universal Free School Meals, and if you are in receipt of one or more of the listed benefits:

- Income Support (IS)
- Income-based Jobseekers Allowance (IBJSA)
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after qualification for Working Tax Credit ends
- Universal Credit (currently in place in pathfinder areas only)
- children who receive IS or IBJSA in their own right are also entitled to receive free school meals

Uniform Awards

Awards towards the cost of Uniform may be made where appropriate in cases of exceptional circumstances.

Exceptional circumstances criteria are as follows:

- enforced re-housing and an associated move of school
- parent and children in a refuge necessitating a change of school
- exceptional circumstances requiring a replacement of a uniform e.g. fire damage

All Exceptional factors will be assessed on an individual basis; taking into account written evidence from the professional support agency involved with your family e.g.

- Education Welfare Officer
- Social Worker
- Police

Leave of Absence

Redbridge Children's Services recommends in accordance with government guidelines that leave of absence should not be taken during term time. If leave is taken without permission of the Head teacher, a Penalty Notice may be issued and a child may be at risk of losing their school place.

Under the Education (Pupil Registration) Regulations 2006 schools can lawfully delete a pupil from the attendance register where there are 20 consecutive days of unauthorised absence and there is evidence that both the LA and school have tried to locate the pupil.

Where there is evidence that a pupil is truanting or at home without justifiable cause, the LA will need to pursue their statutory duty under the Education Act (1996). If you do not send a child of school age to school, you could be taken to court about your child's attendance.

Child Protection

Child Protection Procedures have been set in line with "London Child Protection Procedures 5th Edition". We recognise that all staff has a responsibility in relation to the Safeguarding Children Agenda and that schools have to discharge their functions as outlined by the Education Act 2002 s.175 & 157 and in line with key guidance - Keeping Children Safe in Education (2016), Working Together to Safeguard Children (2015) and What to do if you're worried a child is being abused (2015) .

Education Staff have to report any complaint, concern or suspicion of abuse to their "Designated Safeguarding Lead". The "Designated Safeguarding Lead" will then refer the concerns direct to the Multi Agency Safeguarding Hub (MASH)/CPAT if necessary. Further information will be available from Children's Services or through the Designated Safeguarding Lead.

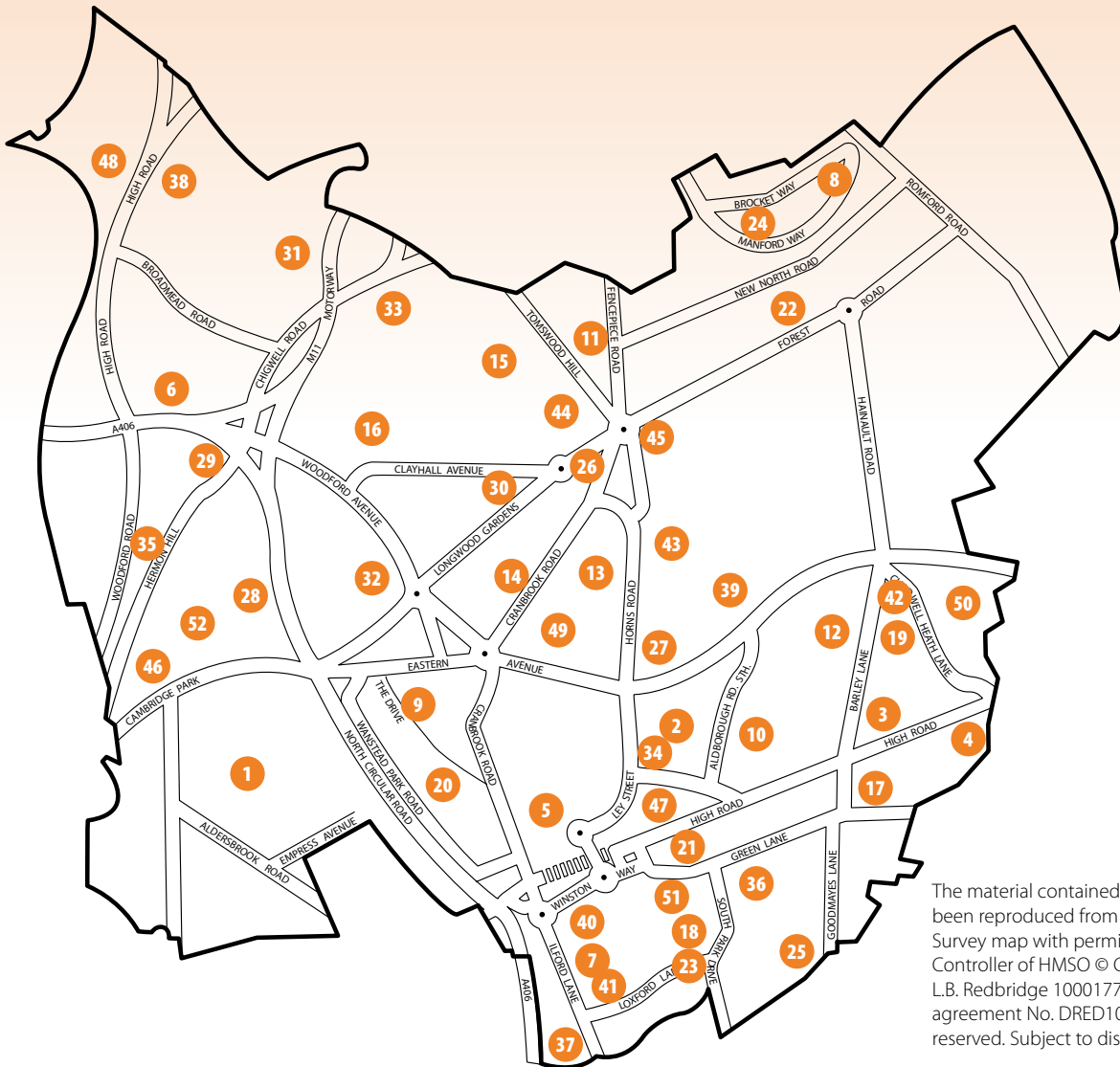
Special Education

Wherever possible, children will be educated in their local mainstream school. Some children will require additional support which is usually provided through the school's own resources. For children with Education, Health and Care Plans or statements of special educational needs – additional resources are allocated to help address their special educational needs. All mainstream schools have a Special Educational Needs Co-ordinator (SENCO), who is a teacher responsible for co-ordinating the assessment and support for children with special educational needs within school. Pre-school children with additional needs are likely to be known to the pre-school services, which include the Pre-School Liaison Group, the Pre-School Home Visiting Service or the Early Years Advisory and Support Service. These services support children and families either in the home, centres or nursery and reception classes. Some schools are adapted to provide accessibility for pupils who use wheelchairs and mobility aids.

Admission Criteria for Schools responsible for their own admissions 2017-18



School Name and Map Reference



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Aldersbrook Primary	1
Aldbrough Primary School	2
Barley Lane Primary	3
Chadwell Primary	4
Christchurch Primary	5
Churchfields Inf/Jnr	6
Cleveland Road Primary School	7
Coppice Primary	8
Cranbrook Primary	9
Downshall Primary	10
Fairlop Primary	11
Farnham Green Primary	12
Fullwood Primary	13
Gearies Primary School	14
Gilbert Colvin Primary	15
Glade Primary	16
Goodmayes Primary	17
Gordon Infants'	18
Grove Primary	19
Highlands Primary	20
Isaac Newton Primary	21

John Bramston Primary	22
Loxford School Trust	23
Manford Primary	24
Mayespark Primary	25
Mossford Green Primary	26
Newbury Park Primary	27
Nightingale Primary	28
Oakdale Inf/Jnr	29
Parkhill Inf/Jnr	30
Ray Lodge Primary	31
Redbridge Primary	32
Roding Primary	33
Seven Kings Primary School	34
Snaresbrook Primary	35
South Park Primary	36
Uphall Primary	37
Wells Primary	38
William Torbitt Primary	39
Winston Way Primary	40
Woodlands Primary	41

Faith Schools

Atam Academy	42
Avanti Court Primary	43
Clore Tikva Primary	44
WOHL Ilford Jewish Primary	45
Our Lady of Lourdes Catholic Primary	46
St Aidan's Catholic Primary academy	47
St Antony's Catholic Primary	48
St Augustine's Catholic Primary	49
St Bede's Catholic Primary	50
SS Peter & Paul's Catholic Primary	51
Wanstead Church School	52

Please note: This map is for illustrative purposes only. Please contact the Admissions Team if you live close to the boundary or if your road does not appear.

Arrangements for “own-admission authority” schools

In Redbridge there are a number of schools that are responsible for their own oversubscription criteria. These are voluntary aided faith schools (Catholic, Church of England, Hindu and Jewish schools) and academies, including free schools.

If there are more applications than places available, the responsible governing body or trust will use their own oversubscription criteria to decide how places are allocated for their school.

The oversubscription criteria for the following schools in Redbridge are detailed below:

- Aldborough Primary School
- Atam Academy
- Avanti Court Primary School
- Clore Tikva Jewish Primary
- Isaac Newton Academy
- Loxford School Trust
- Our Lady of Lourdes Catholic Primary
- St Aidan's Catholic Primary
- St Augustine's Catholic Primary
- St Antony's Catholic Primary
- St Bede's Catholic Primary
- SS Peter & Paul's Catholic Primary
- Wanstead Church School
- WOHL Ilford Jewish Primary

To apply for any of these schools remember you must apply on line via: www.redbridge.gov.uk

www.redbridge.gov.uk

 eAdmissions
LONDON



Faith Schools – Parishes

Within the oversubscription criteria for the Catholic Primary Schools and Wanstead Church School there are references made to Parish boundaries. Please contact the relevant school directly, to obtain more information regarding the Parish boundaries in relation to your home.

Faith Schools – Supplementary Information Form

Each faith school has its own Supplementary Information Form. The Supplementary Information Forms for all of the Redbridge faith schools can be found on the website at www.redbridge.gov.uk/eAdmissions or you can request one from the school. Please read the form carefully as it tells you what supporting documents are required and where you should return the form. **The deadline date for returning Supplementary Information Forms is 15 January 2017.**

Please note: If you are applying for Catholic schools, there is also a Parish Priest Reference form available for completion that you can get from the school itself or from the website.

All parents who list a preferred faith school on the local authority's online application are regarded as having made a valid application. However, without a Supplementary Information Form/Priest's Reference Form as appropriate, the school will be unable to determine the applications against the religious criteria. If you do not name the school in your online application, your SIF cannot be considered.

Definitions

The following definitions are in relation to the oversubscription criteria for Redbridge Community infant and primary Schools and nurseries.

Guardianship

If a child does not live with their birth parent and relatives look after the child, documentary evidence like a will or court order must be shown as proof that the relatives are the guardians. Proper guardianship only applies if the relatives can prove that they have full care and the "normal, permanent residence" is not the parents' address. Picking children up from school and looking after them until the parent collects them is not guardianship. Nor does it apply if the child sleeps at the relative's house regularly but still lives part time with the parents. If the child lives with the relatives on a full time basis, both during the week and at weekends, this is more likely to be accepted as a formal arrangement, with documentary proof.

You must provide proof that the relatives care for the child on a full time basis, for example:

- a residence or a special guardianship order
- who receives the Child Benefit
- confirmation from a Social Worker

If a child were looked after by a relative during the week, this would not alter the child's "ordinary residence" which is assumed to be with their parent/s and whose address would be used for admission purposes. The relative's address will not be accepted if it cannot be proved that the child does not live with the parent/s or if there is any doubt about whether guardianship applies.

If you are private fostering a child, you must state this as the parent who is responsible for making the application.

What does "sibling" mean?

A sibling is a brother or sister and includes the following:

- half-siblings
- adopted siblings
- children subject to a residence or special guardianship order
- foster children (only those "looked after" by any local authority's Children's Services)
- step-children
- common law step-children

Sibling priority will apply to children only if they live in the same home as another sibling attending the named school and who would still be in attendance when the child is admitted.

Ordinary residence: When a child lives with its birth parent/s, legal guardian or foster parent, that address will be considered to be the child's normal, permanent place of residence. However, when a child has parents who are separated, the parents must name only one address for the application process:

- if one parent has parental responsibility (documents must be shown to prove this), that parent's address must be used
- if both parents have parental responsibility (documents must be shown to prove this), the Local Authority will normally accept the parent's address used by the child's primary school along with other evidence; such as who receives Child Benefit
- if a child lives, full or part-time, with neither parent, eg with a relation, Children's Services will accept this as the application address only if the arrangement is long-standing and can be confirmed as guardianship
- if there is any doubt about the address, the decision will be made by Children's services on the balance of probability

Admission Policy 2017-18

Introduction

The Atam Academy is a member of the Khalsa Academies Trust, a Multi-Academy Trust which runs a number of other schools. Up to 50% of the places will be allocated on the basis of Sikh faith and all remaining places will be allocated to children of other or no faith. In the event that fewer Sikh children apply for places allocated on the basis of faith, the remaining places will be allocated to children of other or no faith in accordance with the relevant deadlines. Conversely, in the event that fewer children of other or no faith apply for available places, then the remaining places will be allocated to children of Sikh faith.

The Governing Body is the 'Admissions Authority' for the school. The Admissions Panel (on behalf of the Governing Body) makes all the decisions about admissions, the Principal is not involved.

The Governing Body applies the regulations on admissions fairly and equally to all those who wish to attend this school. All applications will be allocated in order of priority of the published criteria. The background or level of ability of a child plays no part in the admissions policy of this school – this also applies to our sixth form.

Admissions Information

The Atam Academy is a Sikh Faith free school which provides for a total of 1,260 places for girls and boys in the age range of 4 to 18 years old.

Definition of a Sikh

The Definition of a Sikh as stipulated in the Sikh Rehat Maryada (Sikh Code of Conduct and Conventions as defined by Akal Takhat Sahib, Amritsar) is:

Any human being who faithfully believes in:

1. One Immortal Being;
2. Ten Gurus, from Guru Nanak Sahib to Guru Gobind Singh Sahib;
3. The Guru Granth Sahib;
4. The utterances and teachings of the ten Gurus and
5. The baptism bequeathed by the tenth Guru, and who does not owe allegiance to any other religion, is a Sikh.

Definition of an Amritdhari (Baptised Sikh)

An Amritdhari is someone who has been initiated into the Sikh faith through the Sikh baptism ceremony of "Amrit Sanchaar" and keeps all of the discipline and Rehats as stipulated to them at the time of Amrit.

Applicants will demonstrate the above by completing our SIF form which is signed by the Gurdwara Granthi (Priest) or Committee Member.

Admission Numbers

The school will have a phased opening from 2017 and will operate with pupils solely within Reception, Year 1 and Year 2. The school will admit to those year groups up to the admissions numbers set out below.

For information, the table below sets out the numbers on roll we expect to have as we fill to capacity:

	2017	2018	2019	2020	2021	2022
Reception	60	60	60	60	60	60
Year 1	60	60	60	60	60	60
Year 2	60	60	60	60	60	60
Year 3		60	60	60	60	60
Year 4			60	60	60	60
Year 5				60	60	60
Year 6					60	60
Year 7		120	120	120	120	120
Year 8			120	120	120	120
Year 9				120	120	120
Year 10					120	120
Year 11						120

Admissions Procedures

To apply for a place at the Atam Academy for 2017 admission, parents/carer must complete the Common Application Form (CAF). Sikh applicants must also complete the Supplementary Information Form (SIF) if they wish to be considered under Priority Group A of the admissions criteria.

Admissions Criteria

Atam Academy welcomes applications from all children in the local community but the school will give priority to Sikh children who worship regularly at Gurdwara for 50% of its places. If you apply under the faith criteria, you should fill in the supplementary information form (SIF) to show your commitment to your faith and links to your local Gurdwara.

If undersubscribed, the school will admit all applicants. If there are more applications than there are places available the school will use the following Priority Group A and B criteria, in priority order for deciding which applications to accept.

Children with an Educational, Health and Care Plan (EHC) naming the Academy will be admitted before any other children are admitted. Thereafter children will be admitted in the following order:

Priority Group A – 50% of PAN for the year group will be allocated on the basis of faith and will be admitted in the following order:

- Sikh Looked After Children and previously Looked After Children
- Sikh children who have one or more siblings at the school (within years Reception to Year 10) on the date they apply. (Sibling means a full brother or sister, a half-brother or half-sister, a stepbrother or stepsister, or an adopted or long-term fostered brother or sister living from co-habiting parents who live at the same address and going to the same school).
- Sikh children whose parents demonstrate their commitment to the Sikh faith; this commitment will be assessed and places will be allocated based on the score achieved in the SIF. Priority will be given to the highest scores over those with lower scores. See below (under 'supplementary information form') for how points are allocated.

