

# TRANSFER TO SECONDARY SCHOOLS 2018

# Transfer 2018-19

Customers experiencing difficulty can visit any of the below libraries for further assistance on completing an online application.

Gants Hill Library	490 Cranbrook Road, Gants Hill, IG2 6LA	020 8708 9274
Goodmayes Library	76 Goodmayes Lane, Ilford, IG3 9QB	020 8708 7750
Hainault Library	100 Manford Way, Chigwell, IG7 4DD	020 8708 9206
Redbridge Central Library	Clements Road, Ilford, IG1 1EA	020 8708 2414
Woodford Green Library	Snakes Lane West, Woodford Green, IG8 0DX	020 8708 9055

## Russian

‘Клиенты, испытывающие трудности, могут посетить любую из нижеперечисленных библиотек в целях получения дальнейшей помощи при заполнении онлайн-заявки.’

## Punjab

ਜੇ ਤੁਸੀਂ 'ਇਨਸ਼ਾਫੀਅਤ ਆਫੀਸ਼ੀਅਲਸ ਵੀ ਮਾਫ਼ਾ ਵੀ ਟੈਰ ਵੀ ਤਾ ਹਮੀ ਵੇਤਾ' ਨਿਖਤੀ ਤਾਇਓਲੀਓਂ ਵੀ ਨਾ ਸਭਵੇਂ ਵੀ

## Tamil

சிரமத்தை அனுபவிக்கும் வாடிக்கையாளர்கள் கீழ்க் காணும் நூலகங்களில் ஏதேனிடும் ஒன்றிற்கு சென்று கணினிமூலம் (online) விண்ணப்பப் படிவத்தை பூர்த்திசெய்வதற்கான உதவிகளை பெற்றுக்கொள்ள முடியும்.

## Urdu

اگر آپ کو کسی بھی طرح کی مشکل یا دشواری ہے تو براہ کرم نیچے دی گئی کتابخانوں میں سے کسی ایک میں جاکر درخواست کی تکمیل کے لیے مدد حاصل کریں۔

## Bengali

অন লাইন আবেদন পত্র পূরণ করতে অসুবিধা হলে নিচে লেখা যে কোন একটি লাইব্রেরি তে আবেদন সাহায্যের জন্য যেতে পারেন।

## Lithuanian

Jei iškyla klausimų pildant prašymo formą internete, klientai gali kreiptis pagalbos į bet kurią iš žemiau išvardintų bibliotekų.

## French

Les clients qui ont des difficultés peuvent visiter l'une des bibliothèques ci-dessous pour plus d'aide afin de compléter un formulaire en ligne.

## Somali

Macaamiisha dhib la kulma waxay booqankaraan mid ka mid ah, maktabadahah hoos lagu qoray oo gargaar dheeraad ayay ka heli karaan buuxinta codsiga online.

## Albanian

Klientet qe hasin veshtiresi mund te shkojne ne librarine me te afert dhe atje do tju ofrohet suport ne plotesimin aplikimeve dhe formave dixhitale online.

## Polish

Klienci, którzy doznają trudności mogą powołać się na niniejsze biblioteki aby otrzymać dalszą pomoc w wypełnieniu podania przez internet.

## Portuguese

Clientes com dificuldades podem visitar qualquer das bibliotecas mencionadas, em baixo, para receber assistência adicional em preencher a aplicação online.

## Romanian

Clientii care intampina dificultati pot vizita oricare dintre bibliotecile de mai jos pentru asistenta suplimentara in completarea unei aplicatii pe internet.

## Translations

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**Colin Stewart**

Operational Director, Education and Inclusion

**Date:** September 2017

**Email:** [admissions@redbridge.gov.uk](mailto:admissions@redbridge.gov.uk)

Dear Parents/Carers

**Re: Transfer to Secondary School 2018**

This transfer booklet explains the procedure for Redbridge parents to apply for their child's transfer from primary to secondary school, whether those schools are in Redbridge or another Local Authority.

Please make time to visit the schools on their open evenings if you are interested in particular schools for your child, see pages 101-102.

You can apply online for a secondary school place using eAdmissions between **1 September and 31 October 2017**. To apply, from **1 September 2017** please visit [www.redbridge.gov.uk/eAdmissions](http://www.redbridge.gov.uk/eAdmissions). Once you have registered with a login name and password, you can start your application and go back to amend or check it as many times as necessary before you finally submit your application.

**The deadline to submit your online application is 31 October 2017.**

**The email outcome of your application is: 1 March 2018**

If you do not live in Redbridge, you must apply to your own Authority. Useful contact numbers can be found at the back of this booklet.

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

Yours sincerely



Colin Stewart  
Operational Director, Education and Inclusion

# Introduction

**This information concerns children transferring from Primary to Secondary schools in September 2018.**

**If your child was born between 1 September 2006 and 31 August 2007, you must apply for a place at a Secondary school by 31 October 2017.**

If you live in Redbridge please read this carefully as it gives you all the information you need to know about applying for a secondary school for your child. If you **do not live in Redbridge**, you should contact your own local authority, details are on [page 106](#). A full list of secondary schools in Redbridge can be found on [pages 98-99](#).

If you have any queries about your child's application for a place at a secondary school, please contact Secondary Admissions by emailing [admissions@redbridge.gov.uk](mailto:admissions@redbridge.gov.uk)

## **In-Year application – Moving between secondary 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](http://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 the arrangements for Secondary Transfer in such cases. Please read further information on [page 19](#).



# Timetable for Transfer Admissions 2018

## Tuesday 31 October 2017 Deadline for all applications

When you apply online you must submit your form by **Tuesday 31 October 2017** before 11.59pm.

Any **Supplementary Information Form(s)** that are **also** required should be returned to the relevant faith school(s) by **Tuesday 31 October 2017**, with the appropriate documents. Proof of residence documents should also be submitted.

During February, 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

## Thursday 1 March 2018

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 of 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

## Thursday 15 March 2018

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.

Appeal deadline

## Thursday 29 March

Appeals will take place during

## May/June/July 2018

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

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

Please keep your login and password details safe as you will need these details on **Thursday 1 March 2018** to accept the school offered.

## To apply online go to:

[www.redbridge.gov.uk](http://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 **Tuesday 31 October 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.



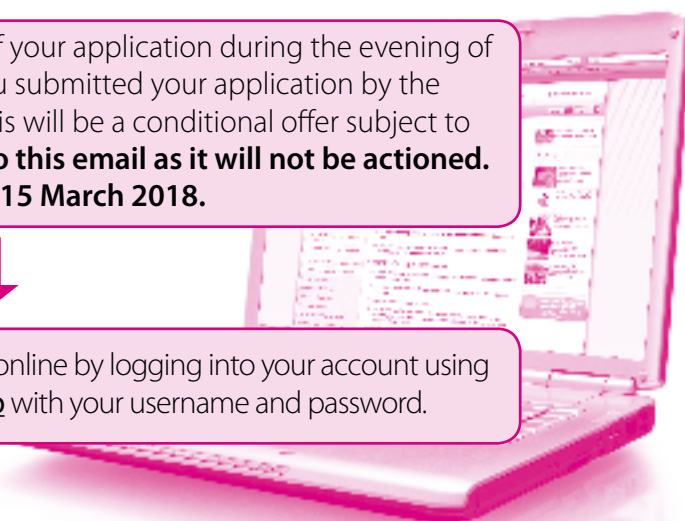
Once you have submitted your application, if you then go back and make any further changes, you **MUST SUBMIT** your application again, by the deadline date. The most recent updated application submitted before the deadline will be processed.



You will be sent an email with the results of your application during the evening of the **Thursday 1 March 2018** (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 15 March 2018.**



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





## A description of Year Groups

### Year groups 2018-19

Key Stage	Year Group	Age	Dates of Birth
<b>Secondary</b>			
Key Stage 3	Y7	11-12	01.09.06 – 31.08.07
	Y8	12-13	01.09.05 – 31.08.06
	Y9	13-14	01.09.04 – 31.08.05
Key Stage 4	Y10	14-15	01.09.03 – 31.08.04
	Y11	15-16	01.09.02 – 31.08.03
<b>Sixth Form</b>	Y12	16-17	01.09.01 – 31.08.02
	Y13	17-18	01.09.00 – 31.08.01
	Y14	18-19	01.09.99 – 31.08.00

Generally children are admitted to their chronological age group. In order to facilitate 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.



# Understanding the Process

You are strongly advised to name six preferred schools on your application. Naming your catchment school as one of your preferences may provide a place for your child close to home.

If you do not list your catchment school there is no guarantee that you will get this school if none of your higher preferences can be offered as there is no automatic entry to catchment schools. Naming a school more than once does not give you extra priority and reduces your opportunity to request other local 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, we will look at the order in which you have listed the schools and offer the higher listed school.

Include on the application any additional details that you feel may help your application, for example, the name and date of birth of the youngest sibling currently attending the secondary school.

To ensure you understand your chances of being offered each school, please view last year's allocations statistics on [page 104](#).

## Exceptional Admissions

If you want to apply for your first ranked school because your child has a serious Medical / Social / Psychological condition, then you must provide the school with evidence of your child's condition. This evidence must be from a qualified professional such as a doctor, psychologist or social worker which sets out the particular reasons why that school is the most suitable school and the difficulties that will be caused if the child had to attend another school. The school will look at your application to make an informed decision. Please note the local authority is no longer responsible for the outcome of such applications.

If you do not supply the evidence along with your online application, the school will not consider it under exceptional admissions. You will not know the outcome of this application until 1 March 2018.

Please ensure the school you are requesting under exceptional admissions allows for such applications in their admissions arrangements.

The following schools do allow for such applications:

- Beal High School
- The Forest Academy

## Schools outside of Redbridge

If you are a Redbridge resident and you list a school outside of Redbridge in your online application, we will pass details of your application to the local authority where the school is situated.

## Proof of Residence

The address you give in your application must be the one where your child normally lives, on **31 October 2017** and is expected to live in September 2018 and beyond.

In defining a child's 'normal' place of residence, we will not accept a business address, a landlord's tenant's address, a childminder's address or another family members 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 electronic copies 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:

- 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 **31 October 2017** online and resubmit the application. After **31 October 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. Your application will, however be treated as late.

## What if I move?

If you change your address you must inform the Secondary 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 **11 December 2017**. Changes received after this date will be treated as a late application.

## Late Applications

Applications for schools received after the deadline of **31 October 2017** will generally be considered as late, as will any changes to an on-time application, except resulting from a change of address received before **11 December 2017**.

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 two months.

Between **31 October** and **11 December 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 coordinated 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 **11 December 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 **1 March 2018**, you must inform the Secondary Admissions Team. 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.

## Children from overseas, not yet in the United Kingdom

As the timetable for applications starts a year before admission, it is reasonable to accept applications from children who have a right of abode if they can provide evidence that they are planning a return/arrival to the United Kingdom in time for the start of the academic year. Please note: Children who are not due to return/arrive in the United Kingdom until after the start of the academic year, should submit an application for in-year admission in accordance with the in-year arrangements available at [www.redbridge.gov.uk/schools/admissions-during-the-school-year](http://www.redbridge.gov.uk/schools/admissions-during-the-school-year)

Satisfactory evidence of a return/arrival should include a combination of the following:

- A written statement from the parent(s) of their intention to return to/enter the United Kingdom, giving their reasons and an expected date
- termination of a work contract abroad
- sale/notice of rental of property abroad
- notice to existing tenants to terminate the tenancy of an owned property in the United Kingdom before the beginning of the school year
- Completion of purchase of property in the United Kingdom before the beginning of the school year
- Tenancy of property in the United Kingdom
- Copy of work contract within the United Kingdom
- Confirmation of study arrangements within the United Kingdom
- Confirmation of travel arrangements

However, whilst an application may be accepted under these circumstances, the address to be used in the allocation will be the address that the child is living at on the closing date, unless a subsequent house move has been accepted up to 11 December 2017. A United Kingdom address will only be used once the child is residing at that address and evidence will be required of this.

If an offer is made on the basis of an anticipated move to the United Kingdom, it will be on the condition that the child will be available to take up his/her school place on the first day of the first term of the new academic year.

## 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 2018.

Waiting lists for after 31 December 2018 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/schoolinyearapp](http://www.redbridge.gov.uk/schoolinyearapp). 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.

In the case of the two selective (grammar) schools, if there is a vacancy in the appropriate year group, eligible late applicants will be tested and they will be added to the waiting list.

A vacant place will only be allocated to a candidate who meets the qualifying standard of those candidates already offered places at the school according to the oversubscription criteria and, should two or more candidates achieve this standard within a criterion, the place will be offered to the candidate with the highest qualifying total standardised score.

## Appeal Information

The School Standards and Framework Act 1998 (as amended) allows parents to appeal against any decision made by or on behalf of Redbridge 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 **1 March 2018** 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 **29 March 2018**. You will be able to complete your appeal form online which you need to complete at [www.redbridge.gov.uk/schools/admission-appeals](http://www.redbridge.gov.uk/schools/admission-appeals) by **29 March 2018** 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](http://www.gov.uk/schools-admissions/appealing-a-schools-decision)

## Oversubscription criteria

Every school has a size based on their “admission number”. This is the agreed and planned number of pupils in the year group that can be safely and comfortably fitted into the school.

The criteria for Redbridge schools that are their own admission authority (academy, foundation and voluntary aided schools) are on [pages 47-96](#). Information about schools outside of Redbridge may be obtained by checking the relevant local authority’s website, see [page 106](#).

For Redbridge community comprehensive schools the following criteria are followed if a school is oversubscribed:

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, child arrangement 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. children who live in the catchment area and who have brothers or sisters (siblings) who are both currently on roll at the school (except Years 11-13) and who will continue to attend that school in the following academic year;
- c. Other children who live in the catchment area;
- d. children who have brothers or sisters (siblings) who are both currently on roll at the school (except Years 11-13) and who will continue to attend that school in the following academic year; and
- e. children who live out of the catchment area who have no sibling attending the school.

### How we measure distance

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 (GIS) 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 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 in question, the Authority will use the random allocation facility within the Admissions database which is used for allocations.

In recognising any route to be measured, the Authority is mindful of every child’s safety. In general, walking routes recognised for school admissions purposes will be paved or with a tarmac surface, lit, well-maintained with unrestricted visibility (that is, not overgrown) and accessible at all times. This means that there may be some footpaths or commonly used foot routes across private land that are not recognised as routes to school for the purposes of the GIS used to determine admissions. There may also be new footpaths or roads created (for example, by a new housing development) or a route outside Redbridge 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).

# Redbridge Grammar School Selection Test (11+)

For parents/carers who would like their child to attend the Redbridge grammar school, for which they must take the 11 plus selection test, please read this section carefully.

Places are allocated at the schools, Woodford County High School (for girls) and Ilford County High School (for boys), according to the child's performance in the 11 plus selection test, where they must attain the pass mark and the application of the oversubscription criteria. There are only 180 places available at each school and over 850 applications are received for each one. It is anticipated that more than 180 children for each school will pass the test and only these children will be added to the waiting lists for the schools. Children who do not pass the test will not be considered for a grammar school place.

The grammar schools have a common catchment area. A map and information regarding the schools' catchment area follow this section. Children from outside the catchment area will be tested if they have registered, but only offered places if all children from within the catchment area who achieve the pass mark have been offered places first. Given the high number of applicants from within the catchment area, this is very unlikely. For over five years, no Redbridge grammar school place has been offered to a child living outside the common catchment area.

The oversubscription criteria for those achieving **the pass mark of 104 or above** are as follows:

1. Top priority will be given to "looked after" children and previously looked after children;
2. Up to 18 places at each school will be offered to children living in the common catchment area who are entitled to the pupil premium, according to the total standardised score in overall order of merit;
3. Applicants within the common catchment area will then be ranked according to the total standardised score in overall order of merit

Where there is more than one such candidate with the same score, the tie break will be 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 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 in question, the Authority will use the random allocation facility within the Synergy "Admissions and Transfers System" pupil data base which is used for allocations.

4. Applicants outside the common catchment area will then be ranked according to the total standardised score in overall order of merit.

Where there is more than one such candidate with the same score, the tie break will be the shortest measured walking distance, as measured by a Geographic Information System as before.

## Registration

Online registration for the 2018 Redbridge 11 plus selection test took place between **1 May** and **30 June 2017** before pupils moved up to Year 6 in September 2017. We no longer accept paper registration and parents without access to a computer can visit their local library to register their child on the public access computers.

Both Ilford County High School for boys and Woodford County High School for girls held their open evening for prospective pupils and their parents towards the end of June before the deadline for registration at 5.00pm on 30 June 2017.

In respect of applicants who do not register for testing within the deadline but then submit on-time preferences naming a selective school, no testing arrangements shall be made unless proven as to why the deadline was missed e.g. moving into Redbridge.



It is the parents'/carers' responsibility to find out how their child should be registered for the test and to ensure that this has been done.

In order to comply with the requirement that parents have information on their child's ability, as assessed through the selective test, before expressing a preference for these schools, arrangements were made for the test to take place on **Saturday 16 September 2017**. A second test date of **Monday 25 September 2017** has been arranged for those observing their religious holy day and/or those who were unable to take the test on Saturday 16 September due to illness and for whom evidence of this was submitted by **Thursday 21 September 2017**.

## Paperwork Required

Parents often ask us whether they should also complete a Supplementary Information Form (SIF). Registering online for the Redbridge grammar school selection test is the SIF for the school.

Part of this process includes providing the required proofs: proof of date of birth and, if appropriate, evidence of any serious medical condition or needs, should special test arrangements need to be made; and/or evidence of religious practice, if appropriate.

For those moving into the common catchment area from outside the common catchment area or otherwise changing address, three proofs of their new address are required or the new address will not be accepted.

## Invitation to the Redbridge 11 plus test

Registrants receive a letter approximately two weeks before the date of the test from the Secondary Admissions Team, confirming the test arrangements, including time and venue (Ilford County High School for boys and Woodford County High School for girls). The letter will include a Photo Identity Form.

The Photo Identity Form will have some of the candidate's information already printed on it. A recent, passport-sized photograph of the candidate (taken no more than 3-6 months prior to the test) must be attached to the form in the space provided and the form filled out and then given to the child's current school to have the form correctly signed and completed by the child's head teacher along with the school stamp applied in part to cover the signed photo. For a child who is home educated or does not have a school place, the parent/carer must contact Secondary Admissions Team to arrange a visit to Lynton House accompanied by the child together with their passport and proof of residence, so that one of the team may authorise the Photo Identity Form and complete it as required.

It is each parent's/carer's responsibility to ensure their child's photo identity form meets these requirements. All candidates must take the correctly completed Photo Identity Form to the test venue. The form will be collected in at the end of the test. If the correct identification is not produced or the child doesn't resemble the photograph, **the child will be refused entry to the test**. Please do not send the Photo Identity Form to Secondary Admissions Team but keep it carefully ready for test day.

## Test day

Candidates must bring with them the completed and signed Photo Identity Form together with 2 HB pencils and a rubber. A drink may also be brought to the test, with the label removed (but no fizzy drinks, cans or glass containers).

It is a multiple choice test and the answer sheets are designed to be completed using an HB pencil. Please see our website to view the Familiarisation Booklet for the test.

## Unable to take the test

In respect of those who were unable to take the test on **Saturday 16 September 2017** due to religious observance or sickness, late testing has been arranged on **Monday 25 September 2017** on the provision of evidence of religious practice provided by the religious leader at the time of registration or a doctor's certificate (provided by **Thursday 21 September 2017**).

**It is important that the evidence is provided as a matter of urgency as the test papers must be prepared in advance of the test date, otherwise the child may not be able to be included in the particular test.**

If the child is unwell or unfit, we strongly advise that they do not take the test if this means their ability is impaired. If a parent/carer knowingly lets their child sit the test when they are unfit, the Authority cannot be responsible for the outcome.

Should any parent no longer want their child to take the test, please let the Secondary Admissions Team know as soon as possible before test day.

## 11 plus test results

After the test has taken place, the answer sheets will be marked before being "standardised" according to the candidate's age on the test date by the examination board. All candidates have age weighted points added to their test results where appropriate. This also takes into account the number of children taking the test, their average age and their average score. This is called "standardisation". Please note that the examination board has confirmed that no test papers will be remarked.

On **Tuesday 17 October 2017**, parents whose children were tested on **16 September 2017** will be provided with advice on their child's overall score as explained above by email, before the deadline for online applications on **31 October 2017**. Please check your "junk" folder if this hasn't arrived by **Wednesday 18 October 2017**.

If the pass mark of 104 is achieved, the standardised score will be applied with the oversubscription criteria as explained on **page 13 only after all applications have been received**. It is not therefore possible to advise parents of a child's "ranking", as this will not be available until places are offered on **1 March 2018**. Children who fail to achieve the pass mark will **not** be considered for either grammar school. Achieving the pass mark is not a guarantee of a place, but will inform whether it is possible to add the grammar school as a preference for application purposes. The pass mark has been set to allow for a waiting list for each school in the future. Applicants who score closer to 104 are unlikely to be offered a place at allocation. All applicants are advised to apply for other schools, in case they can't be offered a place at a grammar school.

The last two years' results will be provided to show the cut off at which a place at the Redbridge grammar schools was offered, so that the parent may compare their child's performance at the 2018 test. The 2015, 2016 and 2017 data is provided below: offers were made only to those permanently resident in the common catchment area scoring this mark or higher.

This advice will not be any guarantee of an offer but will indicate whether the child has a realistic chance – or not – of being offered a place at the school.

Year	Ilford County lowest score offered	Woodford County lowest score offered
2017	108.17	109.04
2016	106.97	106.54
2015	111.79	110.94



## Applying for the Redbridge grammar schools

Having compared their child's results with those over the last two years, parents whose children pass the test and who wish to apply for a place at Ilford County High School for boys or Woodford County High School for girls must name the school on their home authority's application online by 11.59pm on **31 October 2017**.

Parents should take care when ranking their preferred schools on their application because, if their child achieves a score within the successful range but he or she is offered a school that the parent ranked higher on their application, a place at the grammar school will not be offered.

On **1 March 2018** offers will be made to those candidates who pass the test and after the oversubscription criteria have been applied.

We would point out to parents that their child would not be offered a place at the grammar school if they have not named the school on their local authority's online application, even if that child achieved one of the highest scores in the test.

If it is not possible to offer the child a place at the grammar school, the parent/carer can appeal. Further information on appeals can be found on [page 12](#).

## Waiting lists

Before 1 March 2018, an on time candidate with a lower score (but above 104) will take priority over a late applicant with a higher score. After places are offered on 1 March 2018, all applicants on the waiting lists are ranked according to the oversubscription criteria, irrespective of whether they applied on time or not as long as they passed the test.