Tie break within Group A

- If two or more children have an equal number of points, the place will be allocated to the Sikh children who live nearest to the school measured in accordance with the definition of 'proximity' below.
- When children live exactly the same distance from the school an independently supervised random allocation will be used to determine who is admitted.
- If a pupil is not successful under Priority Group A they are automatically considered under Priority Group B of the admissions criteria.

Priority Group B – 50% of the PAN of the year group will be allocated to children without any reference to their faith and will be admitted in the following order:

- Looked After Children and previously Looked After Children.
- Children who have one or more siblings at the school (within years Reception to Year 10) on the date they apply. (Siblings mean a full brother or sister, a half- brother or half-sister, a stepbrother or stepsister, or an adopted or long-term fostered brother or sister living from co-habiting parents who live at the same address and going to the same school).
- Proximity: children who live nearest to the school as measured by the definition below.

Tie break within Group B

- When children live exactly the same distance from the school an independently supervised random allocation will be used to determine who is admitted.

Proximity: Distance from home to the school will be measured by the Local Authority using the Geographical Information System (GIS) produced by Tribal Technology Ltd. The distance from home to school is measured by the shortest walking route. The distance is measured from central point in the property to the centre of the road, along the centre of the road, to the midpoint of the school. The route is measured using public highways and lit footpaths, but excludes common land and public open spaces. It does not take into account access by public transport or any private vehicle.

Random Allocation: Random allocation will decide who is admitted if two applicants are tied for the final place within either group A or B and live exactly the same distance away from the school.

We will use the 'random number' facility in a spreadsheet to produce ranking. Each child involved will have an equal chance of being selected. The process will be independently observed by a representative from the London Borough of Redbridge.

Children of Multiple Birth: In both Group A and Group B in the normal admission round, if the last child to be offered a place is a twin or other multiple birth, and their sibling cannot be offered a place, we will ensure that all the children are offered a place together, even if this means exceeding our PAN.

Proof of Address: For any parent who, for whatever reason has more than one property, they should only refer to the property in which the child actually resides. In cases where parents are separated the child lives for periods with both, then the child's address will be that property at which, during the school year, the child for the most part resides; this will normally be determined by the address which is registered by the GP. Evidence will have to be provided. The proof of address documentation includes Council Tax, Utilities bill, Child Benefit, house purchase contract, Electoral Roll etc. If the address is a rented property the original property witnessed lease, must be provided – we will not accept photocopies or downloaded agreements. Documentation will be required to confirm the arrangements. If this is not available, then the use of the address of the parents who receive the child benefit will be used when prioritising the applications.

All offers of a place made by the school, or on behalf of the school, will be conditional upon the receipt of proof of residence. The provision of false or misleading information may lead to the withdrawal of an offer.

Supplementary Information Form (SIF)

All Sikh applicants need to demonstrate a commitment to the Sikh faith by filling in the Supplementary Information Form (SIF).

The table below shows the number of points awarded for meeting the criteria for Group

A. The SIF is marked in accordance with the criteria below. The total number of points will be used to put the applications in rank order; those with higher scores will have priority over those with lower scores.

Number of points awards to children on the frequency they attend the Gurdwara

10	Children who go to Gurdwara two times a week
8	Children who regularly go to Gurdwara once a week
6	Children who regularly go to Gurdwara monthly
4	Children who go to Gurdwara occasionally

Number of points awarded to children based on the length of time they have attended the Gurdwara

5	Children who have been going to the Gurdwara for 2 years or more
4	Children who have been going to Gurdwara for at least 1 year but less than 2
3	Children who have been going to Gurdwara for at least 6 months but less than 1 year
2	Children who have been going to the Gurdwara for under 6 months

Number of points awarded to children based on Baptised Sikh Children

1	Amritdhari (Baptised Sikh) children
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- Sikh Parents are also strongly advised to keep a photocopy of their completed SIF, should any query arise or in any case of appeal.
- For Sikh parents/legal guardians/carers who do not submit a completed SIF, in respect of their child's place, the application will only be considered under priority group B (i.e. without reference to their Sikh faith).
- Any questionnaires (SIF) received after the closing date will be deemed late and will be placed on the waiting list as detailed below.
- The SIF is marked objectively by three Governors of Atam Academy according to the marking scheme.
- SIF answers in English or Punjabi are acceptable. Support will be given to parents who require translation or a scribe and request this in writing.

Waiting List

A waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which applications are received.

The waiting list is held and re-ranked when every new application is received. Consequently a waiting list position can go up or down dependent upon the number of vacancies that may arise as well as the number of applications received and the criterion that is met in each case.

When a vacancy occurs at the school, the Governors will offer the place to the child in accordance with the admissions criteria. The awarding of the place will depend on whether the vacant place is Sikh or Non-Sikh. Parents/carers will be required to confirm in writing by the end of the autumn term to the school that they wish to remain on this list. The list will be retained for the remainder of the school year. If a place cannot be offered within the academic year parents will need to apply again for the next academic year.

Late Request

If we receive your application late, we will deal with it after we have dealt with the applications that we received on time.

Withdrawal

DfE School Admissions Code states 'an offer of a school place may be withdrawn if fraudulent or intentionally misleading application from a parent/carer is made (e.g. a false claim of residency in a catchment area). The burden of proof lies with you and your application.

In Year Application

This is when an application is made to move between schools outside of the usually transfer time, due to relocation or a change in circumstances. The application should be made directly to the school and will be considered under the school's admissions policy.

Fair Access Protocol

Atam Academy School is committed to taking its reasonable share of children who are vulnerable and/or hard to place, as set out in the London Borough of Redbridge Fair Access Protocol. Such pupils take precedence over those on the waiting list.

Admission Appeals

Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal. Appeals should be made within 20 schools days of receiving the decision and should be made in writing to: Admissions Appeals, Atam Academy, Ilford IG1 8LE, so that your appeal can be heard within the statutory guidelines.

An independent appeals panel's decision is binding for all parties concerned. Details of appeal arrangements are set out in the School Admissions Appeals Code, February 2012.

Deferred entry or part-time attendance at infant and primary schools

Children are normally admitted to schools in the September following their fourth birthday. However, a parent can defer entry or have a right for their child to attend part-time until they reach statutory school age. Such requests must be made in writing to the school. A parent cannot defer entry until the next school year. A child reaches compulsory school age in the term following their fifth birthday and therefore by law at this time they must be attending a school. At this time the child may be a year one pupil, but must then apply for a Year 1 place via the In-Year admissions process.

Summer born children

It is expected that a parent or carer will apply for a reception school place for their child in the normal admissions round. However some parents of children born in the summer months would rather their child not start school in the relevant year group but rather go back a year. Such requests must be made in writing in the child's normal round of admissions. The school, will consider such requests and take into account the parents views; and where relevant their medical history and the views of a medical professional. We will decide each request on its individual circumstances and in the best interests of the child concerned.

Admission outside normal year group

Parents may seek a place for their child outside the normal age group, e.g. if the child is gifted and talented or has experienced problems such as ill health. Parents should submit a request in writing to the school as early as possible. Designated officers from London Borough of Redbridge will make a decision based on the circumstances of each case in the best interest of the child concerned; this will include taking account of the parents' view and information about the child's academic, social and emotional development.

Review

The Governing Body of the Atam Academy, as a Faith Academy determines its admissions criteria. This policy will be reviewed annually by the Governing Body in line with the Department for Education School Admissions Code.



Admission Policy 2017-18

Introduction

Avanti Court Primary School ("the School") is an I-Foundation Voluntary-Aided Hindu-based faith school. We hold an open and inclusive approach to faith education, welcoming children from all faiths and backgrounds. The school was opened in September 2012 with 120 Reception children and 30 Year 1 children. Each year the school will grow incrementally. The four-form entry school will be full by 2018.

The Ethos Statement of the School reflects its distinct character, which is based upon: Educational Excellence, Character Formation and Spiritual Insight.

The School admits children aged four to eleven. The normal date of entry for children joining a reception class is the September following the child's fourth birthday. There are 120 places available across four classes. This is the School's Published Admission Number (PAN). Additional children may be admitted under limited exceptional circumstances.

The School has Nursery provision for children aged from 3 to 4 (see separate Admissions Policy) for 52 children in September 2017.

Admissions

The Governing Body intends to admit no more than a total of 120 pupils into its Reception Year in September 2017. It is their intention that admissions will be in following categories:

- 1) 30 Hindu children (completed SIF forms required additionally)
- 2) 90 children of any faith and other applicants.

In case of under subscription in category 1, places will be available in category 2. In the case of over subscription in category 1, unsuccessful applications will be put in category 2.

The submission of an application does not guarantee an offer of a place at the School.

Oversubscription Criteria

Where there are more applications for places than the number of places available in each of the above categories, places will be offered according to the following order of priority:

- a) Children who are adopted, looked after by a local authority, or a child who was previously looked after
- b) Children for whom the school is appropriate on genuine medical or social grounds
- c) Children with siblings who are already on roll in the School and will still be on the roll when the child is admitted
- d) Children of members of staff employed directly by Avanti Court Primary School at the time at which the application for admission is made
- e) Remaining applicants.

Tie-break

In the event of more applicants than places available within each of the above criteria, priority will be given to children living nearest the School. Distance will be measured from the main gate of the home address to the main gate of the School site using the Local Authorities measurement technology. In cases where more than one applicant lives equidistant from the School, and places cannot be offered to all these children, the available place will be determined by random allocation supervised by a person independent of the School.

Statemented Children

The law provides a separate process for the admission of children with a Statement of Special Educational Need. The governing body will work in full co-operation with the appropriate agencies to ensure such applications are processed in accordance with the Code of Practice for Children with Special Educational Needs.

Deferred Entry

If your child is offered a place in reception class before your child is of compulsory school age, you have the option of deferring your child's entry until later in the year. By law children do not have to start school until the term after their fifth birthday. You will not be able to defer your child's entry beyond this point, nor beyond the academic year for which you are seeking admission for your child. Please contact the School if you wish to defer entry. Requests to defer entry must be in writing to the Head Teacher.

In-year admission

Applications for in-year admissions are made in the same way as those made during the normal admissions round. If more applications are received than there are places available applications will be ranked by the governing body in accordance with the admissions/over subscription criteria above. Applicants will be notified of the outcomes by the governing body.

Admissions Procedure for entry to Reception class in September 2017

All applicants have to apply through their Local Education Authority (LEA).

1 When to Apply

- a) Children will be admitted to Reception in the September following their fourth birthday. Applications should be made by 15th January in the calendar year of entry. Forms are available from September each year. All applications received on time will be processed together. By law, priority must not be given to children based on the date their application is received or their name is added to the list.

2 How to Apply –All applicants

- a) Application for a place in Reception is by completion of a Common Application Form (CAF). The form is available from, and should be returned to, the local authority where the child lives by 15th January in the calendar year of entry.
- b) Application for a child with a Statement of Educational Need who names the School is made by a separate process. See notes

3 Applications on the basis of being Hindu

- a. Those wishing to apply on basis of being Hindu should complete the Supplementary Information Form ("SIF") in addition to completing the procedures applicable to all applicants mentioned above.
- b. The SIF will be available from Redbridge Admissions and www.avanti.org.uk/avanticourt. SIF forms should be submitted to the School, not to Redbridge Admissions Team.
- c. The deadline for submission of the SIF form is 15th January 2017.

4 Offer Date

Emails to parents offering, or refusing, a place will be emailed by the local authority on 18 April 2017. The national offer date will be 18 April 2017.

5 Response by Parents

The offer of a place may be withdrawn if parents do not respond by the deadline quoted in the offer letter.

6 Waiting List

For those applicants who do not receive an offer of a place, children will be placed on a waiting list; parents must advise the School, in writing, if they wish the child's name to be removed from the waiting list. The School's waiting lists for all years will be kept open indefinitely and the School may check with parents, from time to time, to establish whether they wish their child to remain on the waiting list. The child's place on the waiting list will be determined at all times in accordance with the oversubscription criteria.

Following the application procedure for Reception places, and once initial offers have been made, the waiting list will be adjusted to include late applications. A child's position on the waiting list will not depend upon when the application was made, but will be determined by how the oversubscription criteria are met. This means that a child's position on the list can go down as well as up, depending on the circumstances of all applicants. In the event of a vacancy occurring, the place will be offered to a child on the waiting list starting with the one at the top, at the time, and working downwards until the vacancy is filled.

7 Late Applications

- a) Applications for Reception received between March and the end of August, for entry in the September of the same year, must be made by completion of a Common Application Form (CAF). The form is available from, and should be returned to, the local authority where the child lives without delay.
- b) In addition, the School's Supplementary Information Form (SIF) should be completed by those applying for a place under the Hindu category mentioned above.

Late applications will be processed after those which are received on time.

8 In-Year Applications

Applications for Reception received after the start of the academic year of normal entry should be made directly to the School. Application is by completion of the School's Application Form (SAF). The SAF is available from the School Office or website www.avanticourt.org.uk, and must be returned to the School without delay, together with proof of address (e.g. utilities bill, phone bill, council tax)

For other Year groups other than Reception

Applications for in-year admissions are made in the same way as those made during the normal admissions round. If more applications are received than there are places available applications will be ranked by the governing body in accordance with the admissions/over subscription criteria above. Applicants will be notified of the outcomes by the governing body.

9 Applications Outside the Normal Admissions Round

Places may be available in years other than Reception. Application for a school place outside the normal admissions round should be made directly to the School using the SAF which can be gained from the school or website, as explained in point 8.

10 Right of Appeal

Parents who receive a letter to say that their application has not been successful have the right to appeal. Parents wishing to appeal must write to the Clerk to the Governors at the School address, within 20 days of receiving the letter of refusal. The procedure will be explained in a response by the School and the timetable for the process will be published on the School's website www.avanti.org.uk/avanticourt/ by 28th February each year.

11 Children from Overseas

Applications for children coming from overseas must be treated in accordance with European Union law or Home Office rules for non-European Economic Area nationals. Non-statutory guidance on this will be available on the website of the Department for Education.

12 Fair Access Protocol

Avanti Court Primary School is committed to taking its reasonable share of children who are vulnerable and/or hard to place, as set out in the locally agreed Fair Access Protocol. Accordingly, outside the normal admissions round, the Governing Body is empowered to admit a child where admission is requested under a local Fair Access Protocol that has been agreed for that school year. The Governing Body has this power even when admitting the child would mean exceeding the PAN.

Interpretation of the terms used in the admissions policy and over subscription criteria

- **“Looked after” Children** – Any children who are in the care of a local authorities as defined by section 22 of The Children Act 1989 and who are confirmed by that local authority to be expected to be still in public care when due to be admitted to school.
- **Family** – Those individuals who live at the residential address of the parents and/or parent carers and or legal guardians who are submitting an application for a place on behalf of a child.
- **Sibling** – A child's brother or sister living at the same address. This includes a child's half brother or sister, adopted/foster brother or sister and step brother or sister. However this will not apply where the older child will leave school before the younger one starts.
- **Distance** – Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the School gate in Carlton Drive, using the Local Authority's computerised measuring system, with those living closer to the School receiving priority.
- **Home Address** – Where a child lives with parents with shared responsibility each part of a week, the home address will be taken as the address of the parent who receives child benefit. In cases where parents are not eligible for child benefit the address will be that of the parent where the child is registered with the doctor.

Notes

- **Twins and children from multiple births** will be admitted when one of the siblings is the 30th child and, as a result, the School's PAN will be increased.
- **A Statement of Special Educational Need** is a statement made by the local authority (see section 324 of the Education Act 1996) specifying the special educational provision required for that child.
- **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 (see section 22(1) of the Children Act 1989). Applications for looked after children must be made by the person with parental responsibility and/or the child's social worker.
- **A previously looked after child** is a child who has ceased to be so because they have been adopted (see section 46 of the Adoption & Children Act 2002), or became subject to a residence order (see section 8 of the Children Act 1989), or special guardianship order (see section 14A of the Children Act 1989).
- **Applications for priority on medical or social grounds** must be supported by a letter from the child's GP, medical consultant and/or social worker. Submissions must specify the particular reasons why Avanti Court Primary School is the most suitable and the difficulties that would be caused if the child had to attend a different school.
- There is no automatic transfer from the School's Nursery to Reception. Parents must apply via their local authority where the child lives.
- Siblings of pupils attending the School at the time of application,
- Priority will be given to children of members of staff who have been employed directly by Avanti Court Primary School 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.
- The child's home address shall be determined as at the deadline for application. Where parents reside at separate addresses, but with shared responsibility for the child, it will be the address where the address is recorded on GP records
- **Home Address** – Where a child lives with parents with shared responsibility each part of a week, the home address will be taken as the address of the parent who receives child benefit and the address of the child's registered GP.
- **Reception** is the entry class to primary schools as defined by section 142 of the School Standards Framework Act 1998.
- If proof of address is requested by the School, this must not include evidence of personal details about parents and families, such as maiden names, criminal convictions, marital or financial status (including marriage certificates), the first language of parents or the child; details about parents' or a child's disabilities, special educational needs or medical conditions.
- If proof of date of birth is requested by the School, at no time must a 'short' birth certificate be provided

False Information

- Places can be withdrawn after an offer has been made if it is found that the offer was made on the basis of false or fraudulent information.