Our grammar schools' waiting lists will continue for 2018 candidates only until 31 December 2018, at which date only those whose parents submit a Redbridge In-Year application for them in December 2018 will remain on the list. Applicants will need to have achieved 104 or above to be added to the waiting list.

## After September 2018

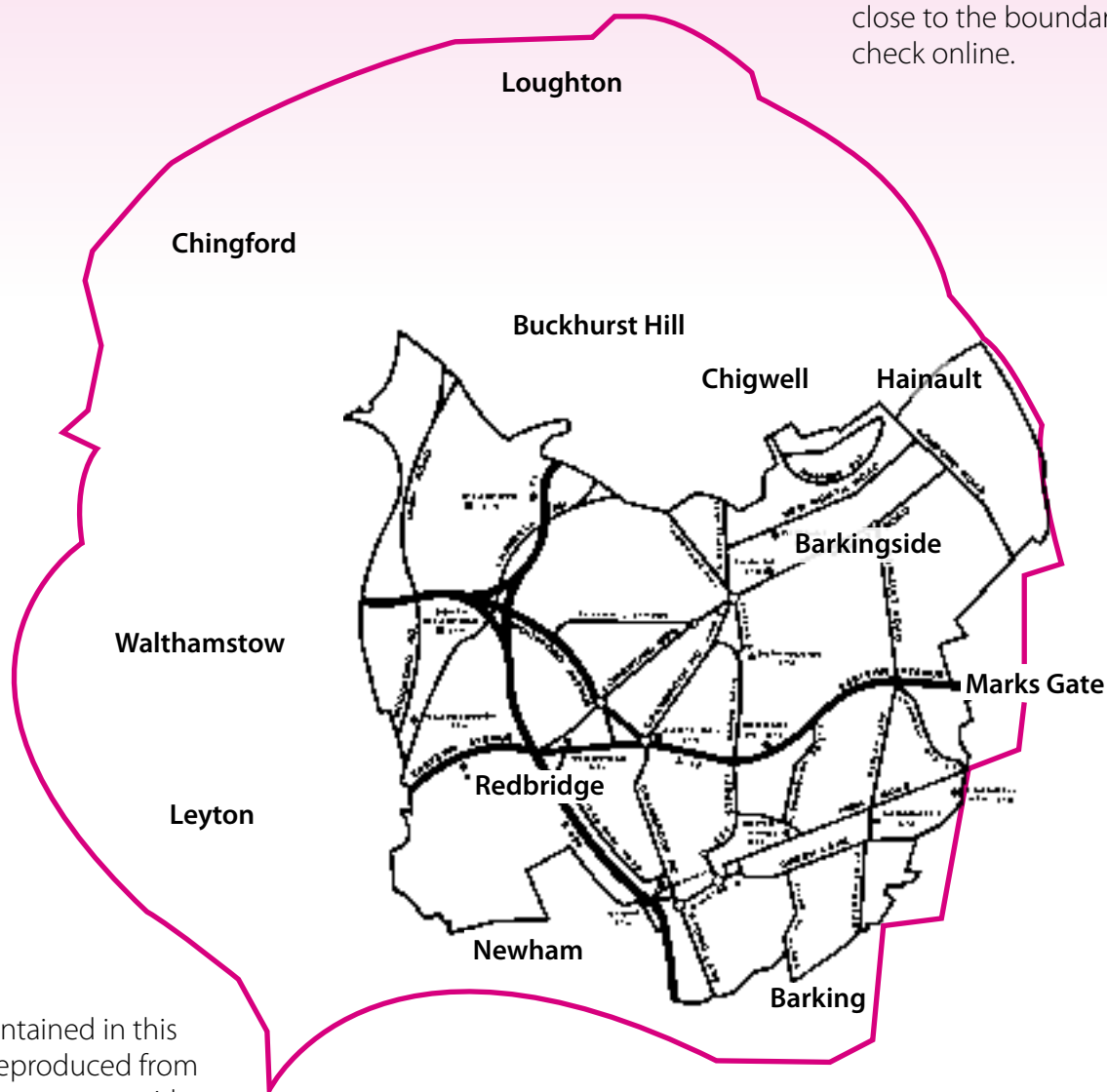
Should a vacancy arise at one of the grammar schools within any year group, the place will be offered to the candidate at the top of the waiting list, which will be held in accordance with the oversubscription criteria.

## The 'common catchment area'

The catchment area for the two Redbridge grammar schools follows 'natural boundaries' as far as possible. It includes the whole of Redbridge and Waltham Forest and parts of Barking & Dagenham and Newham authorities and parts of Essex. When registering for the test, parents will have been able to check if they live in the catchment area by putting in their address details online.

## Map of the 'common catchment area' for Redbridge grammar schools

**Please Note:** This map is for illustrative purposes only. Please contact the Admissions Team if you live close to the boundary or check online.



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## Special Educational Needs

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 at SEN Support. For children with Education, Health and Care Plans or statements of special educational needs additional resources are allocated to the school to help address their special educational needs.

All mainstream schools have a Special Educational Needs Co-coordinator (SENCO) who is a teacher responsible for coordinating the assessment and support for children with special educational needs within the school.

There are three Redbridge mainstream secondary schools which have specialist provision. Caterham High School has provision for children with hearing impairment and The Beacon Communication and Learning Department at Beal High School has provision for children with social communication, autism and associated learning difficulties and Seven Kings High School, which has a Unit for children with physical disability.

Where physically disabled pupils are in the catchment area of any accessible 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. Loxford School Trust, Oaks Park High and Seven Kings High Schools each have full wheelchair accessibility.

## Atypical admissions

### Schools that admit pupils at the beginning of Year 10

University Technical Colleges and Studio Schools are open in some areas to provide technically-oriented courses of study or work skill based learning for 14-19 year olds.

#### UTCs

UTCs are set up by universities and business and specialise in 1 or 2 technical subjects. In Years 10 and 11 they offer a similar GCSE curriculum to a typical secondary school, including English and Maths, as well as their specialist subject.

Find out more at the UTC website [www.utcolleges.org](http://www.utcolleges.org)

#### Studio Schools

Studio schools are similar to UTCs in that they have employer involvement in the curriculum and focus on developing skills needed for employment, involving personal coaching and work experience. They have a similar curriculum to a typical secondary school.

Find out more at the Studio School Trust website [www.studioschoolstrust.org](http://www.studioschoolstrust.org)

### Further information

View the map and contact details of all UTC/Studio Schools in the London area

<https://my.redbridge.gov.uk/map/utc-studio-schools>

## 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](http://www.tfl.gov.uk)

The Local 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, other than by choice, therefore requiring the use of British Rail Trains or the London Underground.

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](http://www.redbridge.gov.uk)

## Free School Meals (FSM)

You are strongly encouraged to apply for **Free School Meals** 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 a qualifying benefit in their own right are also allowed to receive free school meals. Children under the compulsory school age who are in full-time education may also be 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

## Sustainable Modes of Travel Strategy

When choosing your child's school, the way your child travels should form part of your decision. The World Health Organisation recommends that to maintain a basic level of health:

- children under five need to do at least three hours of physical activity every day
- children aged five to sixteen need to do at least 60 minutes of physical activity every day
- adults need to do at least 150 minutes of physical activity each week

Walking, cycling or scooting to school contributes towards this recommended activity. A school that can be reached through walking, cycling or scooting can enable essential daily exercise to be introduced into you and your child's daily routine.

Additionally, choosing to walk, cycle, scoot or use public transport will enable your child to become independent, safe and confident outdoors. Keeping active daily will also contribute to the reduction of risk of weight gain for your child: this could result in additional complications related to obesity such as diabetes. There is also a considerable amount of evidence that shows children who meet guidelines for physical activity show higher levels of concentration and behaviour in the classroom, resulting in higher academic success.

The way children travel often influences how they will travel when they get older, which will have a huge impact on their adult health. So as the number of cars on the road increases and puts pressure on traffic congestion and reduces air quality, it's good for them to get into healthy habits early.

Most schools have a travel plan which is usually available on their website. This shows how they are trying to increase the number of people getting to school through sustainable means, and how they are addressing problems associated with the school car run. It also displays the different ways that pupils and staff currently use to get to school and the available travel options.

Many schools offer cycle training to teach a range of abilities to different age groups. Some also offer scooter training. Most offer safe and secure storage facilities for bikes and scooters during the school day. Schools also sometimes have pool bikes that pupils can borrow to learn to cycle or experience cycling to school.

To find out more about free cycle training for all ages and abilities please visit [www.redbridge.gov.uk/cycling](http://www.redbridge.gov.uk/cycling).

Choosing your route to school can be easily done using the Transport for London Journey Planner. This online tool shows the public transport, walking and cycling routes available from your home to school. It is available at [www.tfl.gov.uk](http://www.tfl.gov.uk).

Redbridge works hard to reduce the use of cars as part of the school run and has developed a Sustainable Modes of Travel Strategy which is available on the Council's website [www.redbridge.gov.uk](http://www.redbridge.gov.uk).

We encourage you to think carefully about which school your child attends and take into consideration both their educational needs and how they get to school.

## Leave of absence

Redbridge Admissions 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 only lawfully delete a pupil from the admissions/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 pursue their statutory duty under the Education Act (1996) to ensure a child is receiving a suitable education.

## 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 Are you worried about a child (2016).

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 Redbridge or through the Designated Safeguarding Lead.

## 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 in Redbridge.

They specialise in providing information and advice on a wide range of issues that impact on family life.

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 <https://find.redbridge.gov.uk> or our Facebook page at [www.facebook.com/Redbridge](https://www.facebook.com/Redbridge).

Alternatively please contact the FiND Helpline team by telephone on 0800 587 7500, or by email to [find@redbridge.gov.uk](mailto:find@redbridge.gov.uk).



# Community Schools

**Please see page 13 for the following schools' criteria:**

Caterham High School

Valentines High School

Ilford County High School

Wanstead High School

Oaks Park High School

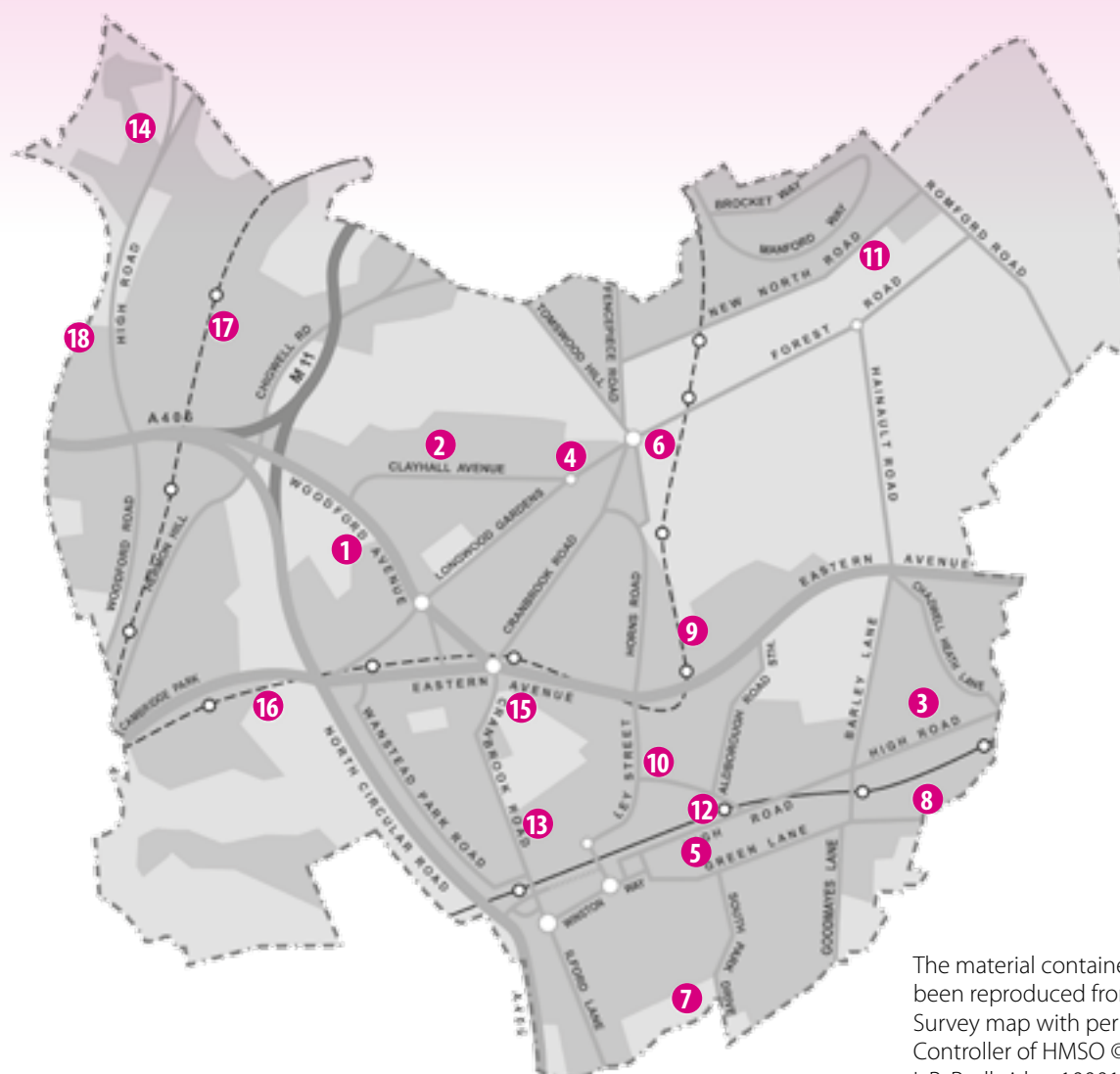
Woodbridge High School

Seven Kings School

Woodford County High School



# Redbridge Secondary Schools



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## Key

- |                           |                                 |                                 |
|---------------------------|---------------------------------|---------------------------------|
| 1. Beal                   | 7. Loxford                      | 13. The Ursuline Academy Ilford |
| 2. Caterham               | 8. Mayfield                     | 14. Trinity                     |
| 3. Chadwell Heath Academy | 9. Oaks Park                    | 15. Valentines                  |
| 4. Ilford County          | 10. Seven Kings                 | 16. Wanstead                    |
| 5. Isaac Newton Academy   | 11. The Forest Academy          | 17. Woodbridge                  |
| 6. Kantor King Solomon    | 12. The Palmer Catholic Academy | 18. Woodford County             |





# Caterham High School

Caterham Avenue, Clayhall, Ilford, Essex IG5 0QW

Tel: 020 8551 4321

Email: [welcome@caterham.redbridge.sch.uk](mailto:welcome@caterham.redbridge.sch.uk)

Website: [www.caterham.redbridge.sch.uk](http://www.caterham.redbridge.sch.uk)

Headteacher: Dr A J Atkins, PhD, M.Ed, BSc

Chair of Governors: Councillor J Tyne

## Getting the best from every student

Ofsted 2014: "This is a good school. School leaders and governors have aspirations of excellence for their school and the students."

Caterham High School is committed to discovering and nurturing the abilities of every child - setting the highest expectations in terms of learning and behaviour. We are a mixed, multi-cultural school for students aged 11-18. We are justifiably proud of the academic achievements of our students, most of whom join our thriving Sixth Form, with many progressing to university. However, we recognise that some children's abilities lie in other areas, therefore we provide a wealth of opportunities and courses that allow every student to develop and showcase his or her unique talents.

The school promotes a 'can do' culture in which everyone is encouraged to strive for excellence and with **just six forms in each year**, we have an excellent knowledge of our students' strengths and needs. We work closely with parents to ensure that students are fully supported and make progress to a high standard.

**Ofsted 2014: "School leaders know their school well and have taken decisive action to improve the school and raise achievement"**

The school proudly offers an outstanding provision for students with hearing impairments, **Ofsted 2014: "Hearing impaired students are well taught by teachers of the deaf and effectively supported by deaf support assistants. They are fully integrated into mainstream classes."**

## Success for Everyone

We are dedicated to ensuring that all students have the opportunity to achieve their full potential, regardless of ability or background. Caterham High School has a progressive and inclusive curriculum.

**Ofsted 2014: "The school puts the students at the heart of its inclusive ethos."** At Key Stage 3 our students follow the National Curriculum and are taught in mixed ability tutor groups with setting in some subjects. Key stage 4 students follow a core programme but choose an options pathway appropriate to each individual. During the transition from Key Stage 3 to 4 students and families receive comprehensive support in their pathways and careers decisions to ensure students' future success.

## Dynamic Education

Our teaching is innovative and challenging in both content and delivery. Students achieve most when they enjoy their learning so we encourage active participation in the classroom. Through high standards of teaching, thorough preparation and extra-curricular revision, our dedicated staff help students to achieve their best in examinations.

The school proactively sets targets and monitors achievement to ensure that all students make the best possible progress.

**Ofsted 2014 "The school has a strong system for tracking information about students' progress and achievement."**

## Travel Information

Buses: 128 and 169

## Session Times

Morning: 8.30am-1pm

Afternoon: 1.55pm- 3.05pm

## Open Evening:

Wednesday 20 September 2017- 6.45pm arrive, 7pm Headteachers talk

## Open Morning:

Friday 22 September 2017 at 9.30am

# Caterham High School continued

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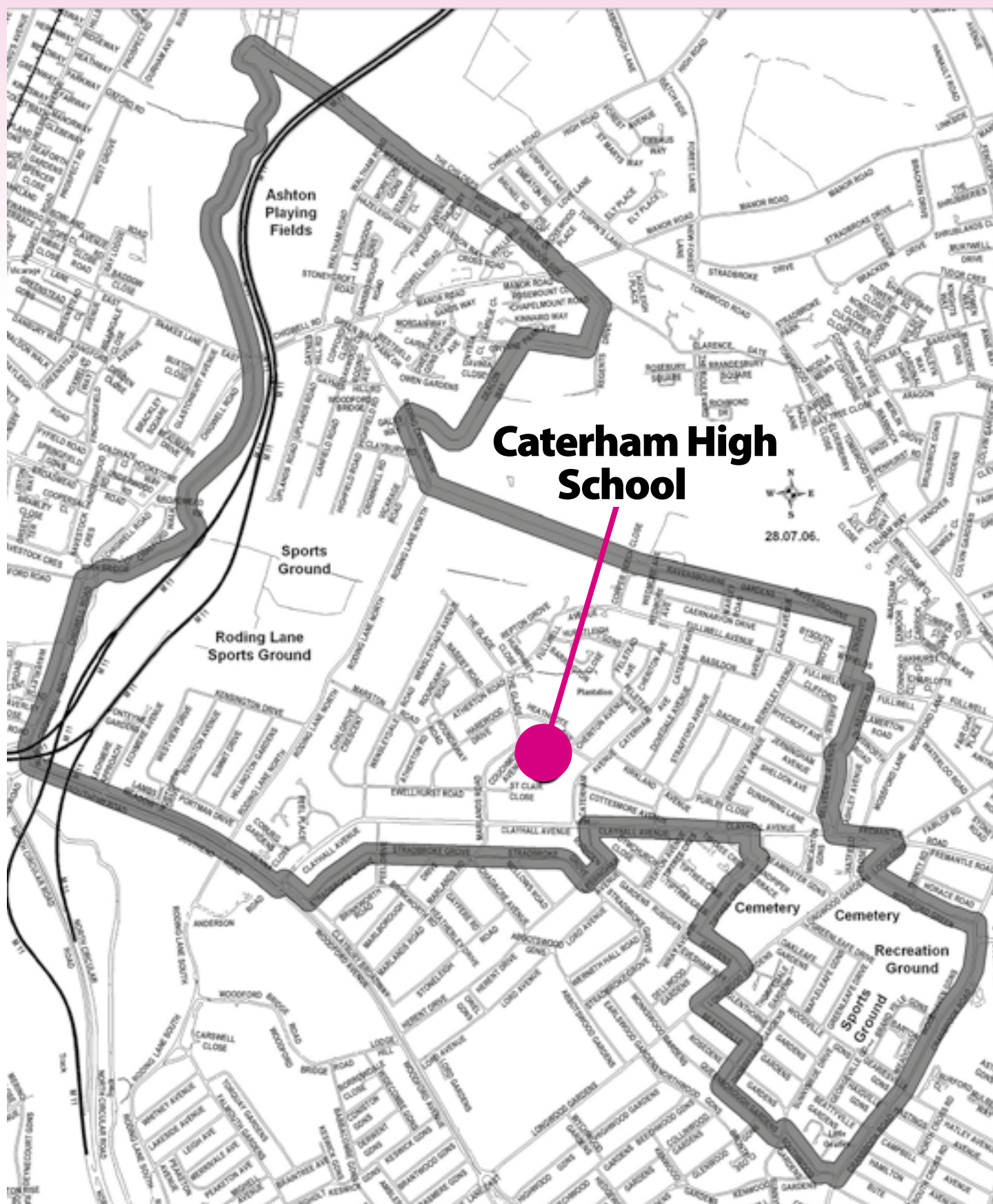
## Skills for the 21st Century

We focus on developing career and life skills that enable students to make the most of future opportunities. ICT is used effectively to bring the curriculum to life and to stimulate and engage students in their learning. Our students benefit from our exceptionally strong provision in Sport which we employ effectively to develop motivation, perseverance and integrity – characteristics that underpin academic success in the wider context and workplace. Students benefit from our exceptionally strong provision in the Arts, plus a wealth of extra-curricular activities. Consequently there are many opportunities for them to showcase their talents.

## A Positive Place to Learn

Exceptional pastoral care supports our students' personal development, builds their self-esteem and underpins their progress. Year Leaders and Tutors remain with students throughout their school career, get to know them really well and provide a clear point of contact for parents. **Ofsted 2014: "all adults know the students very well and the level of care for individual students, including in the Sixth Form, is high."**

## Caterham catchment area



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# Ilford County High School

*A Specialist Grammar School*

**Fremantle Road, Barkingside, Ilford, Essex IG6 2JB**

**Tel:** 020 8551 6496

**Email:** [enquiries@ichs.org.uk](mailto:enquiries@ichs.org.uk)

**Website:** [www.ichs.org.uk](http://www.ichs.org.uk)

**Fax:** 020 8503 9960

**Headteacher:** Mrs R Drysdale, BSc NPQH

**Chair of Governors:** Mr M Pedro

Ilford County High School is a selective Boys' Grammar School. The school was recognised as outstanding by OFSTED inspectors in 2007 and became an SSAT Leading Edge School in 2012. Entry to the school is through the London Borough of Redbridge's 11+ Examination.

Here at ICHS we are naturally proud of our reputation for academic excellence. ICHS is a friendly and happy school with high expectations of both learning and behaviour. The school motto is Empowering to Excel by Learning Together and we place great emphasis on strong mutual respect being shown by everyone who attends the school. As a staff, we work, together with parents and governors to achieve the best we can for all the students who attend our school.