Admission Policy 2017-18

This is a non-denominational state funded primary school of a new type called a Free School. It is operated by the Loxford Trust which has a successful track record of running schools in Redbridge.

The Governors of Aldborough Primary School propose to admit a maximum of 60 children based on the school's standard admissions number to the Reception class in accordance with the Admissions Criteria.

Aldborough Primary School was one of the first Free Schools to open in 2011. Applications are welcomed from all parents in the local area.

The Governors' ethos is based upon high aspirations, high expectations and the promotion of educational opportunities for all. All aspects of school life actively promote tolerance and respect for others, with a commitment to the development of confident and independent learners who will make an active contribution to their community.

The admissions criteria have been agreed to be the same as for Redbridge community schools and the Governors will follow the national School Admissions Code in all matters. Accordingly, if places are oversubscribed, applicants will be ranked in order of the School's oversubscription policy as follows:

- a) First: "looked after" children and children previously looked after but immediately after being looked after became subject to an adoption, residence order or special guardianship order. A looked after child is a child who is in the care of a local authority as defined by section 22 of the Children Act;
- b) Then; children where it is agreed that it is essential they be admitted to the school on exceptional medical or psychological grounds;
- c) Followed by: children with siblings, who are already on roll at the school and will still be on roll when the child is admitted, and
- d) Followed by: children living nearest to the school as measured by the shortest measured walking distance as measured by the Redbridge Authority's Geographic Information System from the child's home to the main entrance of the school using public roads and recognised footpaths. It should be noted that when measurements involve flats in the same block, the distance will be to the main entrance of the block. In using distance as a tie-breaker, should there be more than one applicant for a final place living an identical distance from the school in question, the Authority will use the random allocation facility within the Tribal "Admissions and Transfers System" pupil data base which is used for allocations.

Within each category (a) to (c), the shortest measured walking distance as measured from home to school as detailed in (d) will be used to give priority to applicants.

For further details on the admission arrangements and application process, please refer to the policy for Redbridge community schools as detailed earlier in this booklet.

Clore Tikva Jewish Primary School

Admission Policy 2017-18

The Governors will admit 60 children, born in the period 1 September 2012 to 31 August 2013, 30 each to the two reception classes for the school year 2017-18. In common with Redbridge Voluntary Aided schools, entry to the school will be in September 2017.

It is hoped to attract parents who wish to be fully involved in their child's education and will join in with the life of the School and become part of its 'family'. We expect you to support the Ethos Statement of the School and to consider Judaism as the important and central aspect of the School's programme.

Families from every synagogue, and those with no current synagogue affiliation, are welcome on the basis that they will respect those with Jewish beliefs and practices different from their own.

Our admissions arrangements are in line with LEA requirements. The school welcomes a mixed ability and socially diverse intake. Careful thought will be given to ensure that appropriate provision can be made for the admission of children with special needs. In accordance with legislation the Governing Body will admit any child where Clore Tikva is named in the child's statement of special educational needs.

If your child is offered a place in reception class before your child is of compulsory school age, there is the option of deferring entry until later in the school year. By law, children do not have to start school until the term after their fifth birthday, however you will not be able to defer your child's place beyond this period. Parents will need to discuss this with the Head teacher and apply in writing to Chairman of Governors at the school to defer your child's entry.

Jewish Status

The school will regard as Jewish for the purpose of admission to the school:

- Any child who is a member or is eligible for membership of any synagogue in the U.K.
- Any child adopted by Jewish parents who is currently in a process leading to the granting of Jewish status by a recognised Jewish authority.
- Any non-Jewish child currently going through a conversion process leading to the granting of Jewish status by a recognised Jewish authority.

The child's birth/adoption certificate must be supplied, together with documentary evidence of the parent's Jewish status.

Matters of Jewish status will be determined by the Rabbinic representatives of the founding congregations, namely:

- Bet Tikvah Synagogue
- Buckhurst Hill Masorti Synagogue
- South West Essex and Settlement Reform Synagogue
- Sukkat Shalom Reform Synagogue
- Woodford Liberal Synagogue

Education at Clore Tikva School will not of itself confer Jewish status on a child, nor will it guarantee that the child will be eligible for later admission to JCOSS, King Solomon High School, or to other Jewish Schools.

Over-Subscription Criteria

In the event of the School being oversubscribed the following clearly stated order of priority will be observed until all the available places have been filled. The remaining children will go on a waiting list.

A. Jewish Children (as defined above)

- “Looked after” and previously looked after children.
- Children, where it is agreed it is essential they be admitted on exceptional medical or psychological grounds.
- Siblings of current pupils who will still be in attendance at the date of admission.
- Current parental membership of a synagogue that is within the Assembly of Masorti Synagogues; Liberal Judaism; or The Movement for Reform Judaism. A minimum of two years membership is required*.
- Current parental membership of another synagogue*. A minimum of two years membership is required.
- Current parental membership of a synagogue that is within the Assembly of Masorti Synagogues; Liberal Judaism; or The Movement for Reform Judaism. Membership between six months and two years with priority being given to length of membership.
- Current parental membership of another synagogue. Membership between six months and two years with priority being given to length of membership.
- Current parental membership of a synagogue within the Assembly of Masorti Synagogues; Liberal Judaism; or The Movement for Reform Judaism of less than six months with priority being given to length of membership.
- Current parental membership of another synagogue of less than six months, with priority being given to length of membership.
- Jewish children whose parents are not synagogue members.

B. Non-Jewish Children

- “Looked after” and previously looked after children
- Siblings of current pupils who will still be in attendance at the date of admission.
- Children whose parents accept the School’s Ethos Statement.

In the event there is still over-subscription then the shortest measured walking distance as measured by a Geographic Information System from the child’s home to the school’s main entrance is used to give priority to applicants. Distance will be measured along the shortest walking route by public roads and recognised footpaths It should be noted that when measurements involve flats in the same block the distance will be to the entrance of each individual flat. In using distance as a tie-breaker, should there be more than one applicant for a final place living an identical distance from the school the Authority will use the random allocation facility within the Tribal “Admissions and Transfers System” pupil database which is used for allocations.

*Where parents are separated or divorced the synagogue membership of either parent will be acceptable.

The Application Procedure

In line with all other LEA schools applications to this school must be made as follows:-

Parents must apply using the online application available during the autumn term from The London Borough of Redbridge. Parents must complete and submit their application by 15 January 2017.

Parents must also complete the school's Supplementary Information Form and return, together with necessary documentation to The School Administrator Clore Tikva School, by

15 January 2017, together with proof of residence, e.g. Council Tax or current utilities bill.

Email offers of entry will be emailed to parents by the London Borough of Redbridge and parents must confirm acceptance online to the Local Authority.

The Schools Standards and Framework Act 1998 allows parents to appeal against any decision made by or on behalf of Redbridge Education Authority about the school at which education is to be provided for a child.

Definitions

“Looked After Children” that is children who are in the care of local authorities as defined by Section 22 of the Children Act 1989 and who are confirmed by that local authority to be expected to be still in public care when due to be admitted to schools. (This applies only to children who are 'looked after' by social services). The Highest priority will be given to looked after children, and previously looked after children. 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)

Exceptional medical/psychological reasons which should be supported by a qualified professional directly involved with the child and will be considered by the Authority's medical or psychological advisers. Only where it is agreed that admission to that school is essential will an exception to the general policy be made.

Sibling The term 'sibling' shall include children as follows: Half-siblings, adopted siblings, children subject of a residence order, foster children, step-children, common law step-children. Sibling priority is applicable only for children who live in the same home as another sibling attending the named school and who would still be in attendance when the child is admitted.

Parents The term 'parent' shall include mother/father, legal guardian or foster parent where a relative has been appointed.

Ordinary residence When a child lives with its birth parents, legal guardian or foster parent, that address will be considered to be the child's normal, permanent place of residence. However when a child has parents who are separated, the parents may nominate only one address for the application process. If one parent has parental responsibility (as evidenced by documentation) that parent's address must be used. If both parents have parental responsibility (as evidenced by documentation) the Local Education Authority will normally accept the parent's address used by the child's primary school. If a child lives full or part-time, with neither parent e.g. with a relation, the Local Education Authority will accept this as the application address only if the arrangement is long-standing and can be confirmed as such. The child must sleep at this address for a minimum of four nights each week.

Synagogue membership length/duration of synagogue membership will be defined as being at the statutory national closing date for applications.

Admission Policy 2017-18

Wohl Ilford Jewish Primary School's Foundation Body is the United Synagogue and its religious authority is the Chief Rabbi of the United Hebrew Congregations of the Commonwealth.

The School's ethos¹ demonstrates orthodox Jewish belief and practice, embodied in the principles of Torah and Halachah, in a modern setting. These include creating a sense of belonging, encouraging and preparing for lifelong Jewish learning, spiritual growth and practice, mutual responsibility within the Jewish community and the wider world, and the importance of Israel in Jewish life. Jewish belief and practice permeate every aspect of the School's activities and are intrinsically linked to its secular curriculum. The School welcomes families from any synagogue denomination or none.

Wohl Ilford Jewish Primary School will give priority, within the over-subscription criteria, to applicants who meet a religious practice test based on guidelines from the Chief Rabbi such as the family's synagogue service attendance, commitment to Jewish education and voluntary work within the Jewish community. Those applicants wishing to be considered for a priority place must submit a completed and valid Certificate of Religious Practice (CRP)² after the parent(s)/guardian(s) or child have achieved FOUR (4) points on behalf of the child. There is no benefit in obtaining more than four points. The CRP is attached to this document.

The School admits children aged 4 to 11 and all children must attend full-time schooling by the beginning of the term after they reach their fifth birthday (compulsory school age³).

The School will provide for the admission of all children in the September following their fourth birthday. However, where the School have offered a child a place at the school:

- a) That child is entitled to a full-time place in the September following their fourth birthday.
- b) The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made.
- c) Where the parents wish, these children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

There are 45 places available across two classes. This is the School's Published Admission Number (PAN). Additional children may be admitted under limited exceptional circumstances. Twins and children from multiple births will be admitted when one of the siblings is the 45th child and, as a result, the School's PAN will be increased.

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. This arrangement, in the first instance, should be discussed with the Headteacher.

The School has nursery provision⁴ for children aged from three to four (see separate Admissions Policy).

The School will admit children at any time to all year groups, provided a place is available. Open mornings and evenings for prospective parents are held in the autumn, and individual visits are also welcome by prior arrangement. Please contact the School for details.

The School is not permitted by law to interview parents, or children, with a view to selection.

All children whose Statement of Special Educational Needs & Disabilities (SEND)⁷ or Education, Health & Care Plan (EHCP)⁷ names the School will be admitted.

Oversubscription

If the School is oversubscribed, after the admission of children with a Statement of SEND⁷ or EHCP⁷ which names the School, priority will be given to those children who meet the criteria as set out in the order of 1 to 8 listed below.

Oversubscription Criteria

- 1 Children who are looked after⁸ by a local authority, or a child who was previously looked after⁹, with a completed and valid CRP².
- 2 Children currently attending the WIJPS Nursery who are in receipt of early years' pupil premium, with a completed and valid CRP².
- 3 Siblings¹⁰ of pupils attending the School on the date of admission, with a completed and valid CRP².
- 4 Siblings of former pupils¹⁰ of the School, with a completed and valid CRP².
- 5 Other children who have a completed and valid CRP².
- 6 Other children who are looked after⁸ by a local authority, or other children who were previously looked after⁹ by a local authority.
- 7 Siblings of pupils attending the School on the date of admission without a completed CRP.
- 8 Any other children.

Tie-Breaker

In the event of there being more applicants than places available within criteria 1-8 above, priority will be given to children living nearest the School. Distance will be measured from the main entrance of the home address⁶ to the main gate of the School site using the London Borough of Redbridge Council's computerised mapping system. In cases where more than one applicant lives equidistant from the School, and places cannot be offered to all these children, the available place will be determined by random allocation supervised by a person independent of the School.

Application Procedures

Reception – for September Entry

1 When to Apply

Children will be admitted to Reception⁵ in the September following their fourth birthday. Applications should be made by 15 January in the calendar year of entry. All applications received on time will be processed together. By law, priority **must not** be given to children based on the date their application is received or their name is added to the list.

2 How to Apply

- a) Parents must apply using the online application available during the autumn term from The London Borough of Redbridge. Parents must complete and submit their application by 15 January 2017.
- b) In addition, the School's Supplementary Information Form (SIF) should be completed. In order to be eligible for a priority place within the School's over-subscription criteria, the CRP² must also be completed. Both forms are available from the School Office or website www.ijpsonline.co.uk and must be returned to the School by 15 January in the calendar year of entry.
- c) Application for a child whose Statement of Educational Needs & Disabilities (SEND)⁷ or Education, Health & Care Plan (EHCP)⁷ names the School is made by a separate local authority process.

3 Offer Date

An email or letter to parents offering, or refusing, a place will be sent by the local authority where the child lives on the national offer date on or about 18 April¹¹.

4 Response by Parents

A parent who does not respond to the offer of a place may have the offer withdrawn if the deadline quoted in the email or letter is not met.

5 Late Applications

All applications for Reception⁵ received between 16 January and 31 August, for entry in the September of the same year, will be considered “late” and will be processed after those that have been received on time. The application procedure is the same as paragraphs 2(a)-(c) above, save that all forms should be returned without delay.

Following the application procedure for Reception⁵ places, and once initial offers have been made, the waiting list will be adjusted to include late applications.

In-Year Applications and Applications outside the Normal Admissions Round

Application for Reception⁵ received after the start of the academic year of normal entry or for a place in years other than Reception⁵ should be made directly to the School. Application is by completion of the School's In-Year Application Form. In order to be eligible for a priority place within the School's oversubscription criteria, the CRP² must also be completed. Both forms are available from the School Office or website www.ijpsonline.co.uk and must be returned to the School without delay, together with proof of address¹².

Waiting List

For those applicants who do not receive an offer of a place, the child's name will be included on the waiting list. The School's waiting lists for all years will be kept open indefinitely and the School may check with parents, from time to time, to establish whether they wish their child to remain on the waiting list. A child's position on the waiting list will not depend upon when the application was made, but will be determined by how the oversubscription criteria are met. This means that a child's position on the list can go down as well as up, depending on the circumstances of all applicants. For applications where a child moves to a new permanent home, proof of address¹² will be required and the distance will be recalculated and the child's position on the waiting list may be adjusted. In the event of a vacancy occurring, the place will be offered to a child on the waiting list starting with the one at the top, at the time, and working downwards until the vacancy is filled. Parents are asked to inform the School if they no longer wish their child's name to remain on the waiting list.

Right of Appeal

Parents who receive a letter to say that their application has not been successful have the right to appeal. Parents wishing to appeal must write to the Clerk to the Governors at the School address, within 20 school days of receiving the letter of refusal. The procedure will be explained in a response by the School and the timetable for the process will be published on the School's website www.ijpsonline.co.uk by 28 February each year.

Children from Overseas

Applications for children coming from overseas must be treated in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

Non-statutory guidance on this will be available on the website of the Department for Education www.gov.uk/schools-admissions-applications-from-overseas-children

Fair Access Protocol

Wohl Ilford Jewish Primary School is committed to taking its reasonable share of children who are vulnerable and/or hard to place, as set out in the locally agreed Fair Access Protocol. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under a local Fair Access Protocol that has been agreed for that school year. The Governing Body has this power even when admitting the child would mean exceeding the PAN.

Notes

- 1 Whether or not applying for a priority place, all families are expected to respect the school's ethos.
- 2 The requirements of the religious practice test may change from year to year. In order to be eligible for priority within the oversubscription criteria, the child, or the parent on behalf of the child, will be required to obtain 4 points as evidence of completion of the religious practice test.
- 3 A child reaches compulsory school age on the prescribed day following the fifth birthday (or on the fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.
- 4 There is no automatic transfer from the School's Nursery to Reception. Parents must apply via the local authority where the child lives.
- 5 Reception is the entry class to primary schools (see section 142 of the School Standards Framework Act 1998).
- 6 The child's home address shall be determined as at the deadline for application. Where parents reside at separate addresses, but with shared responsibility for the child, it will be the address at which the child spends most of the week.
- 7 A Statement of Special Educational Needs & Disabilities is made by the local authority (see section 324 of the Education Act 1996) specifying the special educational provision required for that child. An Education, Health & Care Plan is made by the local authority (see Section 37 of the Children and Families Act 2014) specifying the special education provision for that child.
- 8 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 (see section 22(1) of the Children Act 1989). Applications for looked after children must be made by the person with parental responsibility and/or the child's social worker.
- 9 A previously looked after child is a child who has ceased to be so because they have been adopted (see section 46 of the Adoption & Children Act 2002), or became subject to a residence order (see section 8 of the Children Act 1989), or special guardianship order (see section 14A of the Children Act 1989).
- 10 Siblings of pupils attending the School at the time of admission and siblings of former pupils include brothers, sisters, half-siblings, foster siblings, step-siblings, adopted siblings and other children living permanently in the same home.
- 11 Parents are advised to make any necessary arrangements if the National Offer Day falls during Pesach.
- 12 Proof of address must not include: evidence of personal details about parents and families, such as maiden names; criminal convictions; marital or financial status (including marriage certificates); the first language of parents or the child; details about parents' or a child's disabilities, special educational needs or medical conditions.

False information

Places can be withdrawn after an offer has been made if it is found that the offer was made on the basis of false or fraudulent information.

Admission Policy 2017-18

General

1. This document sets out the admission arrangements for Isaac Newton academy ("the academy"). The academy is designated as an all-through academy. It does not currently have a nursery or sixth form, but in the event that these educational categories are introduced, the admission arrangements will follow the criteria described in this document.
2. In the event of a query, enquiries should be made to the Admissions Team at Ark Schools, 65 Kingsway, London, WC2B 6TD (admissions@arkonline.org)
3. The academy has a Published Admission Number (PAN) for the following year groups:
Nursery: to be decided (if opened)
Primary (Reception): 90
Secondary (Year 7): 180
Sixth form (external Year 12): 10 (when opened)

a) Nursery

- i. If at any time in the future the academy opens a nursery, the number of places available will be published in advance on the academy website. The nursery will adopt the same admissions arrangements as the rest of the academy, with the exception that no appeal will be allowed against the refusal of a place.
- ii. It is important to note that attendance/enrolment in the nursery will be distinct and separate and have no relevance to attendance in the primary or other sections of the academy for which a separate application will have to be made in accordance with the LA's co-ordinated admissions arrangements.
- iii. Oversubscription – If the nursery is oversubscribed, priority will be given to children with Statements of Special Educational Needs or Education and Health Care Plans where the academy is named. The remaining places will then be offered in accordance with the oversubscription criteria which applies to the academy as a whole (as described below), except that sibling priority will only apply where a sibling already attends the academy nursery or primary school.
- iv. Waiting list – The nursery will keep a waiting list which will be used to fill casual vacancies occurring as a result of an enrolled child leaving during the academic year or withdrawing from a place that has been offered. The list will be compiled in accordance with the Admissions Code so that children will be ranked in line with the academy's oversubscription criteria (see below).

b) Primary

- i. The primary school has an agreed PAN of 90 (three-form entry) pupils in the Reception year.

After the allocation of Reception places, the academy will admit 'rising fives', i.e. all children with places can be admitted to the Reception year at school in the September following their fourth birthday but before reaching compulsory school age.

In accordance with paragraph 2.16 of the Admissions Code, a parent/carer may request that their child's taking up of a place be deferred until later in the school year but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made. A parent/carer may request that their child takes up the place part-time until compulsory school age is reached.

Note: In respect of a child born late in an academic year after 1 April, the ordinary expectation is that he or she will join Reception at the latest in the term he or she turns five and then progress to Year 1 in the next academic year. If a parent/carer wants their child to join Reception in the September term after their fifth birthday, that decision is strictly subject to the discretion of the academy. The process for making an out-of-age-group application is described below.

- ii. Where the primary school is oversubscribed, the criteria for admission are as set out below.

c) Secondary

The academy has an agreed PAN of 180 pupils in Year 7.

- i. In September 2021 (when the first primary entrants will have completed Year 6) and in subsequent years, the pupils in the primary school will transfer to the secondary school. This means that the opportunity to gain admission if a child does not already attend the primary school will, in reality, be restricted in respect of external applicants (those children not currently attending the primary school) to 90 places in Year 7.

d) Post-16 provision

- i. Students already attending the academy and achieving the minimum academic entrance requirements will transfer to the sixth form.
- ii. The PAN for external applicants will be ten. This is a minimum number and the sixth form is likely to offer more places than this. Where possible, a projected number will be advertised on the school's website.
- iii. The minimum academic entrance requirements for admission to the post- 16 provision will be published in the academy sixth-form prospectus which will be available on request and also published on the academy website. These requirements will relate to both internal and external applicants.
- iv. Young people may apply on their own.
- v. Students will be informed in writing whether or not they have been allocated a place.
- 4. Where fewer applications are received than places available, the academy will offer places to all those who have applied, including from 2021 all those pupils attending the primary school in Year 6.

Procedures Where The Academy Is Oversubscribed

Oversubscription criteria

5. Where the academy is named on a pupil's Statement of Special Educational Needs or Education and Health Care Plan, that child will be admitted by the academy. If the number of applications for admission to either the primary school or secondary school is greater than the PAN, applications will be considered against the criteria and order set out below:
 - a) Looked After Children and children who have been previously looked after (pursuant to the Admissions Code)¹.
 - b) Children of staff at the school where there is a demonstrable skill shortage – Children of members of staff will have priority in the oversubscription criteria if the staff member is filling a post for which there is a demonstrable skill shortage. Ark Schools is required to approve the Principal's designation of such posts and confirm the assessment that a member of staff appointed meets the requirements of the shortage. Priority will be limited to one place for each form of entry in any year.
 - c) Children who at the time of the admission have a sibling who attends the academy. For this purpose "sibling" means a whole, half or step-brother or - sister or an adopted child resident at the same address. In respect of applications to the primary school, the fact that an applicant has a sibling attending the nursery school will not be a factor giving rise to priority.
 - d) Children of staff in the school – Where there is no demonstrable skill shortage, priority may be given where the academy is oversubscribed to a child of a person who will have been employed in the academy for two or more years at the time the application for admission is made. Priority will be limited to one place for each form of entry in any year.
 - e) Distance measurement – A child's home will be the address at which the child normally resides and which has been notified to the academy and other relevant agencies as being the child's normal place of residence.

Redbridge Council measures distance on behalf of Ark Schools, the method they adopt for measurement and also selection between equal applicants and those living in flats will apply.

¹ "A 'looked after child' is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school." (footnote 16 of the School Admissions Code 2014). A previously looked after child "includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002."

Tie breaker: If Ark Schools is unable to distinguish between applicants using the published criteria, including those who live in blocks of flats with the same building entrance, places will be offered via a random draw which will be supervised by someone independent of the academy.

Note: In the case of multiple births or brothers and sisters in the same year group, where there is only one place available in the academy, both will be considered together as one application.

Post-16 oversubscription criteria

6. Where the sixth form is oversubscribed, priority will be given to those qualifying applicants following the oversubscription criteria as described above.

Operation of Waiting Lists

7. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the academy will operate a waiting list. 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 summer term. Thereafter, parents/carers will be written to asking if they wish for their child to remain on the waiting list. This will be maintained by the academy and it will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list following an unsuccessful application.
8. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. When places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for Appeal Panels

9. Except in relation to an application for admission into the nursery school, where there will be no right of appeal following an unsuccessful application, parents/carers will have the right of appeal to an Independent Appeal Panel ("Appeal Panel") if they are dissatisfied with an admission decision of the academy.
10. The Appeal Panel will be independent of the academy. The arrangements for appeals will be in line with the Appeals Code. The determination of the Appeal Panel will be made in accordance with the Code and will be binding on all parties. The academy will provide written guidance for parents/carers about how the appeals process works and will provide parents/carers with a named contact who can answer any queries parents/carers may have about the process.

6. Applications for Admission to the Academy outside the normal admissions round – in-year applications

11. In-year applications should be submitted to Redbridge LA, unless other arrangements have been made and published on the academy website.
12. Subject to any provisions in the LA's published and agreed protocol on arrangements relating to applications submitted for years other than the normal year of entry, the academy will consider all such applications and if the year group applied for has a place available, admit the child.
13. If more applications are received than there are places available, the oversubscription criteria shall apply.

Appeals against refusal of an in-year application

14. Except in relation to an application for admission into the nursery school, where there will be no right of appeal following an unsuccessful application, parents/carers will have a right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the academy.

Admission of children outside of their normal age group

15. Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home LA during normal round admissions, or to the academy as described regarding the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case. Applicants should provide documentation in support of their application regardless of whether they are asking for the student to be admitted in a lower or higher year group. Applicants will be notified in writing of the decision. Unsuccessful applicants will be given the right to appeal.

Admission Policy 2017-18

Applications for transfer in September should be submitted by 31st October the year before.

Notification of the allocated school will take place via the Local Authorities by 1 March or next working day.

Applications received after the 31 October will not be considered until all the applications received have been dealt with unless there is evidence to show that the application or amendment could not reasonably have been made on time.

Where physically disabled pupils are within the catchment area of any particular school they should be considered for admission to that school.

If a student out of catchment requires a school that is accessible then the schools that are accessible should be considered equally and the student placed in the most appropriate school that meets their needs.

If the parents preference cannot be met the child's name will be placed on the waiting list of the School. As places become available they will be allocated from the waiting list. All age group waiting lists will operate in accordance with Local Authority admissions.

In all cases under admissions protocols the School will follow the Local Authorities Admissions Processes and Procedures.

In all places at the Loxford Trust the tie-breaker will be the shortest measured walking distance as measured by a geographic information system from the child's home to the main entrance to the School using public roads and recognised footpaths. It should be noted that when measurements involve flats in the same block, the distance will be to the entrance to each individual flat. In using distance as a tie-breaker should there be more than one applicant to a final place living an identical distance from the school, the school will use the random allocation facility within the Tribal (Admissions and Transfer System Pupil Database) which is used for allocations.

Nursery

The Loxford School Trust will admit 78 Nursery places in September.

Children shall be admitted when a place becomes available for up to 15 hours per week for 38 weeks. They will be granted either a morning session or an afternoon session depending on availability.

Admissions for the Nursery are considered as follows:

- a. Looked After Children and children previously looked after but immediately after being looked after become subject to an adoption, residence order or special guardian order. A Looked After Child is a child who is in care of a Local Authority as defined by Section 22 of the Children's Act 1989.
- b. Exceptional medical or social reasons, which should be supported by a qualified professional directly involved with the child and will be considered by the Trust's medical or psychological advisors. Only where it is agreed that admission to the Trust is essential will an exception to the general policy be made.
- c. Siblings, with preference to older children according to the date of birth, preference will only be given to those with siblings who will still be in attendance at the date of admission.
- d. All applicants with preference to older children according to their date of birth authenticated by the child's birth certificate and proof of home address.

Further Information

Admission to a Nursery class does not guarantee admission to the main school, applications for which should be made in accordance with the locally agreed Admissions Policy.

The statutory right to appeal does not apply to admissions to Nursery classes.

Reception

The Loxford School Trust will admit 120 students into Reception in September and will follow the Local Authorities Admissions Procedures.

Year 7

The Published Admission Number (PAN) for Loxford School in Reception is 120 and in Year 7

is 300 (60 places will automatically be offered to Year 6 children transferring to Year 7 and 240 places will be available to applicants outside of the school).

Loxford School has a set 'catchment area' and children living in the catchment area have priority for admission. A catchment area is the area around the school covering a number of roads or parts of roads as designated by the Local Authority. The catchment area for admission to Reception is the whole of the Borough of Redbridge.

All children whose Statement of Special Educational Needs (SEN)/EHC Plan names the school will be admitted to the school.

All children in the Primary Phase have automatic right of transfer to the secondary phase at Loxford School. Parents must use the on-line CAF, this must be submitted to the Local Authority by the deadline date published in the Local Authority Admissions Booklet which also includes clear guidance on how to complete the on-line CAF, information on dates for

notification to parents of admissions decisions and the closing dates for accepting places.

Admission Criteria, in order of consideration

The Criteria will be applied in the order in which they are set out below:

If the demand is more than the number of places available, all applications will be considered on an equal basis as follows:

- "looked after" children and children previously looked after but immediately after being looked after became subject to an adoption, residence order or special guardianship order. A looked after child is a child who is in the care of a local authority as defined by section 22 of the Children Act 1989.
- children who live in the catchment area;
- children who have brothers or sisters (siblings) who are both currently on roll at the school in Years 7 to 10 only and who will continue to attend that school in the following academic year; and
- children who live out of the catchment area who have no sibling attending the school.

Mid-Term Applications

The School participates in the LA Fair Access Protocol for secondary schools. Parents/carers will be informed in writing of the decision on whether a place can be offered.

Appeals Against Admissions Decisions

The School will abide by the relevant Local Authorities Appeals Procedure. 6th Form – 16-18

Internal students

Loxford School welcomes applications for entry to the Sixth Form from students who have attended the Academy in Year 11 during 2016-2017 and wish to transfer to the Sixth Form in September 2014. Conditional offers made will indicate the appropriate route of study on the basis of GCSE performance.

External students

The school also accepts applications for entry to the Sixth Form from external candidates who attended another School or Academy in Year 11 during 2016-2017. The Planned Admission Number for Year 12 is 45 – this figure refers only to year 12 students being admitted to the school for the first time, and not to the students transferring who currently attend Loxford School. Students who have studied abroad will be expected to have undertaken GCSE's or I-GCSE's. If neither programme has been studied students will need to undertake GCSE equivalent testing in subjects agreed by The Senior Deputy Headteacher to ascertain performance levels and suitability for entry to the Sixth Form.

Late Applications

Students applying to join the Sixth Form after the deadline for applications should note that admission will be subject to entry requirements as shown below, and availability of places on preferred courses.

Entry requirements for both internal and external applicants

Entry to the Sixth Form is subject to a student having achieved the appropriate grades for their intended route of study. Prospective students should refer to the Sixth Form Prospectus for individual subject requirements; individual subjects may be limited in the number of students they are able to accommodate.

Oversubscription regarding applications by External applicants

Should applications from suitably qualified external students exceed the number of places available, the following oversubscription criteria will be applied:

1. Children in Care (Looked After Children) Including Children that were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.
2. children who live in the catchment area;
3. children who have brothers or sisters (siblings) who are both currently on roll at the school in Years 7 to 10 only and who will continue to attend that school in the following academic year; and
4. children who live out of the catchment area who have no sibling attending the school.

Admission Policy 2017-18

Basic Information

1. Our Lady of Lourdes RC Primary School is situated in the Diocese of Brentwood and is maintained by the London Borough of Redbridge Local Education Authority.
2. The Governing Body of the school is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by the requirements of the law, by the advice of the Diocesan Trustees, and by the London Borough of Redbridge Local Education Authority and its duty to the school and the Catholic community.

The Governors believe that children from practising Catholic families where the faith is alive will benefit most from the education provided at Our Lady of Lourdes RC School. Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria below.

3. The school primarily serves the parishes of Our Lady of Lourdes and St. Anne Line. For the purposes of the admissions criteria and procedure, the boundaries of the parish of Our Lady of Lourdes, and St Anne Line shall be as marked upon the map lodged in the school office. Persons wishing to consult this map may do so by arrangement with the School. Where there is a dispute regarding distance from residence the arbiter will be the London Borough of Redbridge.
4. Having consulted the LEA and others in accord with the requirements of the law, the Governing Body has set as its planned admission number 60 pupils for the school year commencing September 2017
5. (a) Parents wishing to apply for a place in the school for their child in the school year 2017-18 must complete an online application available from 1st September 2016 from the Local Authority and submit it by the date determined by the Local Authority in accordance with the Co-ordinated Admissions Scheme. Applications should be made via the London Borough of Redbridge website at www.redbridge.gov.uk/eadmissions.
5. (b) In accord with the provisions of Regulation 49 of the Education (School Government) Regulations 1999, the Governing Body has delegated responsibility for determining admissions to its Admissions Committee.
6. Pupils who are admitted to the school will enter the reception class(es) in September 2017. As required by law, the Governing Body will not admit more than 30 pupils to any one reception or infant class.