Academic achievement is part of a well-balanced education. In addition to helping students achieve their academic potential, we aim to develop within them self-respect, tolerance and intellectual curiosity. We nurture sporting, artistic and cultural interests and support students as they develop their own values and beliefs. We encourage the young men who attend ICHS to become actively involved in both the school and the wider community, to take responsibility and to show leadership. We provide challenges within a supportive environment which enable students to develop their characters so they can leave ICHS as mature, confident and well balanced young men. Students graduate from ICHS with the personal attributes, resilience and commitment that open the

doors into the 'best' of Higher Education and employment.

In 2017 the school will open a brand new building, fully equipped with modern science laboratories, science demonstration classrooms, a technology suite and Sixth Form study centre and canteen. Our original 1930's building is undergoing renovation to bring it in line with modern expectations whilst retaining its unique history and character. There is a recently modernised canteen, large Sports Hall and field and a swimming pool.

We understand that the move to secondary school can seem daunting and we work hard to ensure the transition between primary and secondary school is as smooth as possible. Our pastoral system is based on a House Structure which provides continuous support and guidance to students from Year 7 through to the Sixth Form. The House System enables boys to develop a sense of identity within a smaller group and to work with boys of different ages. It provides real opportunities for personal development, leadership and friendly competition.

Our curriculum has an academic focus. Year 7 and Year 8 form our Key Stage Three where students undertake a broad and balanced timetable that includes English, Maths and Science, the study of two modern foreign languages, Humanities and the Arts. Year 9 forms a foundation year for GCSE with students making some of their 'option' choices at this stage. During Year 10 and 11, all boys take the English Baccalaureate at GCSE alongside a creative subject and a subject of their

## Travel Information

**Buses:** 128, 150, 167, 169, 247, 275 and 462

## Session Times

**Morning:** 8.40am-1.10pm

**Afternoon:** 2pm-3.20pm

choice. Our Sixth Form offers a wide choice of subjects at A Level, preparing students for study at selective universities or for entry into the workplace.

Students study best when they are happy and feel supported. We see successful education as a partnership between home and school. We work closely with parents and our pastoral teams. The Special Educational Needs Department is able to offer support and advice as required and wherever necessary we work closely with outside agencies.

Please contact the school for further information or to arrange a visit.





# Oaks Park High School

*A Specialist Music College*

**45-65 Oaks Lane, Newbury Park, Ilford, Essex IG1 7PQ**

**Tel:** 020 8590 2245

**Email:** [admin@oakspark.redbridge.sch.uk](mailto:admin@oakspark.redbridge.sch.uk)

**Website:** [www.oakspark.co.uk](http://www.oakspark.co.uk)

**Fax:** 020 8590 2246

**Headteacher:** Mr J L Hamill, BSc (Hons)

**Chair of Governors:** Mr P Lupton

Oaks Park High School is a very popular and successful co-educational comprehensive school. The school is heavily oversubscribed for entry, both at Year 7 and Year 12, having established an excellent reputation within Redbridge since opening in 2001. Ten years after opening the school was awarded 'Outstanding' status following an Ofsted Inspection in October 2011. To meet local need and demand, the school expanded to ten forms of entry in September 2015. A building program to provide the extra facilities and space required has recently been completed. The facilities across the school are excellent and enhance the learning environment and experiences for all learners. These include: new laboratories in Science; computer suites in Technology; Art workshops; Media and Film Editing Suites; Drama Studio; 4G All-Weather Sports Pitch to complement the large Sports Hall, Gymnasium and Fitness Room; Recording Studio, Radio Station and Music Technology Suite and a specialist Learning Resources Centre.

## Pastoral Care

The school prides itself on providing a caring and supportive environment which enables the students to feel secure, valued and proud of their achievements.

Considerable care is taken to ensure that students joining in Year 7 are prepared for their next step through a comprehensive transition plan, which includes liaison meetings with feeder primary schools, visits to Oaks Park to familiarise the students and lessons taken in the specialist rooms. All students are assigned a form tutor and belong to a House to ensure a sense of belonging and can expect the very highest standard of pastoral care. The school actively seeks to foster positive and close links with parents/carers through arranging regular opportunities to visit and speak with staff about their child's progress. There is

also a weekly newsletter and an informative website. Any concerns or questions can be followed up directly with the school by contacting the relevant member of staff.

The Oaks Park Home/ School Agreement sets out clearly the responsibilities and expectations to create a shared understanding and support a successful and rewarding learning journey for every child at Oaks Park. The comprehensive, balanced and broad curriculum aims to provide equality of access at each Key Stage and allow for personalisation to meet the needs and ambitions of all learners.

**At Key Stage 3** all students follow the National Curriculum (English, Mathematics, Science, Art, Drama, Geography, History, Music, Physical Education, Religious Education, Computing, Design Technology, Modern Languages and PSHE).

**At Key Stage 4**, students will study GCSE courses in English Language and Literature, Mathematics and Science. Physical Education, Citizenship/PSHE and Computing are also included in the core offer, which is then personalised through a wide range of option choices selected by students at the end of Year 9.

All students are monitored closely and those identified as requiring extra help to access the curriculum will receive extra support to ensure equality of opportunity at Oaks Park.

Since opening in 2006 the Sixth Form has quickly grown to accommodate the large number of Oaks Park students who choose to stay on and the external students who travel to the school for the high quality education and facilities on offer.

Students are accommodated in specialised state of the art facilities and play an integral part in the life of the

## Travel Information

**Buses:** 66, 169, 296 and 396

**Tube:** Newbury Park (Central Line)

## Session Times

**Morning:** 8.30am-1.20pm

**Afternoon:** 2.10pm-3.10pm

## Open Evening:

Thursday 5 October 2017, 5.30-8.30pm

**Headteacher Talks:** 5.30pm and 7pm

# Oaks Park High School continued

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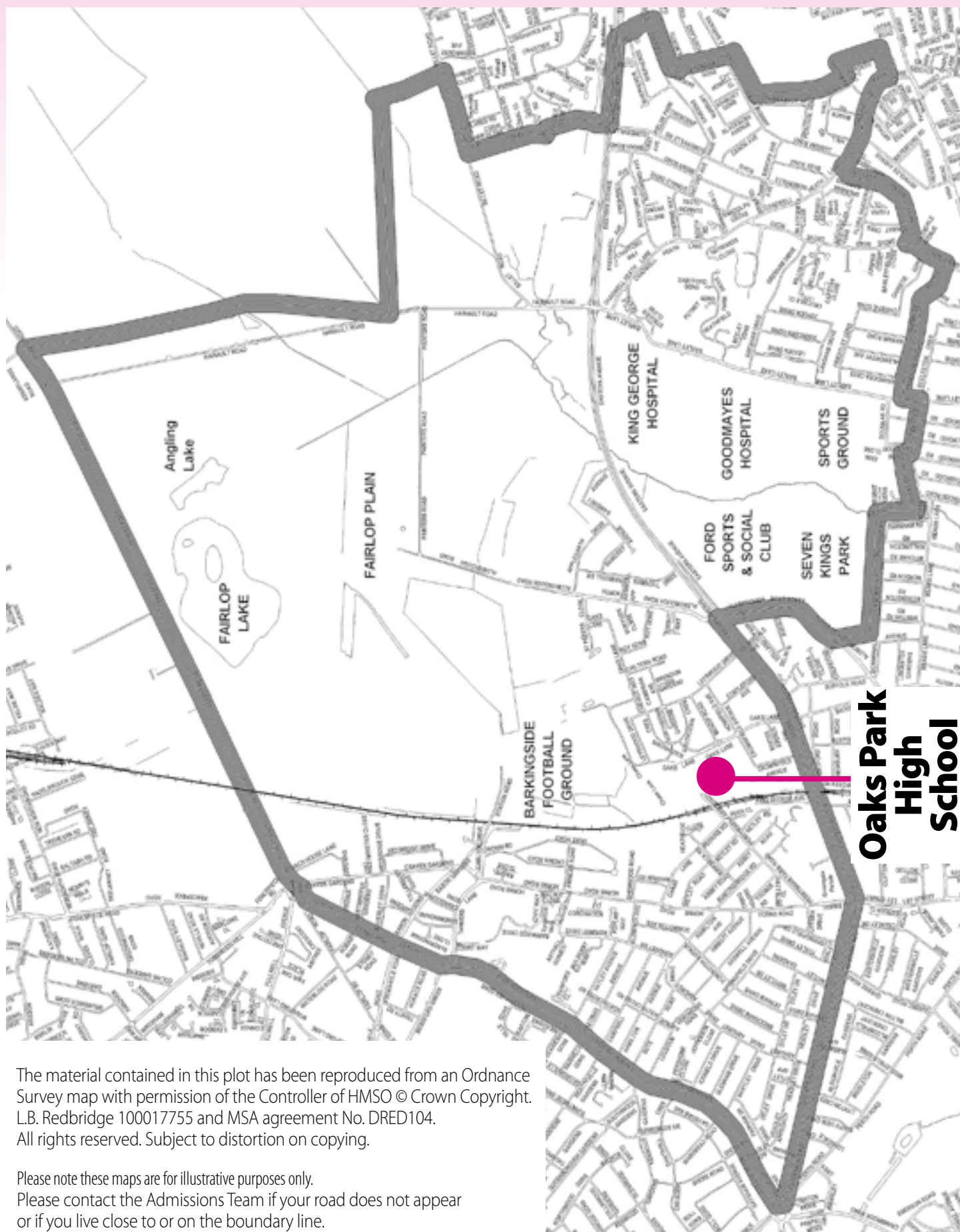
school as role models and peer mentors for the younger students.

The Sixth Form provides a wide range of courses and further information can be obtained from the website. All students are required to wear full school uniform. High standards are expected at all times.

Oaks Park has an excellent reputation for sport and our commitment to extra-curricular activities. We are able to offer a wide range of additional opportunities outside of the school day. Students are required to wear full uniform and reflect the pride they take in themselves and the school by wearing it correctly, both around school and travelling to and from school.

Oaks Park has developed an excellent reputation for sport and extra-curricular activities, both in the community and beyond. There is a firm commitment to the benefits of students having access and taking part in activities to enhance their school experience and achieve a balance which incorporates and supports a healthy lifestyle.

## Oaks Park catchment area



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# Seven Kings School

*A National Teaching School*

**Ley Street, Ilford, Essex IG2 7BT**

**Tel:** 020 8554 8935

**Fax:** 020 8518 2975

**Email:** [enquiries@skhs.net](mailto:enquiries@skhs.net)

**Website:** [www.skhs.net](http://www.skhs.net)

**Chair of Governors:** Mrs J Roulit

**Head of Secondary School:** Ms J Waters

**Head of Primary School:** Mrs K Beaumont

Seven Kings School is a highly successful comprehensive school, with a strong local and national reputation. We are a mixed, multi-cultural comprehensive school providing high quality education to local children, regardless of their ability. In September 2015 we became an All Through School, opening our new Primary School to our first cohort of Reception pupils, thus providing education from the age of 4 to 19.

There are approximately 1620 students on roll; 240 in our primary school, 900 in years 7-11 and approximately 480 in our successful Sixth Form. The school is always oversubscribed and enjoys strong support from parents and governors. The learning environment and general facilities at the school are excellent.

Examination results are consistently high and were once again excellent in 2016. In our last OFSTED inspection we were judged to be outstanding across all categories. In particular, inspectors praised our remarkable students and the positive, harmonious atmosphere. This is a school where students want to learn and relationships are excellent.

We have gained recognition for our work in leading learning and teaching and supporting other schools with our designation as a National Teaching School and a National Support School.

We strive for excellence and believe we make a difference to our students' life chances to become active, socially responsible citizens. We are proud of our inclusive approach which provides a challenging and personalised education for every child.

We provide a broad and balanced curriculum that focuses on teaching students the skills to be effective learners.

In **Key Stage 3**, students follow the National Curriculum (Art, CPHSE, Design Technology, Drama, English, Geography, History, Mathematics, Music, PE, RE, Science). All students take French; some may take an additional language (Spanish or Mandarin) in Year 8.

In **Key Stage 4** students follow a core curriculum and take a range of options.

Students are generally taught in mixed ability classes; there is setting or banding in some subjects.

Students are assessed regularly and receive formative feedback, enabling them to set improvement targets.

We create a purposeful, harmonious atmosphere where students feel safe to develop into happy, confident citizens. Our pastoral staff maintain close links with parents, who are encouraged to contact the school with any concerns.

Home Learning is set according to a structured timetable. There are support clubs to help students and we provide intervention programmes for students who need extra help. Our Learning Support department are skilled at identifying students' needs and providing the support to help them access the curriculum.

We are equipped to admit students with significant physical disabilities affecting their mobility. These students have a Statement of Educational Needs.

## Travel Information

**Buses:** 169 and 364

**Train:** Ilford Station

**Tube:** Newbury Park (Central Line)

## Session Times

**Morning:** 8.30am-1pm

**Afternoon:** Mon, Wed and Fri,

2pm-3.20pm

Tues and Thurs, 2pm-3.05pm

## Open Mornings:

Wednesday 4 and 11 October 2017,

9.30am-10.30am

## Open Afternoon:

Wednesday 18 October 2017,

2.15pm-3.15pm

## Prospective Parents' Evening:

Wednesday 27 September 2017,

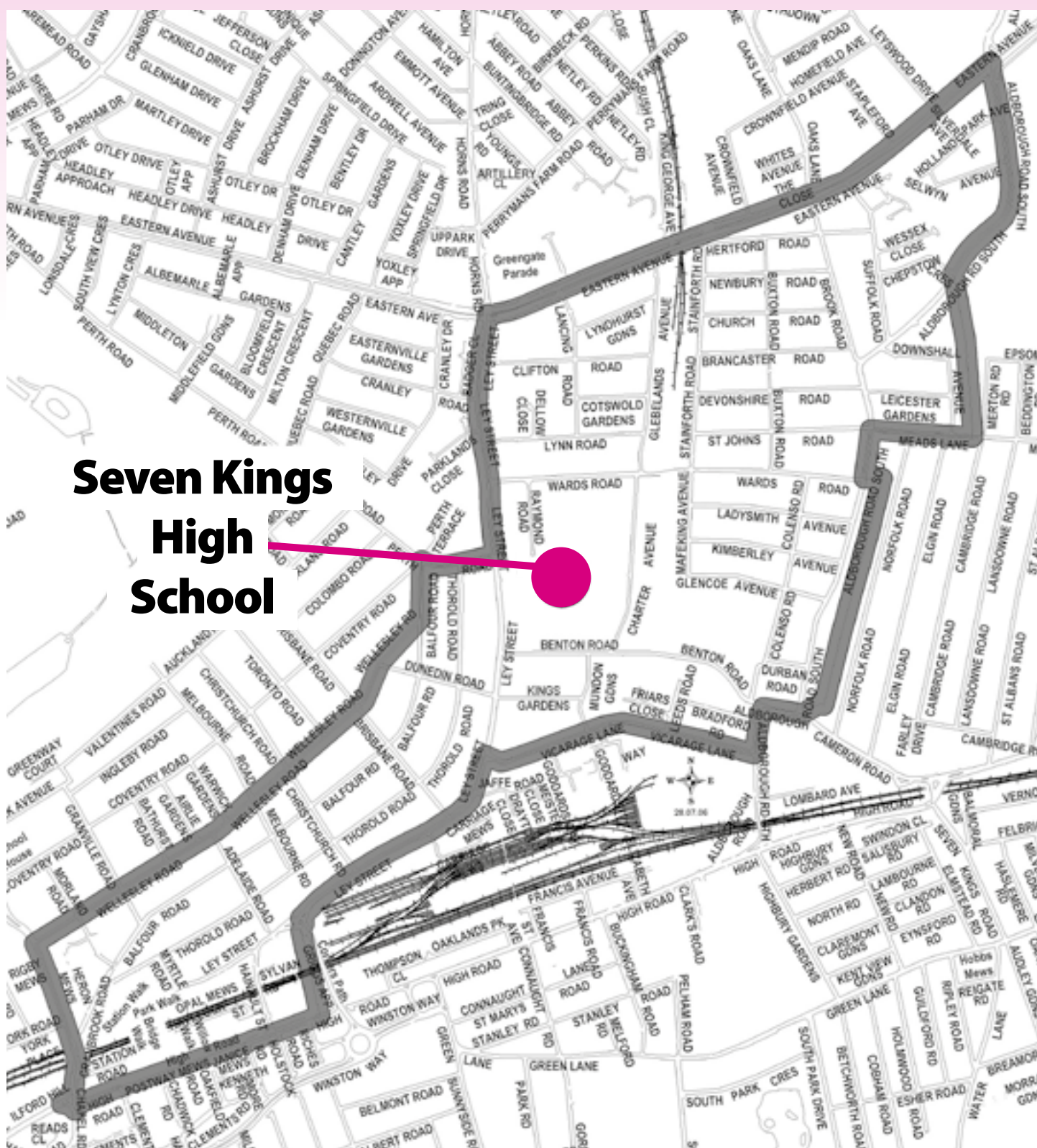
6pm-8pm

# Seven Kings School continued

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Most of our students continue their education in the Sixth Form and nearly all go on to university. Our courses are Level 3 (AS and A2). Students receive strong support from an experienced leadership team. They have the opportunity to get involved in community work and enrichment projects, and there are many social and cultural activities available.

## Seven Kings catchment area



### Seven Kings High School

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# Valentines High School

*A Teaching School and Leading Edge School*

**Cranbrook Road, Gants Hill, Ilford, Essex IG2 6HX**

**Tel:** 020 8554 3608

**Email:** [xxxx@xxxxxxxxxxxxxx.xxg.uk](mailto:xxxx@xxxxxxxxxxxxxx.xxg.uk)

**Website:** [www.valentines-sch.org.uk](http://www.valentines-sch.org.uk)

**Headteacher:** Mr Richard Laws, BA(Hons)

**Chair of Governors:** Mr Andrew Bern

## The School

Valentines High School is a popular and very successful 11-18 school catering for students of all abilities. We are a Leading Edge, National Support and Teaching School. This means that the Department for Education believes that the quality of teaching and examination results achieved by students at the school is so good that other schools can benefit from sharing our good practice.

The sixth form is large and successful, having been rated in the top five per cent of post-16 providers in London for five years running. The majority of students progress to university each year.

## Looking after our pupils

Valentines is a well disciplined and caring school. Great emphasis is placed on creating a harmonious working environment so that pupils can learn and fulfil their potential. Each pupil is allocated a Form Tutor who is likely to stay with them from Year 7 through to Year 13. To assist this, the school has developed a number of effective rewards and sanctions to use in motivating pupils to achieve their best.

## Uniform

Students are required to wear uniform and are encouraged to demonstrate their pride in themselves and in their school through their smart appearance.

## The Curriculum

Teaching at Valentines is planned so that pupils of all abilities can make the maximum possible progress.

Teachers provide a caring and supportive environment, which coupled with high expectations for all learners leads to rapid progress and very good examination results. The evidence for this is that the Department for Education judges our GCSE results as being amongst the top five percent nationally compared to similar

schools. Valentines was in the top 100 schools nationally for GCSE results in 2016.

The school also has a co-ordinator responsible for ensuring the correct provision is made for gifted and talented pupils.

In the first three years (Years 7 to 9) a broad curriculum is taught, including English, Mathematics, Science, a Modern Language (French or Spanish), Technology (Product Design, Food Technology, Textiles), Humanities (History, Geography and Religious Education), the Arts (Art, Music and Drama), Computing and Physical Education.

## Extra Curricular Activities

An extensive range of opportunities are offered to pupils to enrich their education. Sports enthusiasts can join the many clubs and teams provided by the Physical

Education department. For keen musicians there are school bands and choirs. Many other activities are available including Chess, ICT and Drama.

We have an active school council and an excellent 'Student Voice' programme, which encourages students of all ages to be involved in decision making.

## Homework

Homework is very important at Valentines High School and it is set on a daily basis. Homework provides not just useful study for pupils but also a means by which parents can follow their son/daughter's progress.

## Travel Information

**Buses:** 123, 128, 150, 167, 179 and 396

**Tube:** Gants Hill (Central Line)

## Session Times

**Morning:** 8.30am-1.10pm

**Afternoon:** Mon to Fri, 2pm-3.10pm

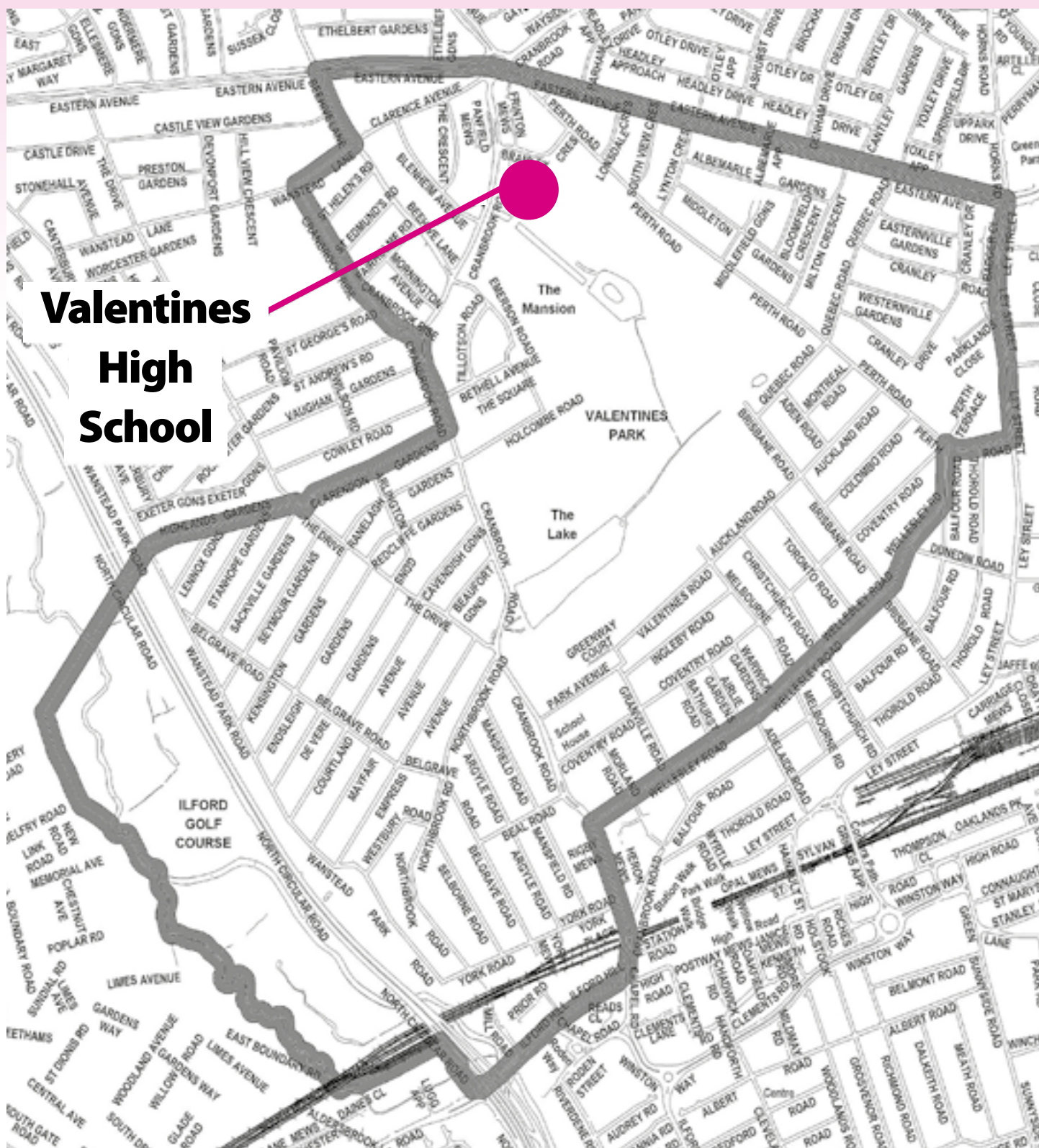
## Open Evening:

Thursday 21st September 2017 6pm - 8pm

**Headteacher's Talk:** 6.30pm and 7.30pm



## Valentines catchment area



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# Wanstead High School

*A Performing Arts School*

**Redbridge Lane West, Wanstead, London E11 2JZ**

**Tel:** 020 8989 2791

**Email:** [whs@wansteadhigh.co.uk](mailto:whs@wansteadhigh.co.uk)

**Website:** [www.wansteadhigh.co.uk](http://www.wansteadhigh.co.uk)

**Headteacher:** Mr R Hamlyn

**Chair of Governors:** Mr D Thorogood

## The School

Wanstead High School is a large, successful, co-educational comprehensive school for students between the ages of eleven and eighteen. The school is a thriving, happy and harmonious community where we have high expectations of our students. Standards of student achievement are high and our young people make very good progress.

Students at Wanstead High School benefit from a rich educational experience. The School develops positive personal and social qualities so that they leave school confident in their abilities and ready to make a contribution to society. The school is popular with parents and is consistently heavily oversubscribed, (868 families applied for 240 places in Y7 for 2017). A similar level of over-subscription existed in 2015 and 2016.

We have good facilities which cater for all the specialist activities of the secondary curriculum including a purpose built Sixth Form Centre, theatre and dance studios. Our sports facilities include a state of the art fitness centre, gym, sports hall, squash courts and playing fields.

## Organisation, curriculum, guidance and support

We provide a broad and balanced curriculum in line with the National Curriculum at KS3. At KS4 we try to provide as much choice as possible while retaining the principle of breadth and balance to our students' learning. We have widened our choice of options in Years 10 and 11, so that all students have the opportunity to study a Performing Arts subject at GCSE.

At Wanstead High School every child matters. The school has strong pastoral teams who work closely with a dedicated team of student support workers to provide the best possible care and guidance for

individuals. The school is organised on the basis of year groups with students of a similar age kept together.

Each tutor group is supported by tutors who closely monitor the progress of each student through individual interviews each month.

The school provides additional help to support students with special learning needs. We are particularly fortunate in having a teacher who specialises in dyslexia as a member of the Learning Support team.

We also have specialist teachers to support students whose first language is not English.

## Sixth Form

The Sixth Form is an important and thriving part of the school community. We offer around 30 AS/A levels at present. Students are set academic targets, supported by regular reviews. A and AS Level examination results are very good and compare favourably with local and national results. The vast majority of our Sixth Form leavers go on to study at university.

## Extra-curricular activities

The school offers a huge range of clubs and activities to support and enhance the formal curriculum.

The range of educational visits is a strong feature of the school and students also take part in the Duke of Edinburgh Awards.

## Travel Information

**Buses:** 66, 101, 145 and 308

**Tube:** Wanstead (Central Line)

## Session Times

**Morning:** 8.40am-1.15pm

**Afternoon:** 2.10pm-3.25pm

## Open Evening:

Thursday 28th September 2017, 6pm-8pm.

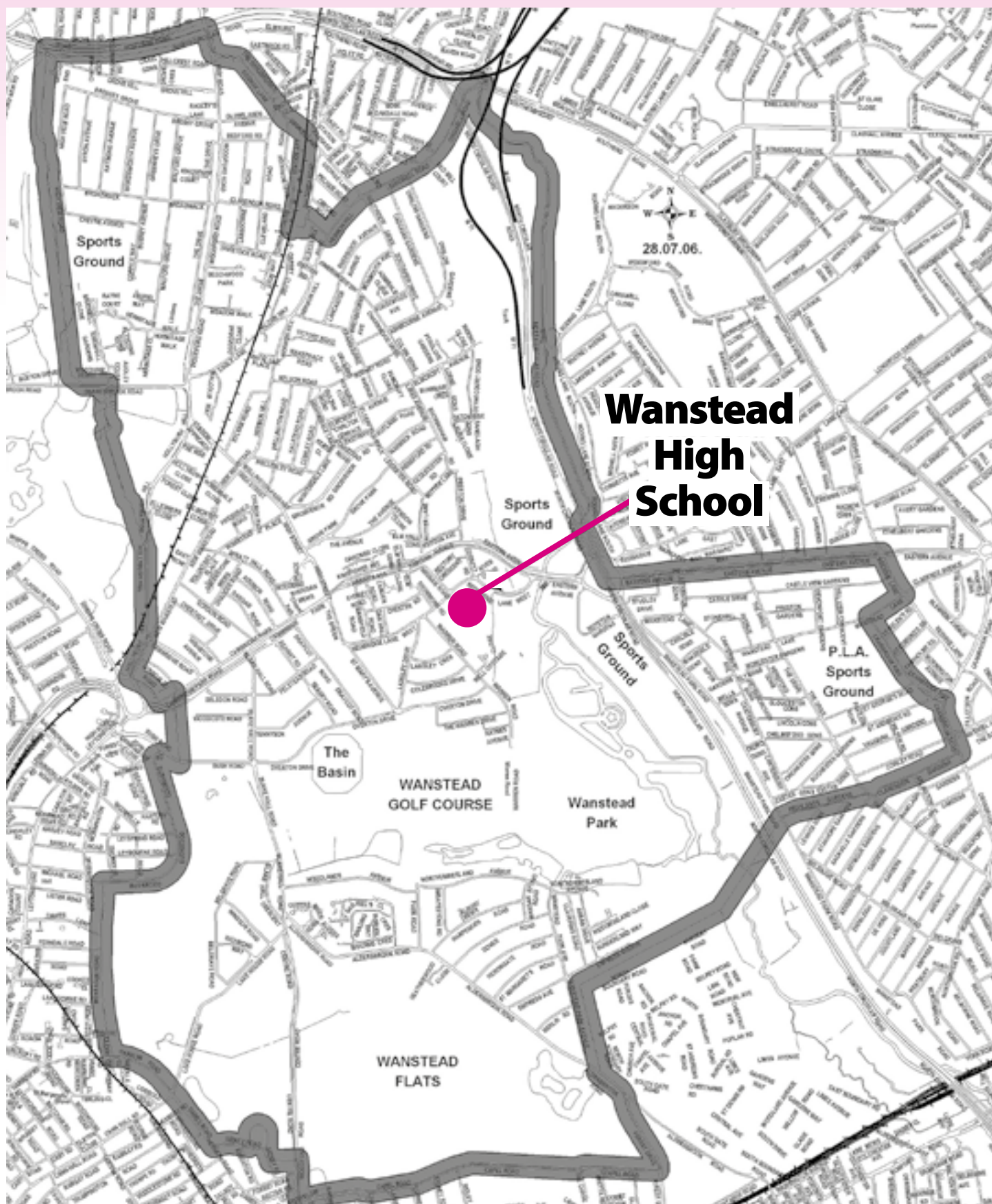
The Headteacher will be speaking at 6.15pm and 7pm

## Open Mornings:

Monday 2 October through to Friday 13 October 2017 at 9am promptly.



## Wanstead catchment area



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# Woodbridge High School

St. Barnabas Road, Woodford Green, Essex IG8 7DQ

**Tel:** 020 8504 9618

**Email:** [info@woodbridgehigh.co.uk](mailto:info@woodbridgehigh.co.uk)

**Website:** [www.woodbridgehigh.co.uk](http://www.woodbridgehigh.co.uk)

**Fax:** 020 8559 0487

**Headteacher:** Andrew Beaumont, BSc, MA, NPQH

**Chair of Governors:** Ian McBrayne

Woodbridge is a thriving, ethnically diverse school in the heart of Woodford. The school prides itself on being fully comprehensive with pupils achieving beyond their expectations. The flexible, pupil-centred curriculum provides a solid platform for learning that both stretches and rewards our students. A new creative arts teaching block and a new fitness block, with excellent facilities for drama, music, art and PE, opened in September 2016.

## Academic achievement is a key strength of the school.

Results have been at their highest in the last three years and are on an upward trend. The pastoral care and inclusion systems are recognised as being of the highest standard. It is a place where students have excellent opportunities to make progress in a secure and happy environment. Visitors to the school regularly remark on the courtesy, smartness and excellent behaviour of our pupils.

## Behaviour

'Students are well behaved, courteous and respectful of staff and of each other' (Ofsted). The school is very clear about its expectations of students with clear boundaries and standards of behaviour. Staff and senior students effectively model positive behaviour. The school works in partnership with parents to ensure students receive consistent messages about their behaviour.

## Curriculum

At Key Stage 3, all pupils study English, Mathematics, Science, Technology, History, Geography, two Languages, Art, Music, Drama, ICT, Religious Education, Physical Education and PSHCE. Pupils are mainly taught in mixed ability groups, although there is some ability related setting in Science, Mathematics and Languages. At Key Stage 4, all pupils are prepared for GCSE qualifications. Most pupils are entered for 10 GCSEs. They study English Literature and Language,

Mathematics, Applied Science, a Modern Foreign Language and Physical Education. They also choose options from a very wide range of subjects.

## Sixth Form exam results are among the best nationally.

The majority of our Year 11 students choose to stay on in the sixth form. They are appreciative of the quality of teaching and guidance on offer. We also receive a large quantity of external applicants who recognise the breadth and quality of our Key Stage 5 curriculum. A broad and varied range of subjects are offered at AS/A2 level, as well as vocational courses at Levels 2 and 3. The sixth form has dedicated and fully equipped study and social spaces.

## Pupil Participation

Pupils are expected to undertake an active role within the school. Sport, music and drama play a key part in the life of the school. Competitions, productions and concerts showcase the many talents of our pupils. Tuition is offered for a variety of instruments.

Students are involved in a broad spectrum of activities including, among other things, the Duke of Edinburgh scheme, the school allotment and various house competitions. There really is something for everyone. A large number of clubs and activities regularly take place at lunchtime and after school.

There are many opportunities for students to take responsibility: the school council and year councils are active student bodies that discuss a broad range of relevant issues that make a positive impact on the school. There are a range of senior roles including head boy and head girl, prefects and senior prefects.

## Travel Information

**Buses:** 123, 179, 275 and W14

**Tube:** Woodford (Central Line)

## Session Times

**Morning:** 8.40am-1.25pm

**Afternoon:** 2.10pm-3.10pm

## Open evening:

Thursday 21st September 2017, 6pm-9pm

**Headteacher's Talks:** 6pm and 7.30pm

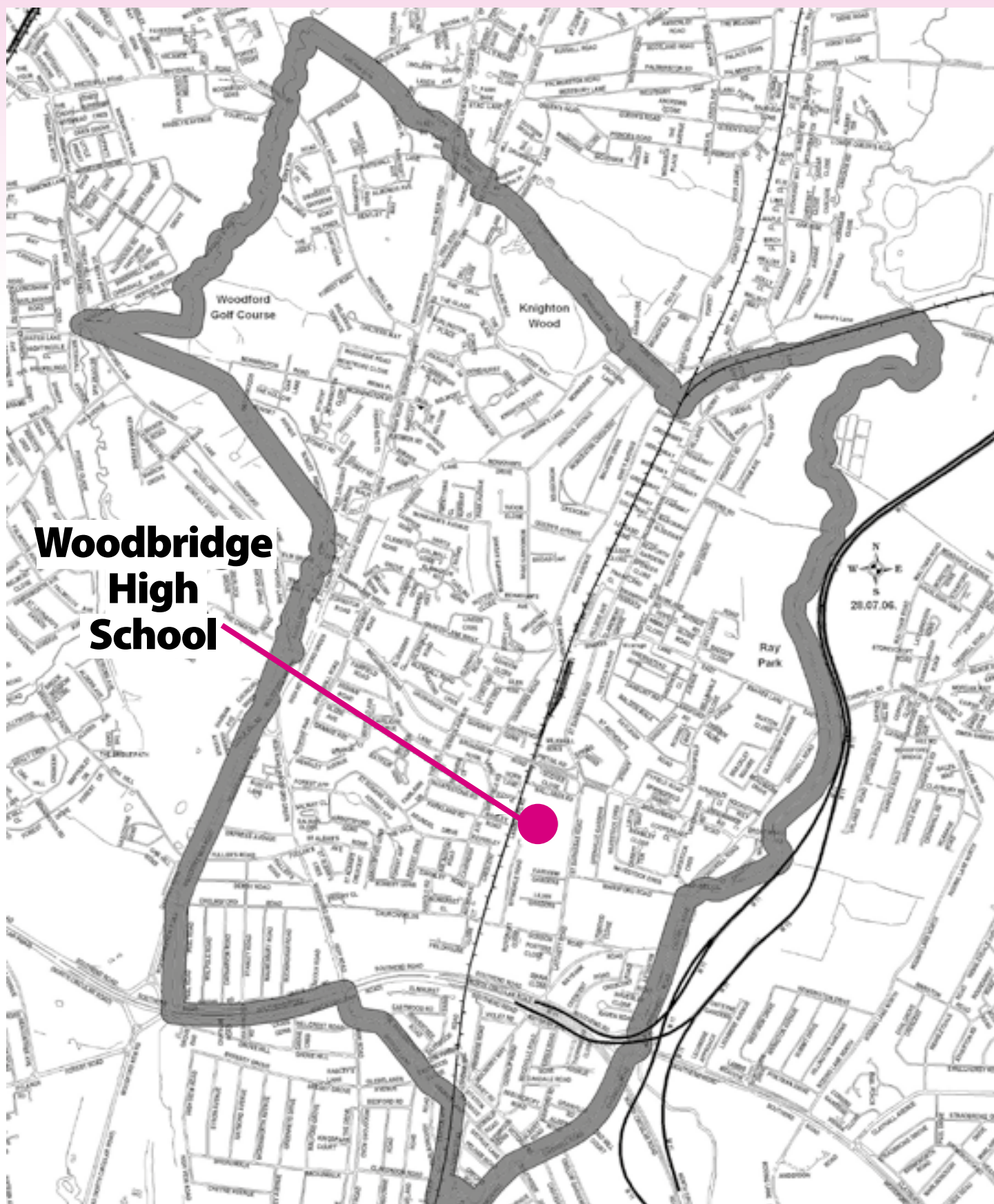
## Open week:

Monday 25th to Friday 29th September 2017, 9am

Please phone the school office for a guided tour



## Woodbridge catchment area



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# Woodford County High School

High Road, Woodford Green, Essex IG8 9LA

**Tel:** 020 8504 0611 **Fax:** 020 8506 1880

**Email:** [admin.woodfordcountyhigh@redbridge.gov.uk](mailto:admin.woodfordcountyhigh@redbridge.gov.uk)

**Website:** [www.woodford.redbridge.sch.uk](http://www.woodford.redbridge.sch.uk)

**Headteacher:** Ms Jo Pomeroy, MA, M.Ed

**Chair of Governors:** Mr W Brock

Woodford County High School is a selective school for girls aged 11 to 18. Its buildings combine a sense of history with modern specialist facilities. The main school building was the site of the Highams Manor, built in 1768. Provision also includes a Sports Hall, Sports Field and Computing facilities (accessed on and off site) which are kept constantly up-to-date. A new Science and General Teaching block to accommodate the expansion of the school from four to six forms of entry (6fe) from September 2016 is expected to be completed in July 2017. The refurbishment of rooms in the current building is expected to be completed by November 2017.

The academic standards of the school are extremely high. Girls are valued as individuals and learn respect for others. At Woodford girls gain the confidence, self-esteem and resilience they need to lead full, independent lives.

## Aims

We want our students to enjoy and appreciate their education and to leave Woodford equipped to embark upon happy, fulfilling and useful lives, wherever and however they choose to lead them.

We provide a full and balanced curriculum, supported by fieldwork and visits, which encourages the intellectual and personal development of all students and which builds on prior experiences and achievements.

Homework is compulsory in all years and it provides an opportunity for girls to consolidate what they have learned, investigate subjects further and take increasing responsibility for their own studies.

In Years 7-9, all girls study English, Mathematics, Science, Art, Computing, Electronics, Food and Nutrition, French, either German or Latin, Geography,

History, Music, Physical Education, Product Design and Religious Education. All subjects are taught in form groups except for Electronics, Product Design and Food and Nutrition which are taught in smaller groups for reasons of health and safety.

In Years 10 and 11, all pupils study GCSE courses in English, English Literature, Mathematics, Sciences, a foreign language and a humanity, plus two other subjects of their choosing. Options are offered from the subjects studied in Years 7-9. Classical Civilisation is offered as a new subject in Key Stage 4. All pupils have lessons in Physical Education and Religious Studies.

Girls have the opportunity to undertake work related learning during KS4. All girls follow a programme including personal, social and health education, study skills, citizenship, financial literacy and careers guidance.

The school runs an extensive after school programme, enabling students to enrol each half term in a range of physical or creative activities. Those currently on offer include Henna Art, Nail Art, Cooking, Badminton, Gymnastics, Cheerleading, Arts & Crafts, Fashion Design, Drama, Dance, Mandarin and Boxing.

## Travel Information

**Buses:** 20, 179, 275, 657, 679 and W13

**Tube:** Woodford (Central Line)

## Session Times

**Morning:** 8.30am-1.10pm

**Afternoon:** 2.10pm-3.30pm

Sporting fixtures are also scheduled after school. (Where activities are run by school staff, enrolment is free. Where outside instructors are employed, a charge is made.) The Duke of Edinburgh Award Scheme is popular with girls. The provision daily of a Breakfast Club (7.45am-8.20am) and a homework club (3.30pm-5pm) provides students and parents some flexibility in planning their travel arrangements.

Students may serve on the School Council, playing a part in the development of their school. Others stand for election in the Youth Parliament or act as student Ambassadors. The Sports Leaders' Award enables students in Year 10 to develop transferable leadership skills.

## **Sixth Form**

In the Sixth Form, girls study Advanced level courses: currently this comprises either four A Levels, or 3 A Levels and either EPQ or AS Mathematics. The A Levels currently on offer are Art, Biology, Chemistry, Classical Civilisation, Computer Science, Economics, English Literature, French, Geography, German, Government & Politics, History, Latin, Mathematics, Music, Physics, Psychology and Religious Education. All girls have a personal tutor who monitors their progress.

# Admission Criteria for Schools responsible for their own admissions 2018-19



# Admission criteria for Own Admission Authority schools

- Beal High School
- Chadwell Heath Academy
- Isaac Newton Academy
- Kantor King Solomon High School (Jewish faith school)
- Loxford School Trust
- Mayfield School
- The Forest Academy
- The Palmer Catholic Academy (Catholic faith school)
- The Ursuline Academy Ilford (Catholic faith school)
- Trinity Catholic High School (Catholic faith school)

These definitions are in relation to the admission criteria for own admission authority schools, except where individual arrangements provide a different definition.

## 'Child Looked After'

"Looked after" children and children previously looked after. A looked after child is in the care of a Local Authority as defined by section 22 of the Children Act 1989.

## Sibling

Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case who is living in the same family unit at the same address.

## Parent/Family members

A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents and siblings.

## Distance

Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority. Chadwell Heath Academy uses a different distance measuring system: see their [admission policy](#).

## Supplementary Information Forms

All parents who list their preferred schools on the Local Authority's online eAdmissions form are regarded as having made valid applications. A SIF should be completed for applicants considered under faith criteria of faith schools and for selective schools. All SIFs must be returned to the school by **31 October 2017**.



# Guardianship

If a child does not live with their birth parent and relatives look after the child, documentary evidence like a will, special guardianship or residence order must be shown as proof that the relatives are the guardians.

Picking children up from school and looking after them until such time that the parents are able to collect their children will not constitute a legally accepted situation whereby the relative is the full time carer.

However, if the child/ren reside with the relatives on a full time basis, both during the week and at weekends, this would be more likely to be accepted as a formal arrangement. If such a formal arrangement has been agreed, there should be some evidence that the relatives care for the child/ren on a full time basis, practical examples of factual proof would include:

- who holds the child allowance book (and collects it)
- where the child is registered with a GP
- where the child spends weekends
- a residence or a special guardianship order
- confirmation from a Social Worker

If a child were merely looked after by a relative during the week, this would not alter their "ordinary residence" which is assumed to be with their parents and whose address would be used for admission purposes. Proper guardianship only applies if the relatives can prove that they have full care and the "normal, permanent residence" is not the parents' address.

**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 Authority will normally accept the parent's address used by the child's primary school, and
- if a child lives, full or part-time, with neither parent e.g. with a relation, the Local 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 4 nights each week
- if there is any doubt about the address, the decision will be made by Secondary admissions on the balance of probability

**Sibling:** Sibling priority will apply to children only if they live in the same home as sibling attending the named school who is currently in **Year 7, 8, 9 or 10** and who will continue to attend the school in **2018-19**.

Please note that cousins are not treated as siblings. A sibling is a brother or sister and includes the following:

- half-siblings
- adopted siblings
- children subject of a residence order or special guardianship order
- foster children (only those looked after by any local authority – private fostering will not be considered as a fostering arrangement for these purposes).
- step-children
- common law step-children

**Please Note:** An offer of a school place for one child does not guarantee that younger siblings will get into the same school in later years. If there are doubts about the information you give, it will be checked. If not confirmed, the school place may be withdrawn.





# Beal High School

Woodford Bridge Road, Ilford, Essex, IG4 5LP

Tel: 020 8551 4954

Email: [admin@bealhighschool.co.uk](mailto:admin@bealhighschool.co.uk)

Website: [www.bealhighschool.co.uk](http://www.bealhighschool.co.uk)

Chair of Governors: Nadjie Butler

*"This is an outstanding school. Exemplary behaviour, mutual respect and a highly inclusive culture are key factors. Students make outstanding progress." OFSTED 2012 Outstanding*

Beal High School is a mixed, 11-18, comprehensive school. In September 2013 we expanded to 12 forms of entry, with a published admissions number of 360 for Year 7.