Criteria

The School's admissions policy should reflect its purpose of serving its relevant Catholic community. The following criteria are designed to acknowledge that responsibility of the Governing Body. Therefore, when considering applications, the Admissions Committee will apply the following criteria in order of priority.

The Governing Body of Our Lady of Lourdes RC Primary School will apply the following criteria fairly and equitably to all applications for places in the order of priority stated.

1. Looked after and legally adopted children, including previously looked after children (Schools Admissions Code para 1.7).

The term "Looked After Children" refers to children in "public care" within the meaning of s22 of the Children's Act 1989. This provision relates to children in the care of the Local Authority or provided with accommodation by a Local Authority, Social Services Dept, e.g. children with foster parents.

2. Baptised Children, where at least one parent is a practicing Catholic, who are resident in the Parish of Our Lady of Lourdes

3. Baptised children, where at least one parent is a practicing Catholic, who are resident in the Parish of St. Anne Line.
4. Baptised children, where at least one parent is a practicing Catholic, who are resident in other parishes at the time of application.
5. Baptised Catholic children whose parents do not attend Mass regularly, but who desire a Catholic education for their child(ren).
6. Baptised children of other Christian faiths, with at least one parent practising in their faith and whose application is supported by the appropriate Minister of Religion.
7. In the event of over-subscription in the number of applications, within each criteria, then the Admissions Committee will offer places in the following order of precedence for each level of priority (below):
 - (i) Children who have a sibling at the school at the time of likely admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister or step brother or sister.
 - (ii) The shortest measured walking distance from the child's home to school, using public roads and footpaths, is used to give priority to applicants.
 - (iii) In the event of there being a tie regarding our admissions criteria, there will be a lottery tie break undertaken by the Local Authority with a member of Our Lady of Lourdes Admissions Committee present.

Regularity of Mass attendance by at least one parent (as determined by the Code of Canon Law primarily that of the obligation to assist at Mass on all Sundays and Holy Days of Obligation (Canon 1247)) will be a determining factor in the prioritisation of applications. Regularity will be determined by the Certificate of Catholic Practice.

Please note: the term Practising Catholic, in accordance with the teaching of the Church, is taken to denote a Baptised person who is in full communion with the Catholic Church. Catechism of the Catholic Church describes the Sunday Eucharist (Saturday Vigil) as the foundation of all practice. Accordingly the Catechism states that on Sundays (Saturday Vigil) and other Holy Days of Obligation, the faithful are bound to participate in Mass.

In accordance with the above teaching, a priest will confer the status of practising Catholic, where a child has been baptised in accordance with the teachings of the Church, and where compliance with the Sunday obligation is the established practice of the child, and their family.

Children with a Statement of Special Educational Needs / EHC Plan: The law provides a separate process for the admission of children with a Statement of Special Education Needs or Educational, Health and Care Plan. The school will work in full co-operation with the appropriate agencies to ensure children with a Statement of Educational Needs which names Our Lady of Lourdes RC Primary School, will be admitted to the school.

Deferred Entry: Admission authorities must allow parents of children who are offered a place at the school before they are of compulsory school age to defer their child's entry until later in the school year. Where entry is deferred, admission authorities must hold the place for that child and not offer it to another child. The parent/ carer would not, however, be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Requests to defer entry must be in writing to the Headteacher.

In-year Admission: Applications for in-year admissions are made in the same way as those made during the normal admissions round. If more applications are received than there are places available, applications will be ranked by the Governing Body in accordance with the admissions / oversubscription criteria above. Applicants will be notified of the outcomes by the Governing Body.

Admissions of children outside of age group: Parents may seek a place for their child outside of their normal age group. Applications must be made at the same time as the main admissions round. The Admissions Committee will take a decision based on the circumstances of each case. The Admissions Committee will take the decision on the basis of the criteria as laid out in Section 2.17A of the Schools Admissions Code, 2014. The decision and the reasons for it will be notified to the parents within a week of the decision being made.

Waiting list: A waiting list is maintained for each year group. These are maintained throughout the year and is rolled forward at the start of each new academic year. Vacancies are notified weekly to the London Borough of Redbridge who make offers of vacant places on our behalf.

The school will accommodate both / all twins / multiple births if we admit one.

Additional Information

1. The parents of those children whom the Admission Committee have agreed to admit as pupils at the school will be informed, in writing, by the Local Authority in accordance with the Co-ordinated Admissions Scheme. Last date for offers to be accepted by parents will be determined by the Local Authority in accordance with the Co-ordinated Admissions Scheme.
2. The parents of those children whose application for a place in the school was unsuccessful will be informed, in writing by the Local Authority in accordance with the Co-ordinated Admissions Scheme with reasons for the Admissions Committee's not offering a place and a description of the rights of the parents to lodge an appeal against the decision including detail of how and to whom such an appeal should be lodged.
3. Applications received after the deadline will be considered in accordance with the admissions criteria, but after those submitted on time.

Admission Policy 2017-18

St Aidan's Catholic Primary Academy is situated in the Diocese of Brentwood.

The Governing Body of the Academy is responsible for determining and administering the policy relating to the admission of pupils to the Academy. It is guided in that responsibility by the requirements of the law, by the advice of the Diocesan Trustees, and its duty to the Academy and serving its relevant Catholic community.

In accord with the provisions of Regulation 49 of the Education (Academy Government) Regulations 1999, the Governing Body has delegated responsibility for determining admissions to its Admissions Committee.

Having consulted the LEA and others in accordance with the requirements of the law the Governing Body has set as its planned admission number 60 pupils for the academic year commencing September 2017.

The Academy primarily serves the parishes of St Cedd's, St Teresa's and SS Peter and Paul's (north of the High Road, Ilford).

Parents wishing to apply for a place for their child in the Academy year 2017-18 must complete an online application available from 1 September 2016 at www.redbridge.gov.uk/eAdmissions. The application must be completed online and submitted to the Local Authority by the closing date as determined by the Local Authority which is the 15 January 2017.

If you do not live in Redbridge then you must apply via your Home Borough's website where you live by their closing date.

A Supplementary Information Form (SIF) available online at www.redbridge.gov.uk/eAdmissions or from St Aidan's website: www.staidansacademy.org must also be completed and returned to the Academy by the closing date as determined by the Local Authority which is the 15 January 2017. Catholic families should complete the Certificate of Catholic Practice available from their Parish Priest or on the school website www.staidansacademy.org. The documents (including a Baptismal Certificate) must be returned to the Academy by the closing date. Families of other faiths should complete the Other Christian Traditions and Other Faith Applicants Reference Form which is available on line at www.redbridge.gov.uk or from St Aidan's website: www.staidansacademy.org. These documents should also be returned to the Academy by the closing date.

We would also expect that parents and carers applying for a place in the school would be sympathetic to the Catholic ethos of the school and wish that their child be taught in a manner based on that ethos.

For Parents/ Carers who complete the Common Application Forms for the Local Authority but fail to submit to the Academy the Supplementary Form (SIF), Certificate of Catholic Practice or Other Faith Forms, the Admission Committee will automatically categorise the child under Category 8.

The closing date will be determined by the Local Authority as above. Late applicants will be considered in accordance with the admission criteria but after those submitted on time.

Pupils who are admitted to the Academy will enter the class in September 2017 as required by law. The Governing Body will not admit more than 30 pupils to any one Reception or Infant class.

Please note – Children from Nursery do not automatically transfer to Reception.

Admissions Criteria

The Academy's Admission Policy reflects its purpose of serving its relevant Catholic community. The following criteria are designed to acknowledge that responsibility of the Governing Body. Therefore, when considering applications, the Admissions Committee will apply the criteria fairly and in order of priority.

Definitions

'Baptised Catholic' means those baptised by a priest in communion with the See of Rome. The term "Practicing" in relation to the Catholic Faith refers to obligations laid on Catholics by the Code of Canon Law, primarily that of the obligation to assist at Mass on all Sundays and Holy Days of Obligation (Canon 1247).

Regularity of Mass Attendance by at least one parent (a parent being any person who has parental responsibility for, or is the legal guardian of, the child) will be a determining factor in the prioritisation of applications. Regularity will be determined from the Certificate of Catholic Practice signed by the Parish Priest. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend. Family members include only parents/ carers and siblings living at the same address.

The term 'Looked After Children' refers to children in 'public care' within the meaning of the Children and Families Act 2014. This provision relates to children in the care of the Local Authority or provided with accommodation by a Local Authority Social Services Department, for example children in foster care. It includes children who have been adopted i.e. previously looked after but immediately after being looked after became subject to an adoption, residence order, child arrangement order or special guardianship order.

The Governing Body of St Aidan's Catholic Academy will apply the following criteria fairly and equitably to all applications for places in the order of priority stated.

- 1 Looked after baptised Catholic children and previously looked after baptised Catholic children.
- 2 Baptised Catholic children at least one of whose parents attends Mass on Sundays and on Holy Days of Obligation with the child in whose name the application is made, and who are resident in the Parishes of St Cedd's, St Teresa's and SS. Peter & Paul's (north of the High Road, Ilford).
- 3 Baptised Catholic children at least one of whose parents attend Mass on Sundays and on Holy Days of Obligation with the child in whose name the application is made, and who are resident in neighbouring parishes at the time of application.
- 4 Baptised Catholic children whose parents do not attend Mass, but who desire a Catholic education for their children.

The Governing Body having met its obligation to the Catholic community will offer any remaining places available to applicants of other faiths/other applicants.

- 5 Looked after children, not baptised as Catholics and previously looked after children not baptized as Catholics.
- 6 Baptised children of other Christian denominations at least one of whose parents practice in their faith by regular attendance at church services and whose application is supported by the appropriate Minister of Religion who must confirm their regular practice of their faith.
- 7 Children of non-Christian denominations at least one of whose parents regularly practice in their faith and whose application is supported by the appropriate Minister of Religion who must confirm their regular practice of their faith
- 8 Any other applicants whose parents claim no faith.

Children with a Statement of Special Educational Needs/ ECH Plan

The law provides a separate process for the admission of children with a Statement of Special Educational Needs/ ECH Plan. The school will work in full co-operation with the appropriate agencies to ensure that children with a Statement of Educational Needs or ECH Plan which names St. Aidan's Catholic Primary Academy will be admitted to the school. Parents of children who have special physical and medical needs are invited to visit the Academy to meet the Headteacher and view the accommodation and resources available.

In the event of over-subscription in the number of applications, then the Admissions Committee will offer places in the following order of precedence for each level of priority:-

Children who:

- (i) Have a sibling at the Academy in any but the final year. Sibling refers to brother or sister, half brother or sister, adopted brother or sister or stepbrother or sister.
- (ii) Children of teaching staff who:
 - (a) Have been employed at the academy for two or more years at the time of application for the Academy place or
 - (b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- (iii) Children who live nearest to the Academy, the distance measured from the front door of the child's home (including flats) to the main entrance of the Academy, measured as the shortest walking distance by the Local Authority's computerised measuring system. Those living closer to the Academy will receive the higher priority.
- (iv) Should there be more than one applicant for the final place living an identical distance from the Academy, the random allocation facility will be used from the Local Authority's system.

Further to the above, the Admissions Committee will keep a waiting list for admission to Reception classes of those children who have not been offered a place, and such a list will rank children in strict order of priority as determined above and will close on the 31st December of the year of admission. Applicants will need to re-apply.

Waiting lists will be adjusted to take account of late or in-year application. In Year Fair Access Protocol admissions will take precedence over those on the waiting list as required.

Additional Information

The parents of those children to whom the Admissions Committee have agreed to admit as pupils at the Academy will be informed in writing by the Local Authority and shall be required within two weeks to confirm acceptance of the offer of a place.

Parents of those children whose application for a place in the academy was unsuccessful will be informed, in writing by the local authority of the decision of the Admission Committee, the Admissions Committee's reasons for not offering a place and a description of the rights of the parents to lodge an appeal against the decision including details of how and to whom such an appeal should be lodged.

Deferred Entry

Parents of children who are offered a place at the Academy before they are of compulsory school age may defer their child's entry until later in the academic year. Where entry is deferred, admission authorities must hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's birthday, nor beyond the academic year for which the original application was accepted.

Admissions of children outside of age group

Parents may seek a place for their child outside of their normal age group. Applications must be made at the same time as the main admissions round. The Admissions Committee will take a decision based on the circumstances of each case. The Admissions Committee will take the decision on the basis of the criteria as laid out in Section 2.17A of the Schools Admissions Code, 2014. The decision and the reasons for it will be notified to the parents within a week of the decision being made.

Admission Policy 2017-18

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

The Governors believe that children from practising Catholic families where the faith is alive will benefit most from the education offered at St. Antony's Catholic School. Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

The Governors intend to admit 60 children into the reception year group in any one school year.

Parents wishing to apply for a place in the school for their child in the school year 2017-18 must complete an online application form available from the 1 September 2016 from the Local Authority and submit it by the date determined by the Local Authority in accordance with the Co-ordinated Admissions Scheme. Applications can be made via the London Borough of Redbridge website www.redbridge.gov.uk/eAdmissions.

Children with a statement of special educational needs or Education Health Care plan

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. The school will work in full co-operation with the appropriate agencies to ensure children with a Statement of Special Educational Needs or an Education, Health and Care Plan which names St Antony's Catholic Primary school will be admitted.

Oversubscription Criteria

1. Looked after children (and previously looked after children) of the Catholic faith.
2. Baptised Catholic Siblings of pupils on roll up to and including Yr 6 at the time of admission, where at least one parent is a practising Catholic resident in the Parish of St. Thomas of Canterbury or adjoining Parishes.
3. Baptised Catholic Children with a Certificate of Catholic Practice resident in the Parish of St Thomas of Canterbury, Woodford Green.
4. Baptised Catholic Children with a Certificate of Catholic Practice resident in that part of St Anne Line Parish adjoining St. Thomas of Canterbury Parish bounded by Woodford New Road, North Circular Road A406 and Chigwell Road.
5. Baptised Catholic Children with a Certificate of Catholic Practice resident in other parishes.
6. Baptised Catholic Children whose parents do not attend Mass regularly, but who desire a Catholic education for their child(ren).
7. All other looked after children (and previously looked after children).
8. Children of other Christian denominations at least one of whose parents regularly practice in their faith and whose application is supported by the appropriate Minister of Religion.
9. Any other applicants.

Application of the criteria

- “Catholic” means a member of Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. Such membership is demonstrated by a Certificate of Baptism or of Reception into Full Communion with the Catholic Church.
- “Certificate of Catholic Practice” means a certificate given by the family’s parish priest (or the priest in charge of the Church where the family practises) in the form laid down by the Bishops’ Conference of England and Wales
- “Practicing” means regular Mass attendance by at least one parent on all Sundays and Holy Days of obligation.
- Other Christian denomination faith bodies should supply the Other faith form completed by the appropriate Minister of Religion stating their position in the faith body where the family practices and certifying that the child and his/her family are known to them and to the best of their knowledge and belief that the child is from a family practicing their Christian faith.
- Where the number of applications which satisfy the requirements of any category exceeds the number of available places, in any category, those living closer to the school will be given priority, the distance will be measured in a straight line from the front door of the child’s home (including flats) to the main entrance of the school by reference to a *Geographic Mapping system held by the Borough. Where there is a dispute regarding distance from residence the arbiter will be the London Borough of Redbridge. Should there be more than one applicant for a final place living an identical distance from the school in question, the random allocation facility will be used from the Local Authority’s system.
- The term “looked after children” means children in public care within the meaning of s.22 of the Children Act 1989. “Previously looked after children” means children who were looked after before becoming subject to an adoption, child arrangement order or special guardianship order.
- If your child does not receive a place you may request that their name be placed on a waiting list held by the Local Authority. As places become available they will be allocated from the waiting list which will run until 31st December 2017. After this date you are required to submit an online in-year application. Apply through www.redbridge.gov.uk/schools/admissions-during-the-school-year. New waiting lists will be drawn up according to the oversubscription criteria. All waiting lists will continue until 31 August thereafter.
- The Governors may withdraw an offer of a place should information provided be found deliberately misleading.