Beal is a large, human scale school full of busy, energetic young people who are excited about learning alongside confident, inspiring adults who guide and support them. We are a diverse, vibrant community. Our students enjoy a rich, varied curriculum which unlocks their potential, ensuring exceptional outcomes and confident progression. High expectations mean on-going challenge and endeavour but we also have fun!

Our students are really successful and we are consistently recognised in the top 20% of schools nationally for outstanding student progress and outstanding student achievement at GCSE. Our examination results place us confidently amongst any local comparison. We take most pride in our consistently high Value Added score. This reflects the individual progress made by all students irrespective of ability or background.

Beal is a positive learning environment where young people can aspire, be challenged and excel in an atmosphere of safety and purpose. On average, 92% of our students go to university but 100% have meaningful progression opportunities which prepare them for their place as accomplished, confident members of society.

## Learning - Developing inquisitive minds; increasing achievement through curriculum innovation and quality

In Key Stage 3 students study English, Mathematics, Science, 2 Modern Foreign Languages, Physical Education, Religious Education, Geography, History, Art, Music, Drama, Technology and PSHE.

In Key Stage 4 students follow a core programme of English, Mathematics, and Science with Physical Education, Religious Education and PSHE/Citizenship. Optional subjects are chosen from the following areas: Modern Languages, Technology, Humanities and Creative and Performing Arts. Students are entered for examinations and qualifications to suit their ability and aptitude; these include GCSE and BTEC courses. Foundation pathways ensure that all students are qualified to move confidently into the Sixth Form, employment or further training.

We are committed to Rigorous, Engaging, Authentic Learning, collaborative, project based work which extends opportunities for students and encourages REAL learning, incorporating the principles of Student Leadership; aspiration and challenge; creativity and other high order skills.

## Travel Information

Buses: 123, 179 and 462

Tube: Gants Hill (Central Line, 20 minute walk)

## Session Times

Morning: 8.25am-1.15pm

Afternoon: 2.10pm-3.15pm

## Open Evening:

Tuesday 26 September 2017

Principle's Talks: 4.30pm and 5.30pm

School Tours: From 4pm (last tour at 5.30pm)

Visits to the school: By appointment only

(call 020 8551 4954 – voicemail number 521 to book)

## **Support - Removing barriers to learning, increasing opportunities for all students to achieve**

Students are taught in mixed ability classes with setting in a small number of subjects. Teachers regularly record; track and review students' progress and parents receive a termly progress report. Progress evenings provide the opportunity to meet staff to discuss performance and progress. Mentoring is provided for students who are at risk of underachieving and for those aspiring to academic excellence. Additional careers information advice and guidance is given to students at key transition points.

Students are assigned to one of twelve tutor groups, staying with that group unless there is a need to change. This continuity establishes positive relationships with students and with their parents. All parents are invited to join the Parent Teacher Student Partnership (PTSP). The school promotes and guides independent study and co- learning which includes the use of IT, home learning, sporting activities, music groups, rehearsals, performances, student council and clubs.

Students with Special Educational Needs are identified through liaison with primary schools, consultation with parents, testing and observations by subject staff. This process is completed by the time the students start in September and close home-school liaisons are developed early in Year 7.

## **Respect – BE A Leader**

Be A Leader encourages our students to develop the skills and values essential for leadership – a passion for excellence, inclusive moral purpose and strength through partnership. Collaboration, cooperation and

friendship are the underlying principles. Students in Years 7-11 are required to wear full school uniform and to act professionally – polite, punctual, prepared. As well as taking responsibility in roles across the campus; students are actively encouraged to lead for the good of the school and wider community. We expect our students to 'Work hard and be nice to people'. We make a significant contribution to charity both locally and nationally; our students are courteous and kind.

## **Progression:**

We have a large, highly successful, mixed ability Sixth Form. It is popular and oversubscribed. The majority of Beal High School students continue with their education beyond the age of sixteen. A wide range of AS/A2 and Applied courses are offered and most students go on to Higher Education. The Sixth Form provision is consistently judged to be outstanding by OFSTED.

## **Also sited on the Beal campus are:**

**Beacon Communication School:** a provision for students with Social Communication Difficulties including Autism and Asperger's Syndrome. Admissions are separate from the main school; details are available on request.

**The Beal Business and Innovation Hub (BBIH):** offering high quality, high achieving alternative provision for students from Year 9-Year 13 (14-19). Admissions are separate from the main school; details are available on request.

## Admission Policy 2018-19

### 1 Definitions

In this document the following words and expressions (unless the context requires otherwise) have the following meanings:

- 1.1 **Admission Authority:** The body responsible for setting and applying a school's admission arrangements. For academies this is the Academy Trust.
- 1.2 **Beacon Academy Trust (BMAT).** Beacon Academy Trust may also be referred to as the 'Beal Academy Trust' (BAT). It should be noted that Beacon Academy Trust is the admissions authority for Beal High School.
- 1.3 **'Geographic Information Systems' (GIS).** This refers to the computer software by which straight line distance measurements are calculated from the school's front gate to the home postcode of applicants.
- 1.4 **Local Authority (LA)** may also be referred to as Redbridge. The LA coordinates admissions to all secondary schools in Redbridge as part of the Pan-London agreement.
- 1.5 **Published Admission Number (PAN).** As part of determining their admission arrangements, all admission authorities must set an admission number for each 'relevant age group'. This is the number of places that the admission authority must offer in each age group at which pupils will be normally admitted to the school from outside; years 7 and 12.
- 1.6 **Siblings.** Brothers and sisters living at the same address as the child for whom the application is being made. This includes half brothers and sisters, step brothers and sisters, foster siblings and adopted siblings who live at the same address.

### 2 Introduction

- 2.1 Beacon Academy Trust is the Admissions Authority for Beal High School. This policy will be administered fairly and impartially and is in accordance with The Equality Act 2010 and the Public Sector Equality Duty, The Human Rights Act 1998, School Standards Framework Act 1998 and the DfE School Admissions Code December 2014. The Admissions policy for Beal High School will be reviewed annually in line with requirements laid down in the Admissions Code and full consultation occurs at least every seven years.

### 3 The Application Process for year 7

- 3.1 Beal High School participates in the co-ordinated admissions procedure, provided and administered by the local authority, for schools and academies in Redbridge. The Local Authority co-ordinates the application process on behalf of Beal High School according to the scheme which they publish in their annual Transfer to Secondary Schools Booklet.
- 3.2 Parents can apply online for a secondary school place using the London 'eAdmissions' service between 1st September and 31st October 2017. To begin the process, from 1st September 2017, visit the Redbridge i website, [www.redbridge.gov.uk/eAdmissions](http://www.redbridge.gov.uk/eAdmissions). Once you have registered with a login name and password, you can start your application and go back to amend or check it as many times as necessary before you finally submit your application. Applications must be submitted to the Local Authority by the deadline date published in the Local Authority Transfer to Secondary Schools Booklet which also includes clear guidance on how to complete the application online, information on dates for notification to parents of admissions decisions and the closing dates for accepting places or lodging appeals.

If you do not live in Redbridge, you must apply to your own Authority. Useful contact numbers can be found at the back of the Transfer to Secondary Schools Booklet.

- 3.3 All children with a statement of Special Education Needs (SEN) or Education, Health & Care (EHC) plan, where Beal High School is named on the statement, are admitted ahead of other applicants but will be included in the Published Admission Number (PAN).

## 4 Admission Policy for year 7

- 4.1 The Published Admission Number (PAN) for Beal High School in year 7 is 360.
- 4.2 Beal High 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. The catchment area for Beal High School is available to download from our website at [www.bealhighschool.co.uk](http://www.bealhighschool.co.uk).
- 4.3 All children whose statement of Special Educational Needs (SEN) or Education, Health & Care (EHC) plan names the school will be admitted to the school.
- 4.4 If the school is not over-subscribed all children will be offered a place. If the demand is more than the number of places available, all applications will be considered on an equal basis according to the following oversubscription criteria:
- "looked after" children or 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 for whom there are 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. On where it is agreed that admission to that school is essential will an exception to the general policy be made;
  - children who live in the catchment area and 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. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters;
  - other 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;
  - children who live out of the catchment area who have no sibling attending the school.
- 4.5 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 (GIS) 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 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 in question, the Authority will use the random allocation facility within the Admissions database which is used for allocations.
- 4.6 Applications received after the published deadline (31st October 2017) will generally be considered as late, as will any changes to an on-time application, except resulting from a change of address received before 11th December 2017.

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 two months.

- 4.7 If a parents' preference cannot be met a child's name can be put on the waiting list of the school. As places become available they will be allocated from the waiting list.
- 4.8 The waiting list for children transferring from Primary to Secondary school will end on 31st December. To reaffirm your interest you will need to complete the Local Authority's online **in-year application** for your child to remain on the waiting list until 31st August 2018.

## 5 In-Year Admissions

- 5.1 Any parent can apply for a place at Beal High School at any time during the school year – there are no deadline dates for in-year applications.
- 5.2 Applications for Beal High School must be made using the Local Authority's online **in-year application**. Years 8 to 11 applications will start from September each year and will continue until 31st August when applicants will need to reapply for continued consideration the following year. To reapply you will need to submit to the Local Authority your **in-year application** for the waiting list online.
- 5.3 The allocation of any places which may become available during the year will be made on the basis of the current over-subscription criteria described in section 4 of this policy.
- 5.6 Beal High School participates in the Local Authority in-year Fair Access Protocol.

## 6 Admissions Appeals

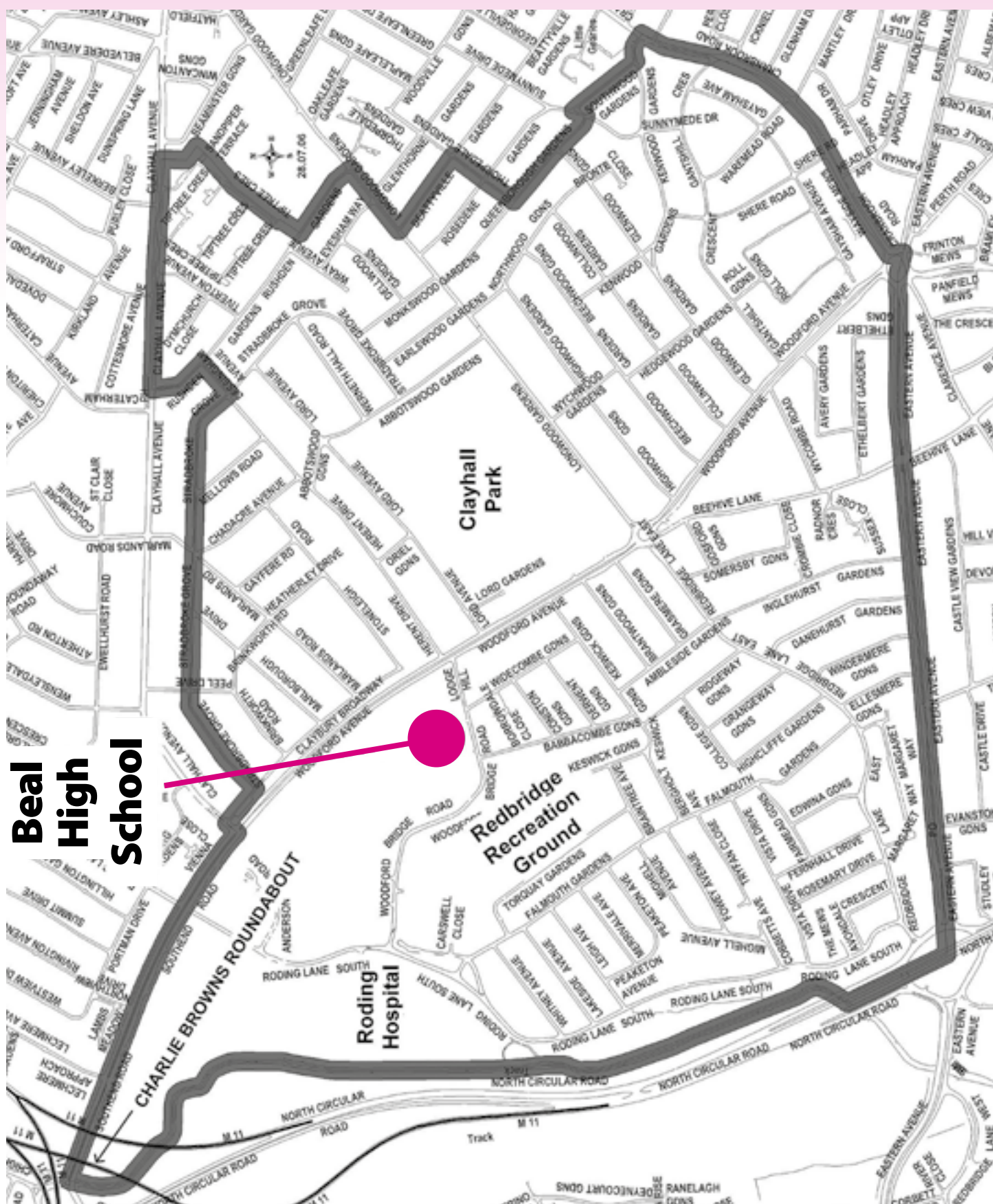
- 6.1 If parents are unsuccessful in gaining a place for their child at Beal High School they will be informed by the Local Authority in writing and informed of their right to an independent appeal against the decision.
- 6.2 All Admission Appeals are considered by an independent Appeals Panel.

## 7 Waiting Lists

- 7.1 If we receive more applications than there are places available we will operate a waiting list. The waiting list will continue to operate until 31st December.
- 7.2 After the 31st December parents will be told in advance of the need to re-apply for continued consideration.
- 7.3 A student's position on the waiting list will be determined solely in accordance with the over-subscription criteria detailed in Section 4 of this policy.
- 7.4 If a place becomes available students will be offered a place in accordance with the over-subscription criteria detailed in Section 4 of this policy.
- 7.5 Looked after children, previously looked after children, and those allocated a place in accordance with a fair access protocol, will take precedence over those on the waiting list.



## Beal catchment area



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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.



# Chadwell Heath Academy

**Christie Gardens, Chadwell Heath, Romford RM6 4RS**

**Tel:** 020 8252 5151

**Email:** [office@chadwellacademy.org.uk](mailto:office@chadwellacademy.org.uk)

**Website:** [www.chadwellacademy.org.uk](http://www.chadwellacademy.org.uk)

**Fax:** 020 8252 5152

**Headmaster:** Mr S N Bull

**Chair of Governors:** Mr P Brewster

We are a successful, all ability 11 to 18 six form entry (180 pupils) co-educational school graded outstanding by Ofsted. We became one of the first converter academies in September 2010. We place great emphasis on creating a friendly, caring environment that supports and encourages our pupils to succeed.

We emphasise that it is our expectation that our pupils will be successful in examinations and that they will complete their education in our Sixth Form thereby establishing a firm basis for building their future careers.

We believe that progress is best achieved when parents, pupil and school work together. If problems occur, it is our policy to involve parents at an early stage and we expect our parents to support the School in finding solutions. We believe that it is important that pupils are supported and encouraged in their work, therefore, every eight weeks a report on progress is issued and at the end of each year a full report is sent to parents.

## First Steps

Pupils are placed in one of six tutor groups under the pastoral care of a Form Tutor. Within the Tutor Group we seek to create an environment in which pupils feel that their Tutor is available to listen to them, guide them and where necessary take action on their behalf. There is a Head of Year who oversees the whole Year group.

Full school uniform must be worn by all pupils in Years 7 to 11 and clothing obscuring an individual's face is not allowed on the School site. Programmes of study follow on from one lesson to the next and we expect parents to support regular and punctual attendance.

Much of the teaching in Year 7 takes place in tutor groups which helps pupils to settle quickly in our large school.

Pupils in the Lower School follow a broad curriculum that gives them a firm foundation for GCSE and A level study. All pupils on entering the School are placed on a reading programme to ensure that they continue to develop the skills with which to achieve their potential.

Homework is given regularly in order to help develop self-reliance and the ability to work alone.

Outside the classroom pupils have the opportunity to participate in clubs connected to academic subjects and to join teams in many different sporting activities.

## Sixth Form

The majority of our pupils complete their education in the Sixth Form and leave us to go on to University, College or other places of Further Education.

## Travel Information

**Buses:** 66, 86, 173, 362, 364 and 396

**Trains:** Chadwell Heath Station and Goodmayes Station

## Session Times

**Morning:** 8.45am-1.10pm

**Afternoon:** 1.55pm-3.20pm

## Open Evening:

Wednesday 4 October, 2017 - 7.15pm to 9.15pm

## Admission Policy 2018-19

### 1. Introduction

- 1.1 The approved admission number agreed by the Governing Body and the Secretary of State is 180 pupils. Pupils are admitted at the age of 11 without reference to ability or aptitude.
2. Application for places by parents of year 6 pupils for Year 7 entry
  - 2.1 Parents must apply on the common application form which will be issued from the beginning of the Autumn Term and is available on line.
  - 2.2 Parents must return the completed common application form, or complete and submit their on-line application form, to the Borough they live in by the published deadline for the year of entry.
  - 2.3 The address given on the closing date for admissions will be deemed the residency of the pupil until the 1st September of the year of entry.
  - 2.4 Letters of offer for entry will be sent to parents on 1st March (or the next working day if the 1st is not a working day) by the London Borough of Redbridge.
  - 2.5 Parents must return the acceptance slip to the London Borough of Redbridge within fourteen days.
  - 2.6 After the 1st March of the year of entry, admissions are dealt with in collaboration with the London Borough of Redbridge.

### 3. In the event of over subscription

- 3.1 Where applications for admissions exceed the number of places available, the highest priority will be given to:
  - 3.1.1 looked after children and former looked after children.
  - 3.1.2 the child who has/had a sibling on roll for part of their Schooling in Years 7 to 11.
  - 3.1.3 proximity of the child's home to the School, with those living nearer being accorded the higher priority.
- 3.2 Where a child is eligible for a place at this School and other named schools, they will be allocated a place at whichever of these is the highest ranked school according to the parental common application form.
- 3.3 Where more than one child lives exactly the same measured distance from the School lots will be drawn to decide how the place will be allocated.

### 4. Definitions of over subscription criteria

- 4.1 **Looked After Children and former looked after children:** children who are or have been in public care within a Local Authority.
- 4.2 **Sibling:** a brother or sister, whether natural, legally adopted or fostered and any other 'child of the family' (a child whose primary residence is the same as that of the applicants sibling and who lives with a natural parent or a person with genuine parental responsibility). Such a sibling must have been admitted onto the School roll for part of their schooling between Years 7 to 11 and will still be in attendance at the date of admission.
  - 4.2.1 The Governing Body reserves the right to require production of official documentation by way of verification of sibling status, (e.g. child benefit letter; court order relating to adoption or parental responsibility).

- 4.3 **Proximity:** The shortest actual distance by public pedestrian route as measured by the “mapinfo 9” official mapping system between the child’s home to the pupil entrance gate beside the main entrance of the School in Christie Gardens.
- 4.3.1 The Governing Body measures this distance using, wherever possible, officially recognised pedestrian footpaths (including those through parks) and pedestrian crossing points (e.g. public subways and pelican crossings).
- 4.3.2 Where a child lives in a block of flats the measurement will be to the front entrance of the block. Where more than one child lives in the same block of flats priority will be given according to whose door number is the lowest numerically and/or alphabetically.
- 4.4 **Home:** The primary residence of the child. The place where the child lives for the majority of the week. The Governing Body reserves the right to require production of official documentation by way of verification in respect of the child’s primary residence. (e.g. Council Tax Form).
- 4.5 Applicants who falsify information in order to gain admission to the School will have their offer of admission withdrawn if this is discovered within one term of their admission.

## 5. Appeals for admission

- 5.1 An appeal against a refusal of a place must be made within 20 School days from the date of notification of refusal.

## 6. parents who are unsuccessful in their application

- 6.1 Parents who are unsuccessful in their application will be asked if they wish to be placed on an interest list.
- 6.2 Interest lists (waiting lists) for Years 7 to 11 will be reviewed in the January (Spring Term) following the transfer from primary to secondary school. All parents/carers are written to and asked to confirm, in writing, their continued interest in this School. Those parents/carers who wish their child’s name to stay on the interest list will be considered in accordance with the school’s admission criteria.
- 6.3 Once a child’s name is on the Interest List, parents/carers will be required to reaffirm their wish to remain on the Interest List of the School in September of each subsequent year or their child’s name will be removed from the Interest List.

## 7. Late applications

- 7.1 Late Applications will not be considered until after the first allocation of places have been made on the 1st March (or the next working day if the 1st is not a working day)

## 8. Applications during the academic year

- 8.1 Applications received after the start of the academic year must be made directly to the School and the School will then inform the Local Authority in accordance with the revised code. The Application form is available from the School Office or can be downloaded from the Academy website.
- 8.2 Pupils will be admitted where places are available.
- 8.3 Where a Year group is full, i.e. it is at its standard admission number, the parents will be advised of their right of appeal.



## 9. Entry to the sixth form

- 9.1 The Sixth Form is available for all existing pupils at Chadwell Heath Academy if they fulfil the individual requirements of suitable courses, details of which can be found in the Sixth Form Prospectus.
- 9.2 The School will admit 30 external students who must be of statutory school age, are living in the UK with parents who have a right of abode and meet the School and individual subject requirements of suitable courses.
- 9.3 In the event of oversubscription for these 30 places, allocation will be in accordance with the School's oversubscription criteria, subject to applicants fulfilling the School and individual subject requirements of suitable courses.

## 10. Withdrawing an offer of a place

- 10.1 An offer of a place will be withdrawn if it:
  - has been made in error;
  - a parent has not responded within a reasonable period of time;
  - was obtained through a fraudulent or intentionally misleading application.
- 10.2 Once a child has started at the Academy, the place will be withdrawn if it is discovered that the place was obtained fraudulently.

## 11. Waiting list

- 11.1 From the start of each academic year, the Academy will maintain a waiting list for each Year group.
- 11.2 Parents will be asked if they wish to remain on the waiting list.
- 11.3 The waiting list will be sorted by applying the Academy's entry criteria for oversubscription.



Isaac Newton Academy is a new secondary academy for 11-18 year olds which opened in purpose-built buildings, just off the Ilford High Road, in September 2012. The academy has 900 year 7-11 students and the sixth form opened in September 2017. The academy fosters a community in which hard work and excellent teaching produce students with the knowledge, learning power and character necessary for success at university and beyond. Isaac Newton Academy is non-denominational and non-selective, welcoming boys and girls of all backgrounds from the local area. For more information about the academy, and our open days taking place in the autumn for prospective students and parents, please visit [www.isaacnewtonacademy.org](http://www.isaacnewtonacademy.org)

## At Isaac Newton we:

- set clear, ambitious goals, and rigorously monitor our progress in achieving them
- offer a curriculum emphasising core academic subjects, while providing the facilities and specialist staff to meet and stimulate a wider range of interests
- employ an approach to teaching that instils knowledge, understanding, and a desire to learn
- ensure that all students, teachers, staff and parents commit fully to making Isaac Newton Academy a vibrant learning community

## The Curriculum

At Isaac Newton Academy, our operating principle in designing the curriculum is "depth before breadth."

We believe it essential that, first and foremost, students master core academic subjects. In early years, there is a focus on literacy and numeracy. The curriculum centres on the essential academic subjects, including maths, English, sciences, the humanities and languages. At the

same time, with a specialism in music, and with first class sporting, arts and technological facilities, the school encourages students to expand their horizons, develop a wide range of skills, and have fun.

## Knowledge through understanding

We want our students to have curious, active minds. Wherever possible, students work with teachers and each other through collective discussion, debate, problem solving and experimentation. We know that active engagement in lessons makes learning more enjoyable, deepens understanding and leads to greater examination success. All students are encouraged to learn beyond the classroom and staff are keen to provide them with challenging assignments, additional reading from a well-stocked library and after hours enrichment activities and clubs mentored by Academy staff.

## A vibrant learning community

Isaac Newton Academy is a stimulating, supportive community committed to learning and high academic achievement. This community is based upon core values of mutual respect, personal discipline, and an unwavering commitment on the part of all community members to do whatever it takes to excel.

The school insists that differing views, interests, backgrounds and outlooks are honoured; that the authority of staff is acknowledged; and the particular needs, contributions, talents and interests of students are nurtured and developed.

A clear code of conduct is enforced. Teachers expect hard work and excellent behaviour from their students and students, in turn, can expect inspirational teaching every day.

## Travel Information

**Buses:** 86, 128, 145, 150

**Trains:** Seven Kings Station

**Bicycle:** The school has a substantial and secure cycle shelter, enabling all staff and students who wish to cycle to school.

## Open Evening:

Tuesday 3 October 2017, 6pm-8pm

The Principal's talk will be at 6pm and repeated at 7pm

## Open Mornings:

Thursday 5, Friday 6 and

Monday 9 October 2017, 9am

Please see the Isaac Newton Academy website for further details.

## Admission Policy 2018-19

### 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, but in the event that this is 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](mailto:admissions@arkonline.org))
3. The academy has a Published Admission Number (PAN) for the following year groups:

**Primary (Reception):** 90

**Secondary (Year 7):** 180

**Sixth form (external Year 12):** 10 (when opened)

#### a) 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.

#### b) 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.

### c) 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)<sup>1</sup>.
  - 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.

**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.

### **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.
- 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."







# Kantor King Solomon High School

Forest Road, Barkingside, Ilford, Essex IG6 3HB

**Tel:** 020 8498 1300

**Email:** [info@kshsonline.com](mailto:info@kshsonline.com)

**Website:** [www.kshsonline.com](http://www.kshsonline.com)

**Fax:** 020 8498 1333

**Headteacher:** Mr Matthew Slater

**Chair of Governors:** Mrs Stephanie Sollosi and  
Dr Richard Burack

Kantor King Solomon High School is a Jewish, co-educational comprehensive school serving Redbridge and surrounding areas. The Jewish ethos of the school is embedded throughout and provides a strong moral code and vision that all members of the school embrace.

There many successful areas of teaching with acknowledged strengths in English, Maths, Science, Art and MFL.

The Jewish Studies department leads the school in the formal teaching of Jewish Studies and other religions. The school is an acknowledged leader in multi-faith education and has been described as the benchmark for faith schools. It is recognised that students are prepared well for life in modern Britain.

The Kehilah (community) department leads the school's extra-curricular and informal learning opportunities. These include interfaith workshops, Year 9 Israel Tour, Year 12 Auschwitz visit and a range of activities to celebrate festivals throughout the year.

In addition to Jewish festivals the school acknowledges and embraces its multi-faith and multi-cultural intake, ensuring opportunities to commemorate key British and world events take place, including Black history month. The school is an acknowledged champion of tolerance and inclusivity. The school ethos permeates upon students' spiritual, moral, social and cultural development both during lessons and social times.

Our 6th Form students have been extremely successful in public examinations, with Kantor King Solomon being placed in the top 25% of schools nationally over the past three years. Almost all students progress on to university with a significant proportion gaining places at Russell Group Universities.

Inspectors found that students in the school are courteous towards their peers and staff and help to maintain a calm and well respected school environment. School discipline is strong and students show very positive attitudes to learning. Students speak of their pride of belonging to the school and their happiness to attend school. Attendance rates are above the national average.

Students are provided with opportunities to take on responsibility within the school. This includes school prefects, school council and student observers, who feedback to teachers on their views of lessons. This supports the creation of a harmonious and inclusive community that leads to extremely positive relationships between students and staff.

Support provided to students with special educational needs is well structured and successful. Interventions are provided on an individual bespoke basis, enabling students to make progress in line with their peers.

The school understands the importance of good links with our primary feeder schools, which enables a smooth transition for students into a secondary environment. Visits for pupils and parents take place throughout Year 5 and Year 6 to ensure that all children feel welcomed into our Kantor King Solomon community.

Our aim is to work with parents and students to support their development as caring, respectful, knowledgeable and successful young people. We are a school that understands the students, is a beacon of tolerance and inclusion and gives each and every member of our community the opportunity for success.

## Travel Information

**Buses:** 167, 150, 169, 247 and 275

**Tube:** Fairlop Station (Central Line)

## Session Times

Monday to Thursday (all year)

Fridays (Summer)

**Morning:** 8.30am-12.45pm

**Afternoon:** 1.30pm-3.30pm

Friday (Winter) 8.30am-1.30pm

## Open Evening:

Tuesday, 3 October 2017, 5pm-7.30pm

**Headteacher's Address:** 6pm

## Open Mornings:

Wednesday 11 and

Thursday 19 October 2017,  
9.30am-11am

Email: [openday@kshsonline.com](mailto:openday@kshsonline.com)  
to register your place

## Admission Policy 2018-19

### Introduction

Kantor King Solomon High School is a co-educational comprehensive school serving the Jewish Communities of Redbridge, Essex and the surrounding areas.

Kantor King Solomon High School's Foundation Body is the United Synagogue. The School embraces modern orthodox Jewish belief and practice and a unique feature of the school is its Jewish atmosphere. The School is keen on presenting a totally fresh approach to Jewish life. We teach the full range of national curriculum subjects in addition to providing a range of formal and informal Jewish educational programmes. We encourage our students to take their place as healthy, active and tolerant citizens in a multi-cultural society, accepting those who are different and caring for those who are in need.

**Applications are welcome from students practicing other faiths. Should places be available, offers will be made according to the criteria set out below**

By applying to send your child to Kantor King Solomon High School you are stating a clear commitment to respect the School's Jewish ethos and values. (Please see the School website for a full description of the School's ethos and values [kshsonline.com](http://kshsonline.com))

### Numbers

The School will admit a maximum of 180 students to Year 7 in September 2018.

### Children with a Statement of Special Educational Needs

The law provides a separate process for the admission of students with a Statement of Special Education Needs. Those students who have the School named in their statement will be admitted, if necessary in addition to the admission number of the School.

### Application Procedure

All parents/guardians must complete the online eAdmissions form on their Local Authority's website. This must be the local authority which the child lives. The online form should be submitted to Redbridge by October 31 2017. Parents/Guardians should also complete the Supplementary Forms 1 and 2 (SIF 1 and SIF 2) and where relevant SIF 3 (Please see below) and these should be returned to the School's Admissions Officer by October 31 2017.

Applications must be made by the date given above. All applications received on time will be processed together.

The Governors will give priority to students who meet the religious practice criteria, SIF 2, based on guidelines from the Chief Rabbi, such as attendance at synagogue services, commitment to Jewish education and voluntary work within the community. A Certificate of Religious Practice, the Supplementary Information Form 2 (SIF 2), is to be found online at [www.redbridge.gov.uk/schools](http://www.redbridge.gov.uk/schools) and from the School. This should be completed by the parent/guardian, signed by the relevant bodies and then returned to the School office. Only students who achieve 3 points in "the practice criteria" as set on SIF 2 will be accorded priority in categories 1-4 of the admissions criteria.

Applicants of other faiths should complete Supplementary Information Form 3 (SIF 3) which is also available on the local authority's website and may be obtained from the School. This is to be completed by the parent/guardian, signed by the relevant religious body and then returned to the School office.

All forms are also available from the School's website at [www.kshsonline.com](http://www.kshsonline.com) and the Redbridge website at [www.redbridge.gov.uk/schools](http://www.redbridge.gov.uk/schools)

## Late Application Forms

Application forms received after the published closing date will be considered after those who meet the deadline. Each late form will be considered against the appropriate criteria, including the tie break, explained below.

## Waiting Lists

The waiting list is maintained throughout the academic year in which we receive the Supplementary Information Forms. If parents/guardians wish their child to remain on the waiting list for the following year, they must contact the school in writing after the start of the school year, in early September. Being on the waiting list does not imply any priority in the Admissions Criteria which, when a vacancy arises, are applied to the circumstances pertaining at that time.

## Applications Outside the Normal Admissions Round

Applications received after the start of the academic year should be made directly to the School and the School will inform the Local Authority in accordance with the School's Admission Code 2012. Application is by way of completion of the School's Supplementary Information Form (SIF 1) and the Certificate of Religious Practice (SIF 2 or SIF 3). All forms are available on the local authority's website and from the School Office and website, and must be returned to the school. Applications for in-year admissions will be dealt with so far as practicable in accordance with the over subscription criteria listed below.

## Fair Access Protocol

Kantor King Solomon High 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 year. The Governing Body has this power, even when admitting the child would mean exceeding the 180 admitted students.

## Over Subscription Criteria

**If the number of applications exceeds the number of places available Governors will offer places in the following order to: -**

1. Looked-after children: meaning children who are within the definition in S.22 (1) of the Children Act 1989, that is, children who are in the care of the Local Authority or are provided with accommodation by the Authority, or who have previously been looked after, who meet the practice criteria on SIF 2.
2. Siblings of students attending the School at the date of application and siblings of former students who meet the practice criteria on SIF 2. This includes half-siblings, step-siblings, adopted-siblings and others living permanently in the household.
3. Students at Ilford Jewish Primary School and Clore Tikva Primary School who meet the practice criteria on SIF 2.
4. Students at other Jewish primary schools who meet the practice criteria on SIF 2.
5. Children of parent/s/guardians who attend synagogue.
6. Other looked after children: meaning children who are within the definition in S.22 (1) of the Children Act 1989, that is, children who are in the care of the Local Authority or are provided with accommodation by the Authority, or who have previously been looked after by the Local Authority.

7. Siblings of students attending the School at the date of application and siblings of former students who meet the practice criteria on SIF 3. This includes half-siblings, step-siblings, adopted-siblings and others living permanently in the household.
8. Siblings of current and former students who apply without SIF 2 or SIF 3. This includes half-siblings, adopted siblings and others living permanently in the household.
9. Students attending Jewish schools.
10. Children of any staff member employed at the school for a minimum of two years at the time at which the application to the school is made and/or children of any member of staff who is recruited to fill a vacant post for which there is a demonstrable skill shortage.
11. Applicants of other faiths whose application is supported by a reference from their religious leader on SIF 3.
12. Other children

## Tie Break

Within any individual criterion there is always the possibility of more applicants than there are places available. In such a situation, priority will be given to students who live nearest the school gate, measured in a straight line to the front door of their home as suggested by Redbridge's Geographic Information System. 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. If there is a situation where the tie break involves students living equidistant from the school, the place will be offered according to the local authority's computerized random selection procedure.

## Right of Appeal

In the event of parents not being offered places for their children, they are entitled to appeal by writing to the Clerk to the Governors within 20 days of notification of the non-offer. In response, the procedure will be explained and a timetable for the process will be published on the School's website according to a schedule set out by the local authority and the School Admissions Appeals Code 2012.

## Entry Year 12

The School will accept external students. Priority will be given to those who have completed the Year 12 CRP (SIF 2 or SIF 3). Priority will be given to those students who gain three points and who meet our entry criteria as set out above and who also fulfill the following academic criteria:

### A Level studies

Minimum of 6 GCSE grades at A\*-C including English and Mathematics with a grade B or above in the subjects to be studied at A level.

### Vocational Level 3 Courses

Minimum of 4 GCSEs at grade C or above.

### Vocational Level 2 Courses

3/4 GCSEs at grade D or above.

## Right of Appeal

In the event of a potential sixth former not being offered a place, either the parent or the student him/herself is entitled to appeal by writing to the Clerk to the Governors within 20 days of notification of the non-offer. In response, the procedure will be explained and a timetable for the process will be published on the School's website according to a schedule set out by the local authority and the School Admissions Appeals Code 2012.

**Loxford Lane, Ilford, Essex IG1 2UT**

**Tel:** 020 8514 4666

**Email:** [lsst@loxford.net](mailto:lsst@loxford.net)

**Website:** [www.loxford.net](http://www.loxford.net)

**Fax:** 020 8514 6257

**Headteacher:** Mrs A Johnson, B.Ed

**Chair of Governors:** Mr Peter Ballard

At Loxford School our aim is to provide young people with the highest quality education, accessible to students of all abilities. We emphasise traditional standards of uniform, good manners, discipline and respect whilst providing a very relevant and modern education which will enable our students to succeed in the workplace and society of the twenty-first century.

We provide an all-through education experience for learners between the ages of 3-18. Our all-through nature is the platform from which we further improve learners' academic achievements and raise their aspirations, confidence and self-esteem. Loxford is committed to providing a broad and balanced curriculum for all. It is our belief that the future of the country, and of our students in particular, lies in the development of skills which will prepare young people for the competitive scientific and technological demands of the new century.

We are a large school, with over 2850 students, including over 530 in the Sixth Form. We are pleased that we have a balanced intake of boys and girls and that we are genuinely a comprehensive school with the full range of abilities. Many of our students speak more than one language. They bring a wealth of experience and culture to the school, which enriches the education of all our students.

## Aims

The school aims to provide equality of opportunity and provides learning experiences, which challenge students, build self-esteem and confidence and enable them to take up their responsibilities as adults, members of the community and in the world of work. Above all, we are a school focused on achievement: we demand that every student does their very best.

We aim for a broad, balanced relevant learning programme for all students including a "stage not age" accelerated approach to the curriculum. In years 7 to 9 all students follow courses in Art and Design, Computing, English, Drama, French or Spanish, Technology, Mathematics, History, Geography, Music, Physical Education, Religious Studies, Science, PSCE: Personal and Social Citizenship Education and some GCSEs. There is support within lessons for second language learners and students with special needs. In Year 10 and 11 all students study for GCSEs. The compulsory subjects are English (double GCSE including English Literature), Mathematics, Science and Religious Education. Students also study for a GCSE in a Modern Language, Computer Science, History and/or Geography, and are offered a choice of GCSE courses in other areas. The other subjects are: Technology, Music, Drama, Physical Education, Computing, Art, Religious Studies, Business Studies, Sociology, Photography and Media Studies. Time is also allocated for Physical Education, Careers Guidance, Religious Studies and PSCE: Personal Social Citizenship Education and Work Experience.

## Sixth Form

We offer a full range of 'A' level courses, BTEC Extended Diploma courses in Business, Computing, Media and Science, Certificate courses in Financial Studies. Our vocational specialities are within the areas of Business and Finance, Computing, Media Studies and Science. Students are supported in making good choices, and achieve their best, in order to secure a place at University, an apprenticeship or the world of work. Our Sixth Form Centre has a wide range of study areas including a private study area for silent work, two libraries with ICT facilities as well as a large common room with laptops for collaborative quiet study work. In addition students are able to study in the Sixth Form Cafe.

## Travel Information

A range of bus routes enable travel to Loxford including the 145, 366, 5, EL1 & 2. Please see our school website or Transport for London.

There is no car parking available on the school site.

## Session Times

**Morning:** 8.50am-1.20pm

**Afternoon:** 2.10pm-3.25pm

## Open Evening:

Thursday 5 October 2017, 6.30pm

## Open Mornings:

12, 13, 14 October 2017,  
9am-10am



## Admission Policy 2018-19

Applications for transfer in September should be submitted by 31 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 application 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 application, 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 2017-2018 and wish to transfer to the Sixth Form in September 2018. 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 2017-2018. 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

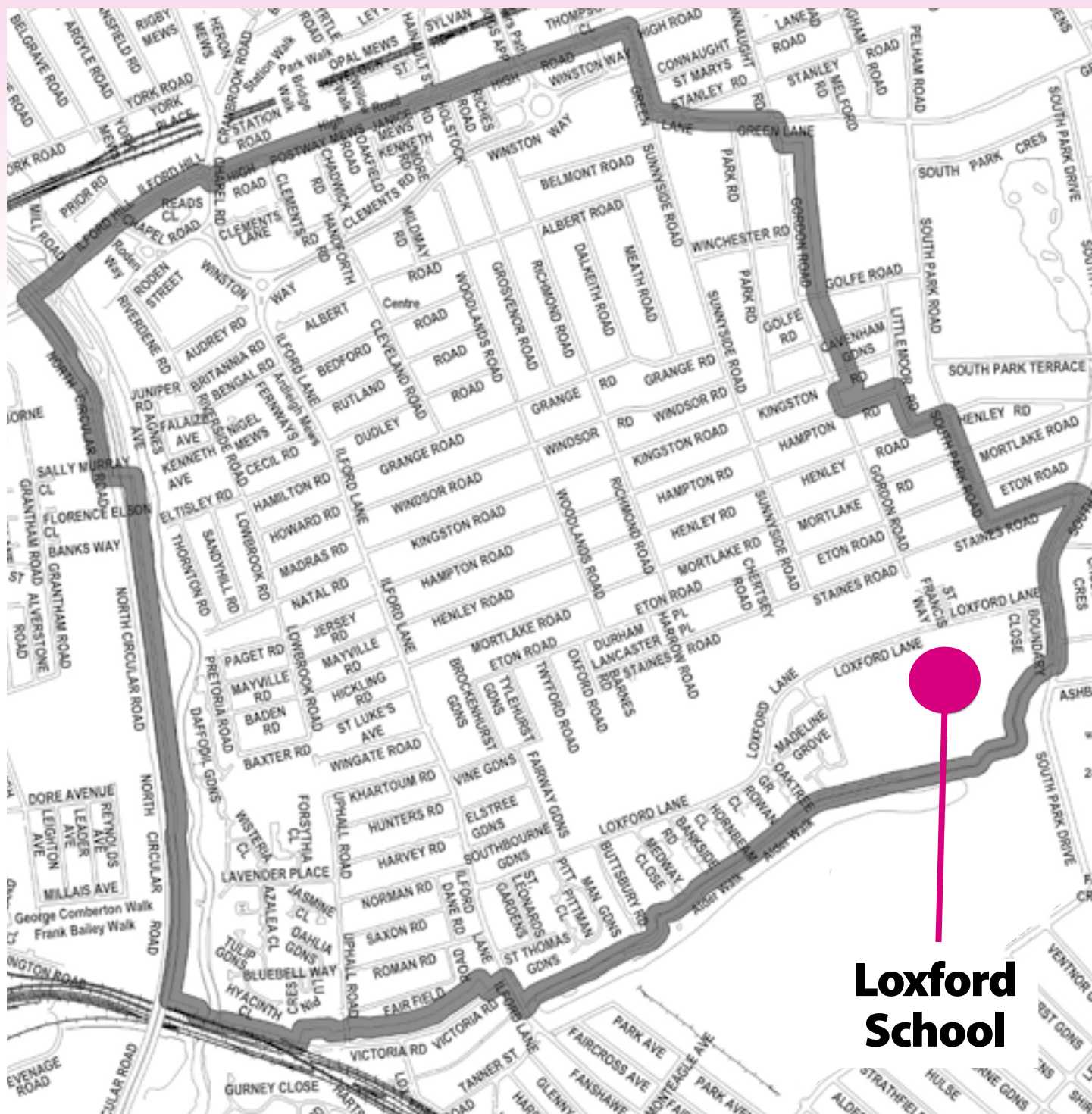
Entry to the Sixth Form is subject to a student having achieved the appropriate grades for their intended route of study. Prospective students should refer to the Sixth Form Prospectus for individual subject requirements; individual subjects may be limited in the number of students they are able to accommodate.

### 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.

## Loxford catchment area



**Loxford  
School**

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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.





# Mayfield School

**Pedley Road, Dagenham, Essex RM8 1XE**

**Tel:** 020 8590 5211

**Email:** [admin@mayfieldschool.net](mailto:admin@mayfieldschool.net)

**Website:** [www.mayfieldschool.net](http://www.mayfieldschool.net)

**Fax:** 020 8597 5729

**Headteacher:** Mr Andy Rehling

**Chair of Governing Body:** Mr D G Backhouse

## What's special about Mayfield School?

We are excited about learning and want your child to be excited too. This enthusiasm filters through every part of our varied curriculum and our innovative approaches to learning and teaching. We work hard to recognise every child as an individual within our classes, striving to challenge and support them to reach their full potential. Our expectations of achievement and behaviour are high. We want all the young people from our richly diverse population to leave Mayfield as confident young people, proud of their achievements and looking forward to the challenges of the future. This means developing the 'whole child' so that they become caring and responsible adults who show respect for others. OFSTED recognises Mayfield as a good school with outstanding qualities, one of which is our excellent Sixth Form. The last few years have seen a multi-million pound investment providing state-of-the-art facilities for the whole school, including the Sixth Form.

## What's on offer?

We provide a broad and balanced curriculum. All students can succeed and excel because of the personalised opportunities which are available. We believe that whatever a student's aspiration they will be given excellent guidance to make the right choices and succeed at Mayfield School.

In Key Stage 3 students follow the national curriculum. There is an emphasis on developing independent learning skills which can be used across the curriculum in all three key stages. This is further developed in the transition to Key Stage 4 where students are given the opportunity to develop these skills to ensure success in public examinations.

Students are offered a wide range of options in Key Stages 4 and 5 with an emphasis on different pathways, according to the child's strengths and weaknesses. The

pathways for Key Stage 4 include a package of traditional GCSEs and various vocational subjects. In Key Stage 5 we offer the widest possible range of courses so that we can provide for students whose aim is to go to higher or further education but also ensure that we offer courses appropriate to the needs of all students.

Students will be provided with excellent support in enabling them to make the choices which are right for them. OFSTED acknowledged that, "The support and care provided is outstanding". No matter who the student is, we will strive to meet their needs. We aim to provide a wide variety of opportunities, both inside and outside the classroom, with an extensive range of out of school hours activities. Our student voice is taken seriously and any suggestions for improvements or new ideas are readily received.