Siblings

Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Child living with both parents at two different addresses

When a child lives with its birth parents, legal guardian or foster parent, that address will be considered to be the child’s normal, permanent place of residence. However, when a child has parents who are separated, the parents must name only one address on the application process:

- If one parent has parental responsibility (documents must be shown to prove this) that parent’s address must be used.
- If both parents have parental responsibility (documents must be shown to prove this) the Children’s Services Authority will normally accept the parent’s address used by the child’s nursery / primary school.
- If a child lives, full or part-time, with neither parent e.g. with a relation, the Children’s Services Authority will only accept this as the application address if the arrangement can be confirmed as long-standing. The child must sleep at this address for a minimum of 4 nights each week.

Deferred entry

Parents offered a place before the child is of compulsory school age may defer their child's entry until no later than the beginning of the term after their child's fifth birthday; it may not be deferred beyond the academic year for which the original application was accepted. Where entry is deferred the place must be held for the child, and cannot be offered to another child.

Admission of children outside their normal age group

It is the expectation that a child is educated alongside his / her age equivalent peers, in almost all cases. We would strongly advise that all children enter into their normal year group.

However, parents may request that their child is exceptionally admitted outside their normal age group. Such requests must include evidence of the child's circumstances from a relevant professional detailing the child's educational needs which makes education outside the normal age group necessary. The admissions authority will decide whether or not the individual child's circumstances make this appropriate on educational grounds

In -Year Applications

Once your child has started school you may wish them to move e.g. if you move home. We can only accept pupils when there is a space in the year group (unless application related to criteria 1 or with a statement of SEN or Education Health care plan as outlined above. Please apply to Redbridge (information available at www.redbridge.gov.uk/schools/admissions-during-the-school-year, and contact the school for a supplementary information form. The admissions criteria is applied as above when we are considering an in year application at the time of admission.

Please note:-

- The relevant place of residence is where the family is resident at the date of the deadline for applications.
- The Schools Standards and Framework act 1998 allows parents to appeal against any decision to refuse a place to their child and in such cases early contact should be made with the Headteacher. A closing date for appeals will be included in the notification letters of Governors refusing, or being unable to offer, admission to the School.

Admission Policy 2017-18

Basic Information

1. St Augustine's Catholic Primary School is situated in the Diocese of Brentwood and is maintained by the London Borough of Redbridge Local Education Authority.
2. The Governing Body of the school is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by the requirements of the law, by the advice of the Diocesan Trustees, and its duty to the school and the Catholic community.
3. The school primarily serves the parishes of St Augustine of Canterbury, Barkingside; St John Vianney, Clayhall; St John the Baptist, Ilford and The Assumption, Hainault (details of Parish boundaries can be obtained from the relevant Parish Priest or Diocesan Offices)
4. Having consulted the LEA and others in accord with the requirements of the law, the Governing Body has set as its planned admission number 60 pupils for the school year commencing September 2017
- 5 (a) Parents wishing to apply for a place in the school for their child in the school year 2017-18 must complete an online application available from 1 September 2016 from the Local Authority and submit it by 15 January 2017. Online applications can be made via the London Borough of Redbridge website at www.redbridge.gov.uk/eadmissions.
- 5 (b) In accord with the provisions of Regulation 49 of the Education (School Government) Regulations 1999, the Governing Body has delegated responsibility for determining admissions to its Admissions Committee.
6. Pupils who are admitted to the school will enter the reception class(es) in September 2017.

As required by law, the Governing Body will not admit more than 30 pupils to any one reception or infant class.

Criteria

The School's admissions policy should reflect its purpose of serving its relevant Catholic community. The following criteria are designed to acknowledge that responsibility of the Governing Body. Therefore, when considering applications, the Admissions Committee will apply the following criteria in order of priority.

The Governing Body of St. Augustine's Catholic Primary School will apply the following criteria fairly and equitably to all applications for places in the order of priority stated.

1. Looked after and legally adopted children, including previously looked after children (Schools Admissions Code para 1.7). Previously looked after children, are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Baptised Children, of practising Catholic families (*) who are resident in the Parishes of St. Augustine of Canterbury, Barkingside; St John the Baptist, Ilford; St John Vianney, Clayhall and The Assumption Hainault.
3. Baptised children of practising Catholic families (*) who are resident in other parishes at the time of application.
4. Baptised Catholic children (**) whose parents do not attend Mass regularly, but who desire a Catholic education for their child(ren).
5. Children who have at least one Catholic parent and who are to be Baptised within 6 months of closing date of applications. Supporting evidence will be required.

6. Baptised children of other Christian denominations (i.e. the Eastern Orthodox Churches, the Anglican Communion, the Baptist Church, the Methodist Church, the Presbyterian Church) at least one of whose parents practice in their faith and whose application is supported, in writing, by the appropriate Minister of Religion.
7. Any other applicant who does not fulfil any of the above criteria.

Children with a Statement of Special Educational Needs / EHC Plan: The law provides a separate process for the admission of children with a Statement of Special Education Needs or Educational, Health and Care Plan. The school will work in full co-operation with the appropriate agencies to ensure children with a Statement of Educational Needs which names St Augustine's Catholic Primary School, will be admitted to the school.

* The term "Practising" in relation to the Catholic Faith refers to obligations laid on Catholics by the Code of Canon Law primarily that of the obligation to assist at Mass on all Sundays and Holy Days of Obligation (Canon 1247).

** A baptised Catholic is one who has been baptised [even conditionally (Canon 869)] into the Catholic Church in accordance with Canon 849 and whose parents(s) / carer(s) can produce a valid certificate that this is so.

Regularity of Mass attendance by at least one parent (as determined by the Code of Canon Law primarily that of the obligation to assist at Mass on all Sundays and Holy Days of Obligation (Canon 1247)) will be a determining factor in the prioritisation of applications. Regularity will be determined by the Certificate of Catholic Practice.

The term "Looked After Children" refers to children in "public care" within the meaning of s22 of the Children's Act 1989. This provision relates to children in the care of the Local Authority or provided with accommodation by a Local Authority, Social Services Dept, e.g. children with foster parents.

Deferred Entry: Admission authorities must allow parents of children who are offered a place at the school before they are of compulsory school age to defer their child's entry until later in the school year. Where entry is deferred, admission authorities must hold the place for that child and not offer it to another child. The parent/ carer would not, however, be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Requests to defer entry must be in writing to the Headteacher

In-year Admission: Applications for in-year admissions are made in the same way as those made during the normal admissions round. If more applications are received than there are places available, applications will be ranked by the Governing Body in accordance with the admissions /oversubscription criteria above. Applicants will be notified of the outcomes by the Governing Body

Waiting List: The school maintains a waiting list. Parents who express a desire to be placed on the waiting list will be placed in order of priority in accordance with the published criteria. All waiting lists will cease on 31st December annually and applicants will need to re-apply. Please note that being on a waiting list does not gain any priority in the Admissions Criteria and waiting lists will be adjusted to take account of late or in-year applications. "In Year Fair Access Protocol" admissions will take precedence over those on the waiting list as required.

Places are offered for a particular year group based on the child's date of birth. Parents / carers can seek in writing, at the point of application, places outside their child's normal academic year group. All offers or alternative allocations will be based on the child's age not ability or educational history. The Admissions Authority 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 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 right of an appeal for a place at their preferred school where they have applied and been refused.

The school will accommodate both / all twins / multiple births if we admit one.

Parents / carers of prospective children to St Augustine's Catholic Primary School are welcome to contact the school to arrange a visit and meet with the Headteacher at a mutually convenient time.

In the event of over-subscription in the number of applications, then the Admissions Committee will offer places in the following order of precedence for each level of priority (below):

- (i) Children who have a sibling at the school at the time of likely admission.
Sibling refers to brother or sister, half brother or sister, adopted brother or sister or step brother or sister.
- (ii) Children of teaching staff who:
 - a) Have been employed at the school for two or more years at the time of application for the school place or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- (iii) The shortest measured walking distance from the child's home to school, using public roads and footpaths, is used to give priority to applicants.
- (iv) In the event of there being a tie regarding our admissions criteria, there will be a lottery tie break undertaken by the Local Authority with a member of St Augustine's Admissions Committee present.

Additional Information

1. The parents of those children whom the Admission Committee have agreed to admit as pupils at the school will be informed, in writing, by the Local Authority in accordance with the Co-ordinated Admissions Scheme. Last date for offers to be accepted by parents will be determined by the Local Authority in accordance with the Co-ordinated Admissions Scheme.
2. The parents of those children whose application for a place in the school was unsuccessful will be informed, in writing by the Local Authority in accordance with the Co-ordinated Admissions Scheme with reasons for the Admissions Committee's not offering a place and a description of the rights of the parents to lodge an appeal against the decision including detail of how and to whom such an appeal should be lodged.
3. Applications received after the deadline will be considered in accordance with the admissions criteria, but after those submitted on time.

Admission Policy 2017-18

Introduction

St. Bede's Catholic Primary School and Nursery was founded by the Catholic Church to provide education for children of Catholic families. St Bede's is a Catholic Voluntary Aided School, in the Trusteeship of the Diocese of Brentwood and is maintained by the London Borough of Redbridge Local Education Authority.

As a Catholic school, we aim to provide a Catholic education for all our pupils. The Catholic doctrine and practice permeate every aspect of the school's life and activity.

The Governing Body of the school is responsible for determining and administering the policy for the admission of pupils to the school. It is guided in that responsibility by the requirement of the law, by the advice of the Diocesan Trustees, and by its duty to the school and the Catholic community.

The school primarily serves the parish of St Bede's. Details of Parish Boundaries can be obtained from the Parish Priest, the Diocesan Offices or from the school.

Having consulted the London Borough of Redbridge and others in accordance with the requirements of the law, the Governing Body has set 60 pupils as its planned admission number for Reception year commencing September 2017 and, unless they are permitted exceptions by law, will not admit more than 30 pupils to any Reception or Infant class.

Application Process

The application process for parents/carers seeking a place for their child in our school for the academic year 2017-18 requires the following:

1. Apply through E-Admissions via your Home Borough. Information regarding application to St Bede's is available on the London Borough of Redbridge website www.redbridge.gov.uk/eadmissions. Reception 2017-18 applications: if you do not live in Redbridge then you MUST apply via your Home Borough's website where you live by their closing date. In-year applications: please complete on www.redbridge.gov.uk/schools/admissions-during-the-school-year.
2. A Supplementary Information Form (SIF) which is available from the London Borough of Redbridge website or St Bede's School. A SIF for Reception admission MUST be returned to the school by 15 January each year (which is determined by the Government's school admissions legislation).

Admissions Criteria 2017-18

The School's admissions policy reflects its purpose of serving its Catholic community. The following criteria are designed to acknowledge that responsibility of the Governing Body. Therefore, when considering applications, the Governing Body's Admissions Committee will apply the following criteria in order of priority -

1. Looked after and legally adopted children, including previously looked after children (Schools Admissions Code para 1.7). *****
2. Baptised Catholic children living in the parish of St Bede's who are from a practising Catholic family*** & ****
3. Baptised Catholic children living in a neighbouring parish other than St Bede's at the time the application is made who are from a practising Catholic family.*** & ****
4. Baptised Catholic children who have a Catholic parent/carer who does not attend Mass regularly but desires a Catholic education for their child***.
5. Children of other Christian denominations at least one of whose parents practice in their faith and whose application is supported by the appropriate Minister of Religion.*****

6. Children of non-Christian faiths at least one of whose parents practice in their faith and whose application is supported by the appropriate Faith Leader of Religion. *****
7. Any other applicant who does not fulfil any of the above criteria.

In the event of over-subscription in the number of applications, then the Admissions Committee will offer places in the following order of priority within each of the criteria listed at 1 to 7 above:

Children who -

1. have a sibling* at the school (Reception to year 6) at the time of likely admission.
2. live nearest to the school, measured** by the shortest walking distance from the child's home to the main entrance of the school; this information is provided by the local authority.
3. In the event of there being a tie in the admissions criteria, there will be a lottery tie break undertaken by the local authority using the random allocation facility within its Admissions system.

Children with a Statement of Special Educational Needs or Education, Health and Care Plan

The admission of a child with a statement of Special Educational Needs or an Education, Health and Care (EHC) Plan is dealt with by a separate procedure provided by law; families of children with a statement or EHC plan should contact their home borough's Special Educational Needs Team regarding admissions. St Bede's will work in full co-operation with the appropriate agencies in relation to children with a statement of Special Educational Needs or EHC plan.

Definitions

* Siblings of (a) pupil(s) who would still be attending the school (Reception to year 6) at the time of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent /carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

** Distance will be provided by the local authority as measured by a Geographic Information System from the front door of the child's home, including flats, to the main entrance of the school using public roads and recognized footpaths ie. a safe walking route.

***A baptised Catholic is one who has been baptised into the Catholic church [in accordance with Canon 849] and whose parent(s)/carer(s) can produce a valid certificate to confirm this.

****Mass attendance by at least one Catholic parent (as determined by the Code of Canon Law primarily that of the obligation to assist at Mass on all Sundays and Holy Days of Obligation (Canon 1247)) will be a determining factor in the prioritisation of applications. This will be confirmed by a Certificate of Catholic Practice only available from your Parish Priest.

*****Practising applicants of other Christian or other faiths should request their Religious or Faith Leader to complete the Other Christian Traditions and Other Faith Applicants Reference Form.

*****"Looked after child" refers to children in "public care" as determined by the Children and Families Act 2014 including children who have been adopted i.e. previously looked after but immediately after being looked after became subject to an adoption, residence order, child arrangement order or special guardianship order.

Additional Information

1. The parents/carers of those children whom the Admissions Committee have agreed to admit as pupils at the school will be informed by the local authority in accordance with the Government's school admissions legislation – the national offer date is 18 April or next working day.
2. The parents/carers of those children whose application for a place in the school is unsuccessful will be informed by the local authority in accordance with the Government's school admissions legislation with reasons for the Admissions Committee not offering a place and a description of the rights of the parents to lodge an appeal against the decision. This will include details of how and to whom such an appeal should be lodged.
3. A waiting list for admission to Reception Class of those children who have not been offered a place in the school will be maintained by the local authority; the School Admissions Code 2014 (Paragraph 2.14) requires that a waiting list be kept until at least 31st December of the admission year. Thereafter, parents have to request for their child to remain on the list. Such a list will rank children in strict order of priority, in accordance with the criteria indicated previously. This ranking is however dependent on further applications being received and can therefore change. The local authority also clears the list at the end of July each year and parents have to reapply for the following school year or request that their application remains on the list.
4. All applications received after the deadline (15 January each year) will be considered in accordance with the admissions criteria, but after those submitted on time.
5. The School will accommodate all multiple births if we admit one; if applicable this will be as a permitted exception to the infant class size legislation.

Summer Born Children

Parents/Carers may request that their child be educated out of their normal age group. Such requests must be made to the Chair of Governors at the School during the Autumn Term in the year of application between 1 September and 31st December 2016 for children born between 1 September 2012 and 31 August 2013. Governors will consider each request based on the circumstances of the case and in the best interests of the child; agreement may be given but only after consultation and agreement with the local education authority. When the application is made, it will be ranked with all other applications and no further exceptions will be given. A statutory right of appeal will be given on refusal if no place has been offered in any school year.

Requests for admission out of the normal age group can also be made for children who are gifted and talented or have experienced problems such as ill health, as specified in paragraph 2.17 of the School Admissions Code 2014.

Reception Deferred Entry

Parents/Carers offered a place before the child is of compulsory school age may defer their child's entry until later in the school year. You would not however be able to defer your child's entry beyond the beginning of the term after the child's fifth birthday or, beyond the academic year for which the original application was accepted. Where entry is deferred the place must be held for that child, and cannot be offered to another child.

Nursery Applications

1. The Governing Body has determined that the same Admissions Policy, arrangements and criteria shall apply to all applications for Nursery places in St Bede's Catholic Primary School Nursery.
2. The Governing Body has set its planned admission number to the Nursery as 26 pupils per session. Applicants must note that gaining a place in the Nursery does not constitute the subsequent guarantee of a place in Reception class or give any priority for entry to Reception the following September. A separate application **MUST** be made to the local authority in which you live for admission to Reception.
3. A separate application for the Nursery is required.

In-year admissions

Applications for in-year admissions are made in the same way as those made during the co-ordinated admissions round for Reception places. If a place is available and there is no waiting list, then the Governing Body will admit the child. If more applications are received than there are places available, then applications will be ranked by the Governing Body in accordance with the criteria indicated previously. This ranking is however dependent on further applications being received and can therefore change. If a place cannot be offered at this time, then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the local authority in accordance with the criteria indicated previously and not in the order in which the applications are received. When a place becomes available, the Governing Body will determine who is at the top of the list so that the local authority can inform the parent that the school is making an offer.