Mayfield is a listening school and we encourage all our students to talk to the wide variety of adults and older students from within the school. The Form Tutor is responsible for the day to day care of your child and works closely with the Year Group Leader and Assistant Year Group Leader. We believe that education is a partnership and would encourage you to contact us at school with any concerns or suggestions. We welcome regular opportunities to discuss your child's progress with you.

## Visits to the school

We enjoy sharing our school with visitors. If you would like to visit, please contact us to arrange a time for a member of staff to show you around. a member of staff to show you around.

## Travel Information

**Buses:** 128, 150 and 364

**Trains:** Chadwell Heath and Goodmayes Stations nearby

## Session Times

**Morning:** 8.30am-1.05pm

**Afternoon:** 1.50pm-2.50pm

## Open Evening:

Thursday, 28 September 2017 from 6.30pm

**Headteacher's Speech:** 6.45pm

## Open Mornings:

Friday, 29 September 2017

Tours from 9am to 10.30am



## Admission Policy 2018-19

### Admission at 11+

1. Mayfield School, hereinafter called 'Mayfield', has a designated size based on "the planned admission number" which is the number of pupils per year group that can be accommodated. The Planned Admission Number for years 7 to 11 inclusive is up to 360 students.

Mayfield has a set 'catchment area' from which it takes children.

In the event that the number of applicants exceeds the number of places available, children will be admitted in accordance with the following criteria provided their carers/parents confirm their acceptance of the place at Mayfield within the deadline set by the London Borough of Redbridge.

See Notes to the Admission Arrangements for definitions of 'siblings', 'living', 'closest to Mayfield', 'looked after', etc.

The priority order is:

- (a) 'looked after children', i.e. children in public care
- (b) children who live in the catchment area and have a sibling at Mayfield
- (c) children who live in the catchment area and do not have a sibling at Mayfield
- (d) children who live outside the catchment area and have a sibling at Mayfield
- (e) children who live outside the catchment area and do not have a sibling at Mayfield

In each category, if there are more children than places available, priority will be given to children who live closest to Mayfield (see Note 4). In the event of more than one child residing at the same distance from the school, lots will be drawn to decide how the place(s) will be allocated.

2. **Unfulfilled requests** - If the request for a place cannot be met, a child's name can be put on Mayfield's waiting list. As places become available, they will be allocated in accordance with the priority order as detailed above.
3. **Children with a Statement of Special Educational Needs** - The law provides a separate process for the admission of children with a Statement of Special Educational Needs. The school will work in full co-operation with the appropriate agencies to ensure children with a statement of educational needs which names Mayfield on their statement will be admitted to the school.
4. **Waiting List** - This will continue to operate until the last Friday in the August of the year of admission. After this time, parents still wishing their child to be considered for Mayfield will be asked to re-affirm their interest and a waiting list will be drawn up in accordance with the 'Admission after 11+' criteria listed below.
5. **Late applications** - In the case of applications received after the closing date for Redbridge (the due date), it should be noted that:-
  - i) there can be no guarantee that a child will be given a place at Mayfield;
  - ii) if a vacancy exists, the child will be admitted;
  - iii) if there are no places available at Mayfield, a child's name will, if the carers/parents so wish, be placed on the waiting list in the following order:
    - (a) 'looked after children', i.e. children in public care
    - (b) children who live in the catchment area and have a sibling at Mayfield

- (c) children who live in the catchment area and do not have a sibling at Mayfield
- (d) children who live outside the catchment area and have a sibling at Mayfield
- (e) children who live outside the catchment area and do not have a sibling at Mayfield

In each category, if there are more children than places available, priority will be given to children who live closest to Mayfield (see Note 4). In the event of more than one child residing at the same distance from the school, lots will be drawn to decide how the place(s) will be allocated.

## Admission after 11+

1. If there is a vacancy in the appropriate year group, a request for a place will be granted.
2. If the request for a place cannot be met, children will be allocated a place, as and when each one becomes available, in accordance with the following priority order:
  - (a) 'looked after children', i.e. children in public care
  - (b) children who live in the catchment area and have a sibling at Mayfield
  - (c) children who live in the catchment area and do not have a sibling at Mayfield
  - (d) children who live outside the catchment area and have a sibling at Mayfield
  - (e) children who live outside the catchment area and do not have a sibling at Mayfield

In each category, if there are more children than places available, priority will be given to children who live closest to the Mayfield (see Note 4).

3. A child is given catchment area priority on the waiting list once it has been confirmed that the family is permanently resident at the new address.
4. Once a child's name is on the appropriate waiting list, parents will be asked to re-affirm their interest in the school annually or their child's name will be removed from the waiting list.

## Admission arrangements for Mayfield School's sixth form

### For admission on or after 1st September 2017

#### Admission into Year 12

The Admission Number for Year 12 is 60 external students, i.e. the school plans to admit up to 300 students into Year 12, of which up to 60 will be from schools other than Mayfield.

Students already on roll at Mayfield and external students will be offered a place in Year 12 if an appropriate course in one of the five 'Pathways' exists and they have the necessary entry qualifications, as follows:

Recommended Pathways at KS5			
Mainly A*-A at GCSE	4 A' Levels	3 Facilitating & 1 Open	<b>Pathway 1</b>
Mainly A's & B's at GCSE	4 A' Levels OR 2 Facilitating & 2 Open	3 Facilitating & 1 Open	<b>Pathway 2</b>
Mainly B's with a few C's	3 A' Levels OR 3 Open	1 Facilitating & 2 Open	<b>Pathway 3</b>
Mainly C's at GCSE	BTEC Level 3 & 1 A' Level		<b>Pathway 4</b>
Less than 5 C's at GCSE	BTEC Level 2		<b>Pathway 5</b>

The entry requirements for all pathways are reviewed annually and published to students and parents.

In addition to the above, all students will retake their GCSE in English, Mathematics or both, where they have not achieved a grade C or above.

Further information regarding subject choices and entry requirements can be found on the school website under the Sixth Form tab.

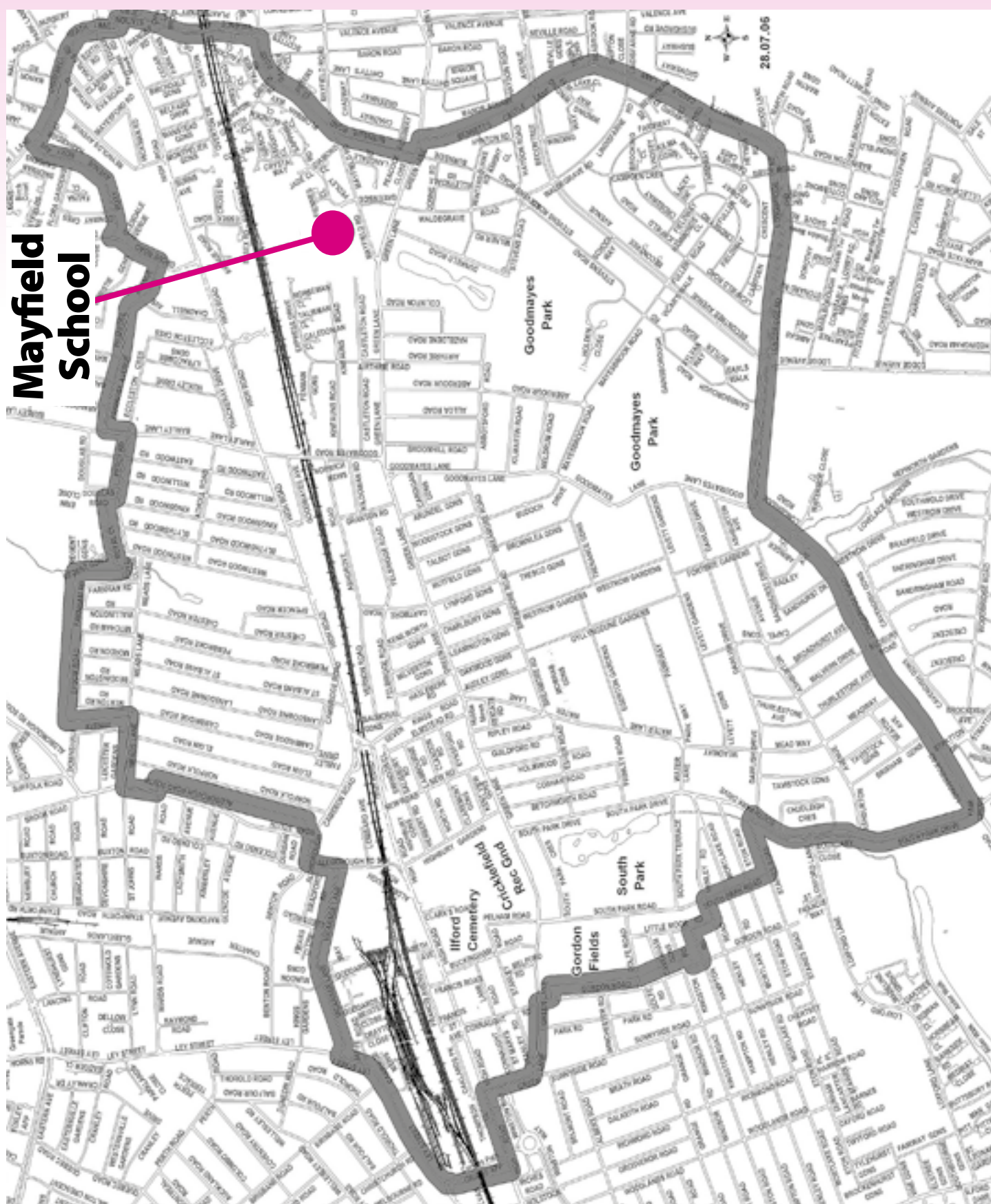
## Notes to the Admission Arrangements

1. **'Living'** - refers to the home of a child living with her/his birth parents, legal guardian or foster parent(s) by the 'due date'. In the case of a child whose parents are separated, only one address may be nominated on an application for admission as follows:
  - 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), Mayfield may accept the parent's address used by the child's primary school, and
  - if a child lives full or part-time with neither parent, e.g. with a relation, Mayfield may accept this if it can be confirmed that the child sleeps at this address for a minimum of four nights each week.
2. **'Due date'** - is the date by which applications must be returned to and received by the London Borough of Redbridge.
3. **'Sibling'** - in order to qualify for priority, the sibling must be on roll at Mayfield at the time of application and continue to attend Mayfield in the following academic year. In addition to brothers and sisters, the term 'sibling' includes:
  - half-siblings
  - adopted siblings
  - children subject of a residence order
  - foster siblings
  - step siblings
  - common law step-children
4. **'Living closest'** - means the shortest measured walking distance as measured by the London Borough of Redbridge's Geographic Information System from the main front entrance of the building in which the child resides to the main entrance to Mayfield school using public roads and recognised footpaths. In the event of more than one child residing at the same distance from the school, lots will be drawn to decide how the place(s) will be allocated.
5. **'Looked after'** - is defined in Section 22(1) of the Children Act 1989 as any child in the care of the local authority or provided with accommodation by them, e.g. children with foster parents 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) within the calendar year before submission of the common application form.

## Appeals against admission decisions

1. The Schools Standards and Framework Act 1998 allows parents to appeal against any decision made by or on behalf of Mayfield School.
2. Every effort will be made to meet parental preferences and no appeal to any Appeal Panel may be lodged before the Admission Authority has made a firm decision. Parents will, where this decision is not in accordance with their preferences, be informed of the date by which they must lodge their appeals.
3. Mayfield will implement the decisions of the Appeals Panel.
4. Places will continue to be filled from the waiting lists, whether or not parents have appealed, in accordance with the Admission Arrangements.

## Mayfield catchment area



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# The Forest Academy

**Harbourn Road, Hainault, Essex IG6 3TN**

**Tel:** 020 8500 4266

**Email:** [admin@theforestacademy.co.uk](mailto:admin@theforestacademy.co.uk)

**Website:** [www.theforestacademy.org](http://www.theforestacademy.org)

**Fax:** 020 8500 0036

**Headteacher:** Mr W Thompson

**Chair of Governors:** Mr M Stokes

The Beacon Multi-Academy Trust provides an innovative 21st century educational experience; placing students at the centre of all leadership strategy – maximising achievement, support and respect. We offer inclusive education, training, skills and employment services, designed to raise standards and add value for all; we believe every young person deserves the best education possible.

Our core values are those of social purpose through action, high expectation and confident aspiration.

The Forest Academy benefits from being an integral part of the Beacon Multi-Academy Trust (BMAT). This comprises of The Forest Academy, Beal High School, and The Beal Business Innovation Hub. At the heart of BMAT schools is a culture of learning, achievement, support and respect.

The Forest Academy provides a learning environment which aims to challenge, support and inspire in an atmosphere of mutual respect. We believe that all students are entitled to consistently high quality learning experiences, and are committed to personalised learning. We expect the highest possible standards of attendance, behaviour and academic progress.

The Forest Academy is a mixed, 11 to 18 comprehensive school situated on a pleasant open campus near Hainault Forest Country Park. We are culturally diverse and inclusive. The Forest Academy has Science and Sport as its specialisms and strives to equip students with the skills needed for life in the 21st Century. The school has recently undergone a building programme which provides excellent Technology, Language and dining facilities. Ofsted graded the school as 'Good' in September 2013. The school's P8, the value it adds between Key Stages 2 and 4, puts it in

the top 50% of schools in England and Wales. An even better performance is predicted for 2017.

In Key Stage 3 students study English, Mathematics, Science, 1 or 2 Modern Foreign Languages, Physical Education, Religious Education, Geography, History, Art, Music, Drama, Technology and Citizenship.

In Year 7, students follow a core programme of discrete subjects that will be complemented by an integrated skills based module that focuses on improving literacy and pupil progress through oracy.

In Key Stage 4 students follow a core programme of English, Mathematics and Science with Physical Education, Religious Education and Citizenship.

Optional subjects are chosen from the following areas: Modern Languages, Technology, Business and ICT, Sports, Media, Humanities and Creative and Performing Arts. Students are entered for examinations and qualifications to suit their ability and aptitude; these include GCSE and BTEC.

Teachers record, track and review students' progress and parents receive regular reports. Parents' evenings and termly mentoring meetings provide the opportunity to meet staff to discuss performance and progress. The school offers extra learning opportunities which include; sporting activities, music groups, performances, student council, homework support and clubs.

## Travel Information

**Buses:** 150, 247, 362 and 462

**Tube:** Hainault (Central Line) (10 to 15 minutes walk)

## Session Times

**Morning:** 8.40am-1.25pm

**Afternoon:** 2.15pm-3.15pm

## Open Evening:

Tuesday 19 September 2017, 5pm

**School Tour:** 6pm (school door closes at 8pm)

**Headteacher's Talk:** 5.30pm



# The Forest Academy continued

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Students in Years 7 to 11 are required to wear full school uniform. They are assigned to one of eight tutor groups. This continuity establishes positive relationships with students and with their parents.

Students with Additional Needs are identified through liaison with primary school, consultation with parents, testing and observations by subject staff. This process is completed by the time the students start in September and close home-school liaisons are developed early in Year 7.

Students for whom English is not their first language benefit from the work of a dedicated team of teachers. Support is available in lessons as well as in small group settings.

The Forest Academy has a Sixth Form. The majority of The Forest Academy students continue with their education beyond the age of sixteen. Our Sixth Form offers a range of subjects at AS and A2 levels as well as a choice of vocational courses. In 2017 the vast majority of our students went on to study at University and all are in employment, education or training.

## Admission policy 2018-19

### 1 Definitions

In this document the following words and expressions (unless the context requires otherwise) have the following meanings:

- 1.1 Admission Authority: The body responsible for setting and applying a school's admission arrangements. For academies this is the Academy Trust.
- 1.2 Beacon Academy Trust (BMAT). Beacon Academy Trust. It should be noted that Beacon Academy Trust is the admissions authority for Forest Academy.
- 1.3 'Geographic Information Systems' (GIS). This refers to the computer software by which straight line distance measurements are calculated from the school's front gate to the home postcode of applicants.
- 1.4 Local Authority (LA) may also be referred to as Redbridge. The LA coordinates admissions to all secondary schools in Redbridge as part of the Pan-London agreement.
- 1.5 Published Admission Number (PAN). As part of determining their admission arrangements, all admission authorities must set an admission number for each 'relevant age group'. This is the number of places that the admission authority must offer in each age group at which pupils will be normally admitted to the school from outside; years 7 and 12.
- 1.6 Siblings. Brothers and sisters living at the same address as the child for whom the application is being made. This includes half brothers and sisters, step brothers and sisters, foster siblings and adopted siblings who live at the same address.

### 2 Introduction

- 2.1 Beacon Academy Trust is the Admissions Authority for Forest Academy. This policy will be administered fairly and impartially and is in accordance with The Equality Act 2010 and the Public Sector Equality Duty, The Human Rights Act 1998, School Standards Framework Act 1998 and the DfE School Admissions Code December 2014. The Admissions policy for Forest Academy will be reviewed annually in line with requirements laid down in the Admissions Code and full consultation occurs at least every seven years.

### 3 The Application Process for year 7

- 3.1 Forest Academy participates in the co-ordinated admissions procedure, provided and administered by the local authority, for schools and academies in Redbridge. The Local Authority co-ordinates the application process on behalf of Forest Academy according to the scheme which they publish in their annual Transfer to Secondary Schools Booklet.
- 3.2 Parents can apply online for a secondary school place using the London 'eAdmissions' service between 1 September and 31 October 2017. To begin the process, from 1 September 2017, visit the Redbridge i website, [www.redbridge.gov.uk/eAdmissions](http://www.redbridge.gov.uk/eAdmissions). Once you have registered with a login name and password, you can start your application and go back to amend or check it as many times as necessary before you finally submit your application. Applications must be submitted to the Local Authority by the deadline date published in the Local Authority Transfer to Secondary Schools Booklet which also includes clear guidance on how to complete the application online, information on dates for notification to parents of admissions decisions and the closing dates for accepting places or lodging appeals.

If you do not live in Redbridge, you must apply to your own Authority. Useful contact numbers can be found at the back of the Transfer to Secondary Schools Booklet.

- 3.3 All children with a statement of Special Education Needs (SEN) or Education, Health & Care (EHC) plan, where Forest Academy is named on the statement, are admitted ahead of other applicants but will be included in the Published Admission Number (PAN).

## 4 Admission Policy for year 7

- 4.1 The Published Admission Number (PAN) for Forest Academy in year 7 is 360.
- 4.2 Forest Academy 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. The catchment area for Forest Academy is available to download from our website at [www.theforestacademy.org](http://www.theforestacademy.org).
- 4.3 All children whose statement of Special Educational Needs (SEN) or Education, Health & Care (EHC) plan names the school will be admitted to the school.
- 4.4 If the school is not over-subscribed all children will be offered a place. If the demand is more than the number of places available, all applications will be considered on an equal basis according to the following oversubscription criteria:
- "looked after" children or 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 for whom there are 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. On where it is agreed that admission to that school is essential will an exception to the general policy be made;
  - children who live in the catchment area and 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. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters;
  - other 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;
  - children who live out of the catchment area who have no sibling attending the school.
- 4.5 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 (GIS) 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 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 in question, the Authority will use the random allocation facility within the Admissions database which is used for allocations.
- 4.6 Applications received after the published deadline (31 October 2017) will generally be considered as late, as will any changes to an on-time application, except resulting from a change of address received before 11 December 2017.
- 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 two months.
- 4.7 If a parents' preference cannot be met a child's name can be put on the waiting list of the school. As places become available they will be allocated from the waiting list.

- 4.8 The waiting list for children transferring from Primary to Secondary school will end on 31 December. To reaffirm your interest you will need to complete the Local Authority's online [in-year application](#) for your child to remain on the waiting list until 31 August 2018.

## 5 In-Year Admissions

- 5.1 Any parent can apply for a place at Forest Academy at any time during the school year – there are no deadline dates for in-year applications.
- 5.2 Applications for Forest Academy must be made using the Local Authority's online [in-year application](#). Years 8 to 11 applications will start from September each year and will continue until 31 August when applicants will need to reapply for continued consideration the following year. To reapply you will need to submit to the Local Authority your [in-year application](#) for the waiting list online.
- 5.3 The allocation of any places which may become available during the year will be made on the basis of the current over-subscription criteria described in section 4 of this policy.
- 5.6 Forest Academy participates in the Local Authority in-year Fair Access Protocol.

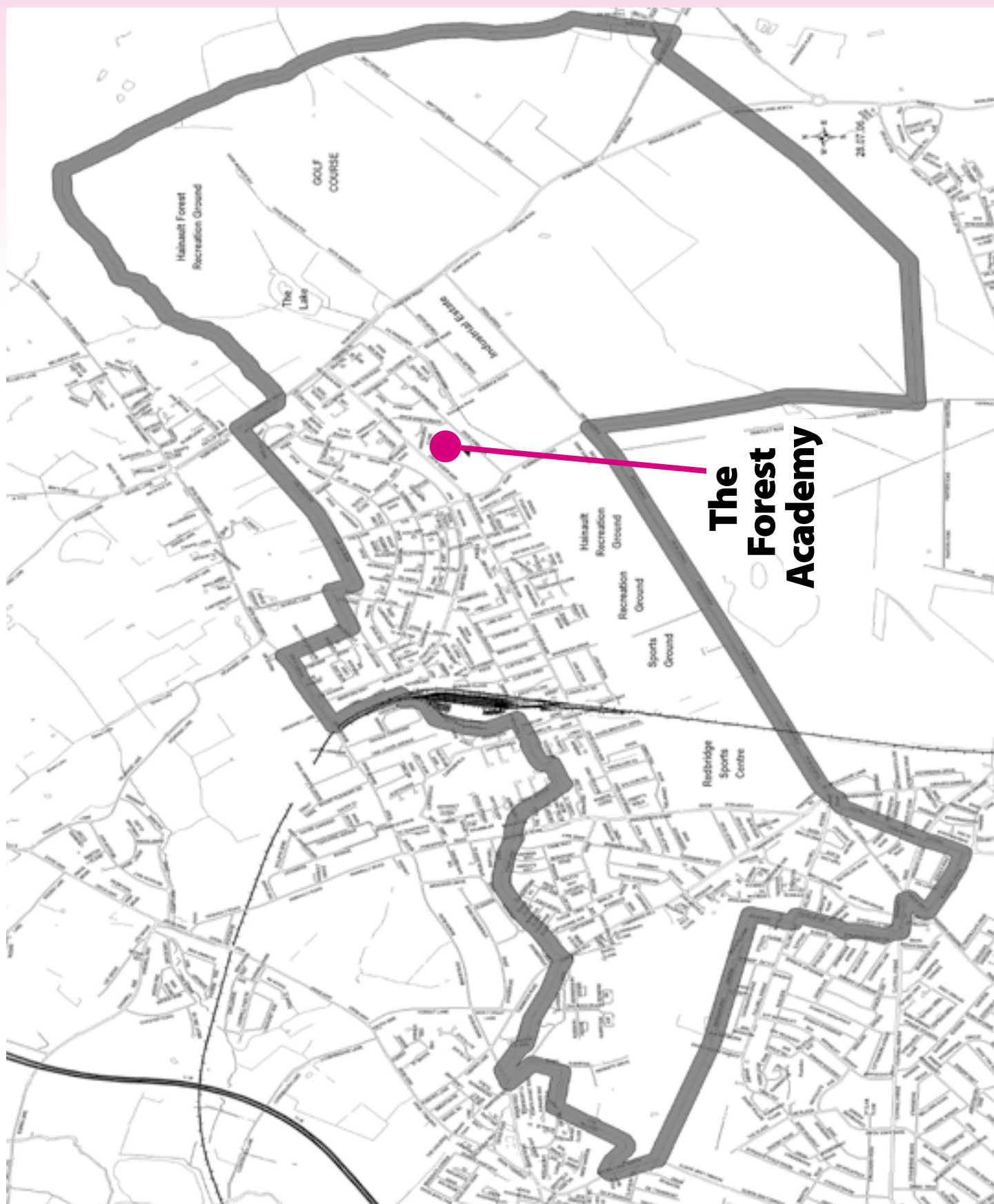
## 6 Admissions Appeals

- 6.1 If parents are unsuccessful in gaining a place for their child at Forest Academy they will be informed by the Local Authority in writing and informed of their right to an independent appeal against the decision.
- 6.2 All Admission Appeals are considered by an independent Appeals Panel.