The Governing Body reserves the right to withdraw the accepted offer of a place at the school where incorrect and/or misleading information has been given at the time of applying for a school place – particularly, if this denies a place at the school to a child with a legitimate claim. Although parishioners of St. Bede's are given priority for entrance to the school, residence within the Parish boundaries does not guarantee a place at the school.

This policy, reviewed annually, replaces all previously published criteria of admission.

Admission Policy 2017-18

Applicants for admission will be considered from parents or guardians who desire a Roman Catholic education for their children. For all children of practising Roman Catholic parents, the Certificate of Catholic Practice (CCP) should be completed and signed by the Parish Priest.

The term "Practising" in relation to the catholic faith refers to obligations laid down on Catholics by the Code of Canon Law, primarily that of the obligations to assist at Mass on Sundays and Holy Days of obligation.

The Governing Body of SS Peter & Paul's Catholic Primary School will apply the following criteria fairly to all applicants for places in the priority stated.

Statemented Children or Children with an Education, Health, Care Plan

The Governing Body will adhere to the Code of Practice for Statemented Children and Children with an Education, Health, Care Plan. The school will work in full co-operation with the appropriate authorities to ensure a statement naming SS Peter and Paul's Catholic Primary School will be admitted to the school.

Criteria

In the event of oversubscription the Admissions Committee of the Governing Body of SS Peter & Paul's Catholic Primary School will apply the following criterion:

Catholic Applicants

Applications received within criteria 2-4 are required to provide original Baptism Certificate and signed Certificate of Catholic Practice.

1. Looked after children and previously looked after children¹
2. Practising Catholic children² living in the parishes of SS Peter and Paul's Church and SS Mary and Erconwald's Church⁵.
3. Practising Catholic children² of a member of staff working at the school at the time of admission⁴
4. Practising Catholic children² living in a parish other than those given in 25.
5. Baptised Catholic children² whose parent desires a Catholic education for their children.

The Governing Body having met its duty to the Catholic community will offer any remaining places available to applicants of other faiths/other applicants.

Other Christian traditions, other faiths and other applicants

Applications received within criteria 6-8 are required to provide evidence of baptism/dedication and/or practice, supported by their religious leader where applicable.

6. Children² of other faith member of staff who is employed at the school at the time of admission⁴
7. Christian child, who has Baptism/Dedication certificate and/or whose application is supported by the appropriate Religious Leader.
8. Child² of non-Christian faith whose application is supported by an appropriate Faith Leader of Religion
9. Any other applicants².

Please note the following

- ¹ 'Looked after child' means any child in care of a local authority (Schools Admissions Code para 1.7), this includes children in the care of foster parents and includes previously looked after children. It also includes children who have been adopted or become subject to a special guardianship order.
 - ² Siblings attending SS Peter and Paul's School at the time of admission will take precedence in each category. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister.
 - ³ Parent(refers to person) who have legal parental responsibility for the applicant.
 - ⁴ The Governors may give priority to members of staff provided they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
 - ⁵ Details of Parish Boundaries can be obtained from the relevant Parish Priest, Diocesan Offices or from the school.
- Siblings attending SS Peter and Paul's School at the time of admission will take precedence in each category.
 - Where the number of applicants exceeds the number of available places within each criterion, those living closest to the school will be given priority. Using public roads and recognised footpaths (as described in the Redbridge Primary Schools Admissions document), the shortest measured walking distance from the child's home as determined by the Local Education Authority's Geographic Mapping System.
 - **Tie-break**
 - In cases where more than one applicant lives equidistant from the School, and places cannot be offered to all these children, the available place will be determined by random allocation supervised by a person independent of the School.
 - Details of Parish Boundaries can be obtained from the relevant Parish Priest, Diocesan Offices or from the school.
 - **Deferred Entry:** Admission authorities must allow parents of children who are offered a place at the school before they are of compulsory school age to defer their child's entry until later in the school year. Where entry is deferred, admission authorities must hold the place for that child and not offer it to another child. The parent/carer would not, however, be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.
 - Parents of summer born children may request they are admitted outside of their age range (Reception instead of Y1). Requests to defer entry must be in writing to the Headteacher.
 - The school will accommodate all multiple births if we admit one as a permitted exception to the rule of class size 30.
 - **In-year admission**
 - Applications for in-year admissions (outside of Reception Year) are made in the same way as those made during the Reception admissions round. If more applications are received than there are places available applications will be ranked by the governing body in accordance with the oversubscriptions criteria above.
 - Parent/carer must make an on-line application, www.redbridge.gov.uk/schools/admissions-during-the-school-year
 - When admission to the school is refused parents have a right to appeal against the Admissions Committee's decision. Such appeals should be made in writing and addressed to the Clerk of the Appeal Panel.

SS Peter & Paul's Catholic Primary School is situated in the Diocese of Brentwood and is a voluntary aided school within the London Borough of Redbridge.

1. In consultation with the Diocesan Trustees, Children's Services Authority (CSA) and the requirements of the law the Governing Body is responsible for determining and administering the policy relating to the admission of pupils to the school. The Governing Body has delegated responsibility for determining admissions to its Admissions Committee.
2. The admissions number for Reception in September 2017 is 60.
3. Parents seeking a place in Reception 2017 for the child in the academic year 2017-18 must make an online application using www.redbridge.gov.uk/eadmissions which will be available from 1 September 2016. The closing date is 15 January 2017. Catholic applicants will also supply a completed Diocesan Certificate of Catholic Practice (**forms available from the Church you attend**).
4. Other Christian Traditions/Other Faith Applicants Reference Form will be available on-line and are to be returned to the school of application by the closing date of 15 January 2017.
5. Notification of offers will be sent to parents by the LA in April.
6. The School and the LA will maintain a waiting list till 31 December. Reception Class Parent/Carer should confirm with the LA by that date if they wish remain on the waiting list.

All parents should re-apply with LA after 31 August if they wish to remain on the waiting list for the coming academic year. New applicants in higher categories than those on the waiting list will take priority should places become available. Looked After Children¹ will take priority within the waiting list.

Late Applications:

Applications received after 15 January will be considered in accordance with the admissions criteria, but after those submitted on time.

Please note:

In the event of over-subscription, failure to provide a fully completed Certificate of Catholic Practice/Other Faith Form (if applicable) will mean that the Admissions Committee may have insufficient information to prioritise the information. This may result in your application being ranked in the lowest category.

Admission Policy 2017-18

The School welcomes all applications for enrolment in the School and has 30 places to offer for the reception class in each academic year.

Criteria for the allocation of places

The words in **bold** have meanings which are set out in the DEFINITIONS section below. It is very important that you read these and the IMPORTANT INFORMATION section below that.

Places will be offered to applicants in the following order:

(As required by law, children with a statement of special educational needs naming the School will be admitted.)

1. **“Looked after” children and previously looked after children.**
2. **Baptised children** with a **sibling** at the School from **families who have worshipped regularly** at either Christ Church or St Mary’s in the Parish of Wanstead and are **recorded members** of that parish.
3. **Baptised children** with a **sibling** at the School from **families who have worshipped regularly** at either St Gabriel’s, Aldersbrook or Holy Trinity, Hermon Hill and are **recorded members** of the relevant parish.
4. **Baptised children** from **families who have worshipped regularly** at either Christ Church or St Mary’s in the Parish of Wanstead and are **recorded members** of that parish.
5. **Baptised children** from **families who have worshipped regularly** at either St Gabriel’s, Aldersbrook or Holy Trinity, Hermon Hill and are **recorded members** of the relevant parish.
6. **Baptised children** with a **sibling** at the School from **families who have worshipped regularly** at any church affiliated to Churches Together in Britain and Ireland or the Evangelical Alliance and are **recorded members** of that church.
7. Children with a **sibling** at the School from families who are not members of any church referred to previously.
8. **Baptised children** from **families who have worshipped regularly** and are **recorded members** of a church affiliated to Churches Together in Britain and Ireland or the Evangelical Alliance and is situated in the local government wards of Snaresbrook or Wanstead.
9. **Baptised children** from **families who have worshipped regularly** at any Anglican church within the London Boroughs of Redbridge, Waltham Forest or Newham and are **recorded members** of the relevant church.
10. **Baptised children** from **families who have worshipped regularly** at any church affiliated to Churches Together in Britain and Ireland or the Evangelical Alliance and are **recorded members** of the relevant church.
11. Remaining places will be offered **in order of proximity to the School** at the date of application.

Where there are more applications satisfying any category, places will be offered **in order of proximity to the School** at the date of application.

In-Year Admissions

Applications for in-year admissions are made in the same way as those made during the normal admissions round. If a place is available then the local authority will communicate any offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria.

Definitions

Sibling Brother or sister, whether whole, half, adopted or step; provided that the applicant child is living in the same family unit at the same address as that sibling. For a sibling of the applicant child to be treated as being at the School, the sibling must have a place to attend the School on the day the applicant child would start attending should they secure a place.

Families who have worshipped regularly Worship at least twice a month for the two years preceding the application by at least one parent and the applicant child. Parent includes adoptive parents, any person with 'parental responsibility' as defined by the Children Act 1989 (or any substitute legislation) or a recognised guardian.

Those who have recently moved Where a family has moved within the two years preceding the application and a parent is a recorded member of a relevant church but the family's period of regular worship at that church is less than two years, the family will be treated as having worshipped for two years provided that they worshipped regularly at a church of the same denomination as they now worship at for long enough immediately before moving that when added to the period of worship at the qualifying church the whole period totals two years and this is verified by a reference from the minister of the church formerly attended.

Baptised child Baptised according to the rites of any branch of the Christian church and so recognised by the Church of England, or blessed within a service of thanksgiving.

Recorded member For a Church of England church this means that at least one parent (see definition above) is at the date of application on the electoral roll of the relevant parish (not the electoral roll of the relevant local authority). To be listed, the parent should contact the priest or electoral roll officer of the relevant church. For non Church of England churches, at least one parent should be on any list of membership maintained by that church at local level.

In order of proximity to the School Priority to those living closest as measured by the London Borough of Redbridge using the system they operate at the relevant time.

Important Information

References For applications in categories 2 to 6 and 8 to 10 a reference from the priest/minister of the relevant church will be required to verify church membership and frequency of worship. For churches without a minister, a churchwarden or elder may provide such a reference. This reference will constitute the sole evidence of church attendance and membership save in very exceptional circumstances.

Waiting list Where the School is oversubscribed the governors will, at a parent's written request to the Head Teacher, hold such unsuccessful applications on file and allocate places should they become available on the basis of the oversubscription criteria set out above.

Appeals Parents of children who fail to gain places may appeal to an independent panel. Notification of any appeal must be addressed to the Clerk to the Independent Appeals Panel, c/o Wanstead Church School. The School will then advise the parents in writing of the appeal procedure.

Nursery Applications for the nursery will be considered using the same criteria as for the School. Nursery application forms are available from the School office. Completed nursery applications should be either returned to the School direct or via the priest/minister for reference (if necessary). Admission to the nursery **does not guarantee admission to the School**.

Places offered at Redbridge Own Admission Authority schools for Reception intake 2016-2017

Schools	Places Available	Applications received by deadline*	Places Offered	Places offered in accordance with individual schools criteria for 2015-2016
Aldborough Primary School	60	180	60	All applicants offered 60
Avanti Court Primary School	120	157	120	All applicants offered 120
Clare Tikva School	60	95	49	All applicants offered 49
Wohl Ilford Jewish Primary School	45	85	43	All applicants offered 43
Our Lady of Lourdes Catholic Primary School	60	165	60	Sibs, Bapt OLOL 20
				Bapt Cath OLOL 24
				Sibs, Bapt St Anne 1
				Bapt Cath St Anne 1
				Sibs, Bapt, Area 3 4
				Bapt Cath, Area 3 6
				Other Faiths 4
St Aidan's Catholic Primary Academy	60	161	60	Bap Cath – Parent attend Mass always – Sibling 13
				Bap Cath – Parent attend Mass always 8
				Bap Cath – Parent attend Mass always – Sibling outside area 1
				Bap Cath – Parent attend Mass always – Outside area 3
				Bap Cath – Parents do not attend Mass 1
				Bap Cath – Parent attend church regularly - Sibling 2
				Children from non-Christian families – supported sib 6
				Children from non-Christian families – supported 9
				Children from non-Christian families – not supported sib 1
				Children from non-Christian families – not supported 2
				Any other applicant 14

St Antony's Catholic Primary School	60	142	60	1	Looked After Children	1
				29	Siblings	29
			60	26	Living in St. Thomas	26
				2	Living in St. Anne Line	2
				2	Out of Parish	2
St Augustine's Catholic Primary School	60	144	58	58	All applicants offered	58
St Bede's Catholic Primary School	60	200	60	15	BC Parish SB - Attend Mass - Sibling	15
				26	BC Parish SB - Attend Mass	26
				4	BC NP - Attend Mass - Sibling	4
				11	BC NP - Attend Mass	11
				1	BC Non-Attendance	1
				3	Christian - Supported - Sibling	3
St Peter & Paul's Catholic Primary School	60	183	60	4	3) B/C SSPP, SS M&E, PRF - Sibling	4
				13	4) B/C SSPP, SS M&E, PRF	13
				2	5) B/C other parish, PRF - Sibling	2
				1	6) B/C other parish, PRF	1
				4	11) Christian, supp Faith Ref - Sibling	4
				6	12) Christian, supp Faith Ref	6
				4	15) Non - Christ faith, supp by Faith Ref - Sibling	4
				25	15) Non - Christ faith, supp by Faith Ref	25
Wanstead Primary School	30	117	30	1	Looked After/Public Care	1
				9	Sibling CC & SM	9
				13	No Sibling CC & SM	13
				2	Sibling - Churches together	2
				4	Other Churches	4
				1	Distance to school	1

- *Includes all preferences 1-6 for applications received by the deadline of 15 January 2016.
- NB Co-ordination of admissions is based on an equal preference system that uses parental ranking to offer highest named school.
- This is only an indication of the academic year 17/18 intake and does not reflect accurate guidance for future allocations.
- Allocations continue to be made to schools where vacancies exist.

Places Offered at Redbridge Community Primary and Infants' Schools for Reception Intake 2015

Community Schools	Places Available	Applications received by deadline*	Places offered**	"Looked After"	Exceptional	SEN	Sibling	Distance	Last distance allocated miles
Aldersbrook Primary School	90	323	90	1	0	0	42	47	1.291
Barley Lane Primary School	120	379	120	1	0	1	42	76	0.798
Chadwell Primary School	90	413	90	1	0	0	38	51	0.507
Christchurch Primary School	150	622	150	0	0	1	57	92	0.545
Churchfields Infants' School	120	551	120	1	0	0	52	67	0.494
Cleveland Road Primary School	120	329	90	0	0	0	27	93	0.540
Coppice Primary School	60	117	60			All applicants offered			
Cranbrook Primary School	120	493	120	1	0	0	59	60	0.729
Downshall Primary School	90	214	90			All applicants offered			
Fairlop Primary School	120	286	90	0	0	0	33	87	5.630
Farnham Green Primary School	90	147	65			All applicants offered			
Fullwood Primary School	60	434	60	0	0	0	20	40	0.527
Gearies Primary School	120	426	90	2	0	0	32	88	1.361
Gilbert Colvin Primary School	120	121	60			All applicants offered			
Glade Primary School	60	155	60			All applicants offered			
Goodmayes Primary School	90	336	90	0	0	1	34	55	0.542
Gordon Infants' School	60	195	60			All applicants offered			
Grove Primary School	90	285	90	0	0	0	39	51	0.469
Highlands Primary School	90	268	90	1	0	0	38	51	0.628

John Bramston Primary School	60	154	60	0	0	0	0	0	31	29	0.970
Loxford School	120	378	120	0	0	0	0	0	54	66	0.808
Manford Primary School	60	174	60	0	0	0	0	0	20	40	3.263
Mayespark Primary School	120	236	120						All applicants offered		
Mossford Green Primary School	60	188	60						All applicants offered		
Newbury Park Primary School	120	331	120						All applicants offered		
Nightingale Primary School	120	427	120	0	0	0	0	0	34	86	1.347
Oakdale Infants' School	90	364	90	0	0	0	0	2	38	50	0.938
Parkhill Infants' School	120	296	120	0	1	0	1	1	40	79	2.214
Ray Lodge Primary School	90	150	90						All applicants offered		
Redbridge Primary School	120	472	120	0	0	0	0	1	48	72	0.817
Roding Primary School	60	122	60	0	0	0	0	0	24	36	4.138
Seven Kings School	120	483	120	2 LAC	2 catch sib	2 catch sib	59 catch	2 out catch sib	2 out catch sib	55 distance	1.006
Snaresbrook Primary School	60	326	60	0	0	0	0	0	19	41	0.820
South Park Primary School	120	232	96						All applicants offered		
Uphall Primary School	150	213	150	0	0	0	0	2	61	87	1.137
Wells Primary School	45	371	45	3				0	20	22	0.719
William Torbitt Primary School	120	188	120						All applicants offered		
Winston Way Primary School	90	391	90	0	0	0	0	0	33	57	0.609
Woodlands Primary School	120	2796	120						All applicants offered		

* Includes all preferences 1-6 for applications received by the deadline of 15 January 2017

** Allocations as at 18.04.16

NB Co-ordination of admissions is based on an equal preference system that uses parental ranking to offer highest named school. This is only an indication of the academic year 2016-17 intake and does not reflect accurate guidance for future allocations.

Allocations continue to be made to schools where vacancies exist.

Appeal Statistics for Redbridge Community Primary/Infants' Schools for admission to Reception 16 as at 1 August 2016

School	Appeals Heard	Appeals Dismissed	Appeals Allowed
Aldersbrook Primary School	6	6	0
Barley Lane Primary School	1	1	0
Chadwell Primary School	8	7	1
Christchurch Primary School	10	9	1
Churchfields Infants' School	16	15	1
Cleveland Road Primary School	1	1	0
Cranbrook Primary School	11	11	0
Fullwood Primary School	4	4	0
Gearies Primary School	1	1	0
Goodmayes Primary School	4	4	0
Grove Primary School	11	11	0
Highlands Primary School	6	5	1
John Bramston Primary School	1	1	0
Loxford School Trust	1	1	0
Nightingale Primary School	2	2	0
Oakdale Infants' School	2	2	0
Redbridge Primary School	1	1	0
Roding Primary School	1	1	0
Snaresbrook Primary School	4	4	0
Uphall Primary School	1	1	0
Wells Primary School	3	3	0
Winston Way Primary School	3	3	0

Appeal Statistics for Redbridge Faith Schools for Admission to Reception 2016

School	Appeals Heard	Appeals Dismissed	Appeals Allowed
St Antony's Catholic Primary School	4	4	0
St Bede's Catholic Primary School	4	4	0
St Peter and St Paul's Catholic Primary School	6	5	1

Redbridge Primary Schools

The following community primary mixed day schools are maintained by the London Borough of Redbridge:

Name	Headteacher	Address & Telephone	No. on Roll January 2016* & age range	Admissions limit 2016 at normal age of admission
Aldersbrook Primary	Ms M Mann	Harpenden Road, Wanstead E12 5HL (020 8989 0210)	671 5-11	90
Barley Lane Primary	Mr M Ingham	Huxley Drive, Chadwell Heath Romford RM6 4RJ (020 8590 8474)	805 5-11	120
Chadwell Primary	Mr L Walker	High Road, Chadwell Heath Romford RM6 4EU (020 8590 1242)	593 5-11	90
Christchurch Primary	Miss K Steedman	Wellesley Road, Ilford IG1 4LQ (020 8478 5560)	1133 5-11	150
Churchfields Infants	Miss L Platt	Churchfields, South Woodford E18 2RB (020 8505 0386)	482 5-7	120
Churchfields Juniors	Ms W Thomas	Churchfields, South Woodford E18 2RB (020 8504 4650)	467 7-11	120
Cleveland Road Primary	Ms V Naidoo	Cleveland Road, Ilford IG1 1EW (020 8478 3601)	878 7-11	140
Coppice Primary	Mrs C Pike	Manford Way, Chigwell IG7 4AL (020 8708 0740)	500 5-11	60
Cranbrook Primary	Mrs J Leverton	The Drive, Ilford IG1 3PS (020 8518 2562)	960 5-11	120
Downshall Primary	Mr I Bennett	Meads Lane, Seven Kings, Ilford IG3 8UG (020 8590 2157)	635 5-11	90
Fairlop Primary	Ms G Brannan	Colvin Gardens, Hainault, Ilford IG6 2LH (020 8500 3857)	770 5-11	90
Farnham Green Primary	Ms G Nott	Royal Close, Off Farnham Road, Ilford IG3 8UY (020 8599 1206)	682 5-11	90
Fullwood Primary	Mr D Visvanathan	21-24 Burford Close, Barkingside, Ilford IG6 1ER (020 8551 3288)	477 5-11	60
Gearies Primary	Mr R Drew OBE	Waremead Road, Gants Hill, Ilford IG2 6TF (020 8550 1803)	702 5-11	90
Gilbert Colvin Primary	Ms D Wiles	Strafford Avenue, Clayhall, Ilford IG5 OTL (020 8550 4630)	456 5-11	60
Glade Primary	Ms A Walsh	Atherton Road, Clayhall, Ilford IG5 OPF (020 8708 0200)	495 5-11	60
Goodmayes Primary	Mrs M Lopez-Stewart	Castleton Road, Ilford IG3 9RW (020 8590 5810)	684 5-11	90
Gordon Infants	Ms R Greaves	Golfe Road, Ilford IG1 1SU (020 8478 2977)	224 5-7	60
Grove Primary	Mrs D Webb	Chadwell Heath Lane, Romford RM6 4XS (020 8590 3611)	633 5-11	90
Highlands Primary	Mr K Atwal	Highlands Gardens, Ilford IG1 3LE (020 8554 0044)	704 5-11	90

John Bramston Primary	Ms M Dye	Newcastle Avenue, Hainault Ilford IG6 3EE (020 8500 4640)	500 5-11	60
Loxford School Trust	Mrs A Johnson	Loxford Lane, Ilford IG1 2UT (020 8514 4666)	733 5-18	120
Manford Primary	Miss T Jacobs	Manford Way, Chigwell IG7 4BX (020 8500 2143)	518 5-11	60
Mayespark Primary	Mr C Lamb	Goodmayes Lane, Ilford IG3 9PX (020 8599 2263)	887 5-11	120
Mossford Green Primary	Interim Head Ms P Martin	Fairlop Road, Barkingside, Ilford IG6 2EW (020 8550 1602)	416 5-11	60
Newbury Park Primary	Mr R Fairclough	Perrymans Farm Road, Ilford IG2 7LB (020 8554 6343)	938 5-11	120
Nightingale Primary	Ms C Langbridge	Ashbourne Avenue, South Woodford E18 1PL (020 8989 9987)	749 5-11	90
Oakdale Infants	Mrs L Linning	Woodville Road, South Woodford E18 1JU (020 8989 7895)	336 5-7	90
Oakdale Juniors	Ms Jenny Berriman	Oakdale Road, South Woodford E18 1JX (020 8989 7471)	358 7-11	90
Parkhill Infants	Miss P Dalrymple	Lord Avenue, Clayhall, Ilford IG5 ODB (020 8550 1730)	350 5-7	120
Parkhill Junior	Mrs D Hughes-Mulhall	Lord Avenue, Clayhall, Ilford IG5 ODB (020 8550 5253)	396 7-11	120
Ray Lodge Primary	Ms A Jennings	Snakes Lane East, Woodford Green IG8 7JQ (020 8504 7301)	615 5-11	90
Redbridge Primary	Mrs C Buxton	College Gardens, Ilford IG4 5HW (020 8551 7429)	746 5-11	120
Roding Primary	Mrs H Radmore	Roding Lane North, Woodford Bridge IG8 8NP (020 8504 3706)	529 5-11	60
Seven Kings Primary	Ms K Beaumont	2 Perth Road, Ilford IG2 6AU (020 8518 5541)	120 5-11	120
Snaresbrook Primary	Mr G Ford	Meadow Walk, South Woodford E18 2EN (020 8989 9975)	486 5-11	60
South Park Primary	Ms D Keigwin	Water Lane, Seven Kings, Ilford IG3 9HF (020 8590 1496)	813 5-11	120 Infant Dept 124 Junior Dept
Uphall Primary	Ms S Ramsey	Uphall Road, Ilford IG1 2JD (020 8478 2993)	1037 5-11	150
Wells Primary	Mrs J Henderson	Barclay Oval, Woodford Green IG8 OPP (020 8708 0500)	360 5-11	45
William Torbitt Primary	Mrs P Hinds	Eastern Avenue, Newbury Park, Ilford IG2 7SS (020 8599 1209)	723 5-11	120
Winston Way Primary	Ms K Martin	Winston Way, Ilford IG1 2WS (020 8478 5626)	706 5-11	90
Woodlands Primary	Miss M Jackson	Loxford Lane, Ilford IG1 2PY (020 8478 4612)	957 5-11	120

The following **Catholic, Church of England, Hindu** and **Jewish Primary Schools** are maintained by the London Borough of Redbridge:

Name	Headteacher	Address & Telephone	No. on Roll January 2015* & age range	Admissions limit 2016 at normal age of admission
Avanti Court Primary	Mrs D Walters	Carlton Drive, Barkingside, Ilford IG6 1LZ (020 8551 9489)	520 5-11	120
Atam Academy	Ms B Freeman	Little Heath, Barley Lane, Chadwell Heath RM6 4XT (020 8252 9831)	0 5-11	84
Clore Tikva Jewish Primary	Mrs L Rosenberg	Fullwell Avenue, Barkingside, Ilford IG6 2JN (020 8551 1097)	472 5-11	60
Wohl Ilford Jewish Primary	Mrs A Elliker	Forest Road, Barkingside, Ilford IG6 3HB (020 8498 1350/1351)	316 5-11	45
Our Lady of Lourdes Catholic Primary	Mr E Cottle	Chestnut Drive, Wanstead E11 2TA (020 8989 9521)	448 5-11	60
St Aidan's Catholic Primary Academy	Mrs E d'Auvergne	Benton Road, Ilford IG1 4AS (020 8590 5223)	462 5-11	60
St Antony 's Catholic Primary	Miss C M Curtis	Mornington Road, Woodford Green IG8 OTX (020 8504 4706)	461 5-11	60
St Augustine's Catholic Primary	Mr P Olorunfe-Ojo	Cranbrook Road, Gants Hill, Ilford IG2 6RG (020 8554 1919)	466 5-11	60
St Bede's Catholic Primary	Mr G Nott	Canon Avenue, Chadwell Heath RM6 5RR (020 8590 1376)	470 5-11	60
St Peter and St Paul's Catholic Primary	Ms S Johnson	Gordon Road, Ilford IG1 1SA (020 8478 1267)	464 5-11	60
Wanstead Church School	Mr M Hemsley	Church Path, Wanstead E11 2SS (020 8989 6001)	247 5-11	30

The following schools are maintained by central government in Redbridge:

Aldborough Primary School	Mr T Hart	Aldborough Road South, Seven Kings Ilford IG3 8HZ (020 8166 8348)	342 5-11	60
Isaac Newton Primary Academy	Ms R Macfarlane	468 High Road, Ilford IG1 1UE (020 8911 6666)	270 5-18	90

*** Number on roll includes nursery pupils**

Please note: In cases where a primary school organises more classes in a year group than the current admissions limit for that year group, those pupils on the waiting list will be automatically admitted up to the number of pupils for that school as if a further form of entry had been created. This will be subject to the numbers in classes not exceeding 30 and the accommodation being both available and sustainable.

Please remember that we are dealing with many children at once and are trying our best to please all parents. If you have any queries, we will do our best to help you.

Please Note: The information in this booklet was accurate at the time of printing and applies to the school year September 2016 - August 2017. There may have been changes since then.

Children's Services, August 2015

The Children's Service is registered under the Data Protection Act 1998.

Have you registered online and completed your application via eAdmissions?

www.redbridge.gov.uk

 **eAdmissions**
COUNCIL



Please remember to submit the final version of your application by the deadline of **Sunday 15 January 2017**. eAdmissions closes at 23:59hrs.

Applying for a faith school:



You should download from the Redbridge Council website www.redbridge.gov.uk/eAdmissions the Supplementary Information Form(s) – SIF for the faith school(s) you are requesting.

Note: Each faith school has its own Supplementary Information Form. Please read the form carefully as it will tell you which documents you will need to provide. Catholic schools also require a Priest's Reference Form or Other Faith's Reference Form as appropriate which are available from the school itself.



Return your completed Supplementary Information Form(s) and additional documents (as requested on the form) by the deadline of Sunday 15 January 2017. The form should be returned directly to the school.

**Your child's application for a school place will not be considered unless you complete the online application by:
Sunday 15 January 2017**

Please remember to email scanned copies of at least 3 documents to confirm your residence.

These should be attached to your online eAdmission application or you can email them to admissionsandawards@redbridge.gov.uk

Please see [page 17](#) for details of which documents are acceptable.

Keep this information for future reference!

ParentComms:Mobile

You can receive notifications about the outcome of your application on the ParentComms mobile app. Download the ParentComms app from the Apple App Store or Google Play and register your USO username and password.



The ParentComms:**Mobile** app is designed to help parents stay connected with their children's schools.

It allows parents to automatically receive status notifications from all their children's schools via OpenCheck (so long as the school is using the OpenCheck service). This is particularly useful during times of severe weather conditions. It will eliminate the need to search for information on websites which may be overloaded with traffic or may not have been updated in time.

In schools where the ParentComms:**Pay+** online payment system is used, parents using the app will receive automatic notifications regarding items such as dinner money accounts and school trips. Further integration with the payment service is coming to the app in the near future. For these messages to be received, parents must log into the app with the account used to access the payment service.

Schools using a range of other Atomwide services, such as texting and parent reporting, will also be able to send notifications and reminders to parents via the app. Parents using the app will be able to receive information and help schools using Atomwide's services save money on their communications.

This app serves a dual purpose as it also provides functionality to staff in USO-subscribing schools. Staff can use the app to update their school's status in OpenCheck, receive information regarding the school's network status or monitor the school's security via CCTV with real-time images.

This app is available for Android and iPhone although not all features are available on all phones.

Contact us

Educational support: 01689 814777

Email: info@atomwide.com

Visit: www.atomwide.com/mobile

Neighbouring Local Authorities

The following list gives contact details for neighbouring local authorities.

1. LONDON BOROUGH OF BARKING AND DAGENHAM

Admissions Team
5th Floor, Roycraft House, 15 Linton Road
Barking, Essex, IG11 8HE
Telephone 020 8215 3004
Web: www.lbbd.gov.uk/admissions
Email: admissions@lbbd.gov.uk
Public Access: One Stop Shop
Dagenham Library
1 Church Elm Lane
Dagenham
RM10 9QS

2. ESSEX COUNTY COUNCIL

School Admissions
PO box 4261, County Hall
Chelmsford CM1 1GS
Telephone: 0845 603 2200
Web: www.essexcc.gov.uk/admissions
Email: admissions@essex.gov.uk

3. LONDON BOROUGH OF HAVERING

School Admissions
c/o Town Hall, Main Road
Romford RM1 38D
Telephone: 01708 434 600
Web: www.havering.gov.uk/admissions
Email: schooladmissions@havering.gov.uk

4. LONDON BOROUGH OF NEWHAM

Pupil Services
P O Box 69972
London E16 9DG
Telephone: 020 8430 2000
Web: www.newham.gov.uk
Email: pupil.services@newham.gov.uk

5. LONDON BOROUGH OF WALTHAM FOREST

School Admissions Service
Waltham Forest Town Hall Complex,
Forest Road, London E17 4JF
Telephone: 020 8496 3000
Web: www.walthamforest.gov.uk
Email: admissions@walthamforest.gov.uk

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APPEAL FORM AND GUIDANCE NOTES

www.redbridge.gov.uk/schools/admission-appeals

SCHOOL TERM AND HOLIDAY DATES

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IN-YEAR APP

www.redbridge.gov.uk/schools/admissions-during-the-school-year

WAITING LIST

www.redbridge.gov.uk/schools/how-school-waiting-lists-work

11 PLUS

www.redbridge.gov.uk/schools/redbridge-11-plus

For your information

If you are dissatisfied with our procedures, you may use the Council's Complaints Procedure; or you may write to the Secretary of State for Education to express your views. The Secretary of State has the power to instruct the Authority if he thinks it has acted unreasonably.



Children's Services

admissionsandawards@redbridge.gov.uk



Schools:

- Apply for school places
- Get term dates and Inset days
- Find secondary schools information

www.redbridge.gov.uk/schools

Apply online for school places:

www.redbridge.gov.uk/eAdmissions