## 7 Waiting Lists

- 7.1 If we receive more applications than there are places available we will operate a waiting list. The waiting list will continue to operate until 31 December.
- 7.2 After the 31 December parents will be told in advance of the need to re-apply for continued consideration.
- 7.3 A student's position on the waiting list will be determined solely in accordance with the over-subscription criteria detailed in Section 4 of this policy.
- 7.4 If a place becomes available students will be offered a place in accordance with the over-subscription criteria detailed in Section 4 of this policy.
- 7.5 Looked after children, previously looked after children, and those allocated a place in accordance with a fair access protocol, will take precedence over those on the waiting list.

## The Forest catchment area



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# The Palmer Catholic Academy

**Aldborough Road South, Seven Kings, Ilford, Essex IG3 8EU**

**Tel:** 020 8590 3808

**Email:** [office@tpc.academy](mailto:office@tpc.academy)

**Website:** [www.tpc.academy](http://www.tpc.academy)

**Headteacher:** Mrs A Moise-Dixon

**Chair of Governors:** Mrs M Leslie-Povoas

The school was founded in 1961. It took the name of a much-loved and respected priest who laid the foundations of the Catholic community in and around Ilford. In 2011 the school became The Palmer Catholic Academy and is well-established. The Palmer Catholic Academy is first and foremost a Catholic school and the education it gives is informed and directed by Christian principles.

Over the years we have built up a strong tradition of pastoral care. Each year has its own Head to whom the Form Teacher is responsible. Each student is placed in a Form class and will remain with that Form until the end of Year 11. Appointments are easily arranged with the Head of Year and telephone calls to them or Senior Staff will be returned, certainly within a day and sooner if they are urgent.

## Curriculum

In the Lower School we provide a broad and balanced curriculum for all students within the context of the National Curriculum. Class sizes at KS3 have a maximum of 24 students with KS4 classes being frequently smaller than this. Boys and girls are taught in single sex classes for the first term of Year 7. As a Catholic school, Religious Education has a special place within the curriculum. In KS4 (Years 9, 10 & 11) all students are expected to take between 7 and 10 subjects at GCSE. The academy provides individual career guidance. Work experience is available for all students at the end of Year 12.

Homework is set regularly for all students. It is a high priority and is recorded in the Student Planner as well as on 'Show my Homework'. There is a thriving after school homework club which any student may attend.

The academy offers students a variety of activities as extra-curricular pursuits, including music, drama, theatre visits, public speaking and a wide range of sports.

There is a diverse range of opportunities to take part in educational trips abroad. These have included trips to America, China and Europe.

The academy has a flourishing Sixth Form which caters for University and College entrance via A Levels in Applied Science, Art, Biology, Chemistry, Computing, Drama, Economics, English Literature, French, Geography, Government and Politics, Health & Social Care, History, Mathematics, Further Mathematics, Media Studies, Music, Physical Education (BTEC), Physics, Psychology, Religious Philosophy & Ethics and Sociology. There is a full RE/PSHE programme covering visiting speakers, and encouraging community activities. Each Sixth Form student has time set aside for supervised private study each week.

**Further information can be found on our school website.**

## Travel Information:

**Buses:** 86, 128, 150, 145, 364

**Train:** Seven Kings Station

## Session Times:

**Morning:** 8.45am-12.45pm

**Afternoon:** 1.25pm-3.20pm

## Open Evening:

Wednesday 4 October 2017, 7pm

## Admission Policy 2018-19

### Introduction

The Palmer Catholic Academy is a mixed 11-18 Catholic voluntary aided academy under the trusteeship of the Diocese of Brentwood. The primary aim of the academy is the education of Catholic children. The education provided is intended to foster the growth of pupils' understanding and appreciation of their faith, as well as their understanding of human development. The Catholic faith is fostered and developed at The Palmer Catholic Academy in the context of respect for each individual's freedom and dignity.

### Admission Policy

The Governing Body of the academy is responsible for determining the academy's Admission Policy. In undertaking this responsibility, the Governors are guided by the requirements of the law as well as the advice of the Diocesan Trustees, and their duty to the academy and the Catholic community.

In consultation with Redbridge Local Education Authority, the Governing Body has set its planned admissions number of 192 pupils for the school year commencing September 2018.

### Admission Criteria

Within the normal range of an academy, the Governing Body will admit children of all abilities.

For applicants wishing to be considered under the category of:

Practising Catholic – a Baptismal Certificate and a Certificate of Catholic Practice<sup>1</sup> will be required.

For applicants wishing to be considered under the category of:

Baptised Catholic – a Baptismal Certificate/Certificate of Reception will be required.

For applicants wishing to be considered under the category of:

Any other Christian traditions and other faiths – a completed Non-Catholic SIF form will be required.

In all cases, the relevant certificates or SIF must be returned to the academy no later than 31st October 2017.

Where no certificates or SIF are received the application will be considered in oversubscription criteria 2d or 2e according to residence and distance.

Children with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) will be admitted to the Academy if it is named on their Statement prior to the implementation of the over-subscription criteria.

### Oversubscription

Should there be more applicants than places available the Governing Body will consider applications in the following order of priority:

**NB:** Please note that in all instances, it is the **Catholicity of the child** as opposed to the resident parent / guardian that will determine the child's admission to the Academy.

<sup>1</sup> An example of this form is available to view on our website

1. a) Looked after and previously looked after Practising Catholic children.
- b) Practising Catholics whose permanent residence is within one of the following Catholic Parish boundaries.

SS Peter & Paul (Ilford)	St Augustine (Barkingside)
St Cedd (Goodmayes)	St John Vianney (Clayhall)
St Teresa (Newbury Park)	The Assumption (Hainault)
St Bede (Chadwell Heath)	Our Lady of Lourdes (Wanstead)
St Vincent (Becontree)	St Thomas More (New Barking)
St John the Baptist (Wanstead Park Road)	
Barking St Mary & St Ethelburga with St Erconwald (Ilford Lane)	

- c) Practising Baptised Catholics living elsewhere.

- d) Baptised Catholics living elsewhere.

Should there be more eligible applicants, in category 1(a-d), than places available, priority will be determined in the following order:

- (i) To Practising Catholic children who have a sibling attending the academy in Years 7-10 for the Academic Year 2017-2018.
- (ii) To Practising Catholic children.
- (iii) To Baptised Catholic children who have a sibling attending the academy in Years 7-10 for the Academic Year 2017-2018.
- (iv) To Baptised Catholic children within category 1 (a-d)

2. The Governing Body, having met its obligation to the Catholic Community, will offer any remaining places in the following order of priority:

Other Christian traditions, other faith and other applicants

- a) All other looked after and previously looked after children
- b) Children of other Christian traditions whose application is supported by a reference supplied by their Minister of Religion (a copy of the child's Baptism/Christening Certificate will be required) and who are resident in one of the 12 parishes listed above
- c) Children of other Christian traditions whose application is supported by a reference supplied by their Minister of Religion (a copy of the child's Baptism/Christening Certificate will be required)
- d) Children of other faiths whose application is supported by a religious leader and who are resident in one of the 12 parishes listed above
- e) Children of other faiths whose application is supported by a religious leader and who are living elsewhere
- f) Other applicants living nearest to the academy, as determined by the shortest walking distance to the applicant's home to the main entrance of the academy, measured by use of public highways and footpaths, excluding common land as calculated by the Local Authority Geographical Information System (GIS) (This is calculated to the main entrance of the academy in Aldborough Road South), who are resident in one of the 12 parishes listed above
- g) Other applicants living nearest to the academy, as determined by the shortest walking distance to the applicant's home to the main entrance of the academy, measured by use of public highways and footpaths, excluding common land as calculated by the Local Authority Geographical Information System (GIS) (This is calculated to the main entrance of the academy in Aldborough Road South) living elsewhere

In each of the categories a-g above, priority will be given to applicants who have a brother or sister (sibling) currently attending the academy in Years 7 - 10, at the time of application and who will still be attending the academy in the academic year 2017-2018.

### 3. Tie Break Criteria

In the event of the need to have a tie break in any of the above oversubscription criteria then priority will be given as follows:

**To children meeting the criteria living nearest to the academy, as determined by the shortest walking distance from the school, measured by use of public highways and footpaths, excluding common land as calculated by the Local Authority Geographical Information System (GIS). This is calculated to the main entrance of the academy in Aldborough Road South.**

**NB:** In using distance as a tie-breaker, should there be more than one applicant for a final place living an identical distance from the academy, the random allocation facility will be used from the Local Authority's (Redbridge) Synergy "Admissions and Transfers System" pupil data base.

## Waiting Lists

Our Academy 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. This will be maintained until the end of the autumn term, 31st December. After this time, parents still wishing for their children to be considered will be asked to reaffirm their interest and a waiting list will then be drawn up in accordance with the admissions criteria. Please note that "In-Year Fair Access Protocol" admissions will take precedence over those on the waiting list as required.

## Notes:-

### Late Applications

Applications received after 1st March will be considered in accordance to the admission criteria but not so as to prejudice decisions taken regarding those who did apply prior to this date.

### Faith Applications

It is the responsibility of the applicant's parent(s)/guardian(s) to forward the Faith Information, i.e. Certificate of Baptism/Reception (copy), Certificate of Catholic Practice or Other Faith Reference information. In cases where no information is received, the application will be considered as a Non-Faith application under the appropriate section of the admission's criteria.

### Appeals against refusal of admission:

The School Standards and Framework Act 1998 allows parents/guardians to appeal against any decision made by or on behalf of the Governing Body in refusing their child admission to The Palmer Catholic Academy. Should any parent wish to exercise this right they should, in the first instance, write to the Clerk to the Governing Body (Admissions Appeals) c/o the Academy. Parents will be provided with an Appeals Form on which they may state their case for appeal. The Appeals Panel will be made up of persons nominated by the London Borough of Redbridge and will not include any person who made, or took part in the discussion about, the refusal decision which is the subject of an appeal.

Parents/guardians making an appeal will have the right to attend the appeal hearing to make their case orally. They may, if they wish, be accompanied by a friend.

## Glossary of Definitions

### Practising Baptised Catholic

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. The Parish Priest confirms practice according to regulations set by the Catholic Church, that is, attending Mass every Sunday and Holy Days of Obligation. (This is confirmed by submitting the Certificate of Catholic Practice).

### Baptised Catholic

For the purpose of the admission process a Baptised Catholic is an applicant who has been baptised in accordance with the disciplines and rites of the Catholic Church. This is evidenced by a Certificate of Baptism in a Catholic Church or a Certificate of Reception into the full communion of the Catholic Church.

### Certificate of Reception

Certificate confirming that the applicant has been received into the Church in accordance with the rites and disciplines of the Catholic Church.

### Looked After Children

Looked after children are students as defined in section 22 of the Children Act 1989 i.e. any child in the care of the local authority or provided with accommodation by them e.g. children with foster parents. 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).

### Sibling

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

### Definition of Permanent Residence

- The residence at which a child lives with its birth parents, legal guardians or foster parent. That address will be considered to be the child's normal, permanent place of residence.
- Where 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 Governing Body will normally accept a parent's address where the child resides for the majority of the school week.
- If the child lives full or part-time with neither parent e.g. with a relative, the Governing Body will accept this as the application address only if the arrangement is long standing and can be confirmed as such. If such a formal arrangement has been agreed there should be some evidence that the relatives care for the children on a full time basis. Practical examples will include: who holds the child's allowance book and collects it; where the child is registered with the GP; where the child spends weekends. If a child is merely looked after by a relative during the week, this would not alter their ordinary residence which is assumed to be with his or her parents and it is this address that will be used for admission purposes.

### Parents/Family Members

A parent/family member is any person who has parental authority for or is the legal guardian of the child for whom the application is made.

### Supplementary form

All parents who list their preferred schools on the Local Authority's Common application Form, preferably online, are regarded as having made valid applications. An additional or supplementary form may also have to be completed for applicants considered under the faith criteria of faith schools.

### Distance

Applicants living nearest to the academy as determined by the shortest walking distance to the applicant's home to the main entrance of the academy, measured by use of public highways and footpaths, excluding common land as measured by the Local Authority Geographical Information System (G.I.S.). This is calculated to the main entrance of the academy in Aldborough Road South.





# Ursuline Academy Ilford

Morland Road, Ilford, Essex IG1 4JU

Tel: 020 8554 1995

Email: [xxx@xxx.xxg.uk](mailto:xxx@xxx.xxg.uk)

Website: [www.uai.org.uk](http://www.uai.org.uk)

Principal: Ms Keran Reilly BSc (Econ) PGCE NPQH

Chair of Governors: Mr John Anthony

The Ursuline Academy Ilford is a 4-form entry, high attaining, Catholic comprehensive School for girls aged 11 to 19. Twenty-five per cent of places are reserved for non-Catholic students whose parents wish their daughters to attend a Catholic school and who are committed to the Catholic ethos of the school.

The school seeks to provide an all round first class academic education within a framework of clear religious and moral values. We want our students to be equipped for lifelong learning through creativity and imagination. All are encouraged to do and give of their best, within a disciplined environment. The school's Chapel, the work of the Chaplain and the importance placed on Assemblies all help to sustain the school's Catholic ethos.

We have seven golden rules, based around the School motto **Serviam: Strive to succeed, Equip yourself to learn, Respect yourself, others and your environment, Value everyone's right to learn, Follow instructions positively and immediately, Arrive at school and lessons on time and Make a difference by making a positive contribution.**

## Organisation and curriculum

**Key Stage 3:** Students follow courses in English, Mathematics, Science, Religious Education, Art, Design Technology (including Food), Drama, French/ Spanish, Geography, History, ICT, Music and PE.

Citizenship and Careers Education including opportunities for Work Related Learning are also provided. Most teaching is done initially in mixed ability Tutor Groups but pupils are set in Maths from Year 7 and in Science from Year 8. Particularly gifted students are also invited to study Latin as part of the Cambridge Latin course.

**Key Stage 4:** Students study a core curriculum of English, Mathematics, Science, RE and PE. Additional subjects are chosen from: Art, Computer Science, Design Technology (Graphic Products and Food), Drama, French, Geography, History, ICT, Music, PE and Spanish.

Homework is an integral part of every pupil's life. Other areas of focus include study skills, health and careers education, citizenship as well as gifted and talented.

Support for students with specific learning needs is provided. A variety of clubs and activities take place outside of lesson times including music and sport, public speaking, debating and drama as well as opportunities for day and residential visits.

Instrumental music tuition is available for strings, woodwind, percussion and voice.

## Sixth Form

Sixth Form students have their own dedicated teaching area. Current A Level courses include Art, Biology, Applied Business, Chemistry, Economics, English, French, Government & Politics, History, ICT, Mathematics, Physics, Philosophy & Ethics, Psychology, Sociology and Spanish. Further details may be found in the Sixth Form Prospectus.

In addition there is a co-ordinated programme of learning across all year groups to enhance personal, social, health and citizenship awareness.

## Travel Information

**Buses:** 25, 86, 123, 128, 145, 147, 150, 167, 179, 296, 364, 366, 396, 462 and W19

**Trains:** Ilford Station

## Session Times

**Morning:** 8.40am-12.20pm

**Afternoon:** 1.20pm-3.20pm

## Open Evening:

Wednesday 27 September 2017, 6pm-8pm

The Headteacher will speak at 6pm and 7pm

## Open Afternoons:

Wednesday 18 October 2017, 2pm-3pm

# The Ursuline Academy Ilford

## Admission Policy 2018-19

The Ursuline Academy Ilford is a Catholic Secondary Academy for girls which provides education for Catholics and children of other faith or no faith backgrounds. The Academy provides an 11-18 education and most students are expected to complete a seven year course of study. Places will be offered to those applicants whose parents, whether they are Catholic or not, desire for their daughter a single-sex Catholic comprehensive education.

Applicants wishing to be considered for a Catholic place should complete the Catholic Supplementary Information Form (Catholic SIF), and submit a copy of their daughter's baptism certificate or certificate of Reception into the Catholic Church. Applicants wishing to be considered for an other Christian traditions and other faiths place should submit a reference form from their respective religious leader (Non Catholic SIF). In all cases, the SIF must be returned to the Academy no later than 31 October 2017. Where no SIF is received the application will be considered in oversubscription criteria 2e or 2f according to residence and distance.

The governors plan to admit without reference to ability or aptitude, 120 students into Year 7 in September 2018. It is the governors' intention that admissions will be as follows:

1. 90 Catholics
2. 30 Other Christian traditions, other faiths and other applicants

In the case of under-subscription in Category 1 places will be available to applicants in Category 2. In the case of under-subscription in Category 2 places will be available to applicants in Category 1.

**Please note** that children with a Statement of Special Educational Needs or Education, Health and Care Plan will be admitted to the Academy if it is named on their statement prior to the implementation of over-subscription criteria.

## Over-Subscription Criteria

### 1. Catholic applicants<sup>2</sup>

In the event of over-subscription the following criteria will apply in order of priority:

- a) Looked after and previously looked after baptised Catholic<sup>2</sup> children<sup>1</sup>
- b) Baptised Catholic children of staff members<sup>5</sup>
- c) Baptised Catholic<sup>2</sup> children resident in one of the twelve parishes listed below\*

Our Lady of Lourdes, Wanstead	St John the Baptist, Ilford
SS Peter & Paul, Ilford	St John Vianney, Clayhall
St Anne Line, South Woodford	St Mary & St Erconwald, Ilford
St Augustine, Barkingside	St Teresa, Newbury Park
St Bede, Chadwell Heath	St Thomas of Canterbury, Woodford Green
St Cedd, Goodmayes	The Assumption, Hainault

- d) Baptised Catholic<sup>2</sup> children living elsewhere

**\*if in doubt parents can contact the Academy admissions officer or view the map available at the Academy**

## 2. Other Christian traditions, other faith and other applicants<sup>3</sup>

In the event of over-subscription the following criteria will apply in order of priority:

- a) Other looked after and previously looked after children<sup>1</sup>
- b) Other children of staff members<sup>5</sup>
- c) Children of other Christian traditions and other faiths<sup>3</sup> whose application is supported by a religious leader and who are resident in one of the twelve parishes listed above\*
- d) Children of other Christian traditions and other faiths<sup>3</sup> whose application is supported by a religious leader and who are living elsewhere
- e) Other applicants resident in one of the twelve parishes listed above\*
- f) Other applicants living elsewhere

**Sisters<sup>4</sup> of students attending the Academy, who are in Years 7 to 10 at the time of application, and who are expected to be on the Academy roll at the date of the proposed applicant's admission to the Academy, will be given priority within each sub paragraph.**

### Tie-breaker / Distance

If after application of the above criteria the number of applications within each category exceeds the places available, then the tie-breaker criterion will apply to determine which applications shall be successful. The tie-breaker is the distance from the front door of the child's home address (including flats) to the Academy's main entrance, with those living nearest being given priority. Distance will be measured along the shortest walking route by public roads and recognised safe footpaths, using the London Borough of Redbridge Geographic Information System. In using distance as a tie-breaker, should there be more than one applicant for a final place living an identical distance from the Academy, the random allocation facility will be used from the Authority's Synergy "Admissions and Transfers System" pupil data base.

### Residence

The relevant place of residence is where the family is permanently resident at the closing date for applications. When a child's parents are separated, the parents must name only one address for the application process: if one parent has parental responsibility that parent's address must be used; if both parents have parental responsibility the stated address must be the parental address where the child resides for the majority of the school week.

### Acknowledgement of Documents

Receipt of SIFs and baptism certificates will be acknowledged. You are asked to send a stamped self-addressed envelope for confirmation of receipt or provide an email address.

### Appeals

The parents of any students refused admission to the Academy will have the right of appeal to an independent appeals panel to be established by the Governors in accordance with the School Standards and Framework Act 1998. If you wish to appeal, you should request an appeal form and appeal procedure from the Academy by 12 March 2018. You will be sent the appeal form which you need to complete and return by 2 April 2018 together with any supporting documents in order for your appeal to be arranged.

### Advice

Please note that the Academy is historically oversubscribed in which case many applicants are likely to be disappointed. For non-Catholic applicants it is very unusual for places to be offered to those in category 2c living over 1 mile from the Academy or to those in categories 2d, 2e or 2f. Parents are therefore advised to make sure that this is not the only school to which they apply.

## Late Applications

Late applications will generally not be considered until after the first allocations have been dealt with, after 1 March 2018. See Redbridge Secondary admissions guidance for further information.

## Accuracy

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

## Waiting Lists

All waiting lists will cease at 31 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 (see the Academy web site for the policy).

## Transition Meetings

Meetings with senior members of staff will take place **after** places have been offered. The purpose is to provide further information about the Academy and to enable parents to raise issues. In the child's interest, all parents offered places will be expected to attend transition meetings with their daughter.

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

The law provides a separate process for the admission of children with a Statement of Special Educational Needs or Education, Health and Care Plan. 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.

## In-Year Applications

Any parent can apply for a place at the Ursuline Academy Ilford at any time during the school year – there are no deadline dates for in-year applications. Applications must be made using the Redbridge in- year online application form. The allocation of any places that may become available during the year will be made on the basis of the current oversubscription criteria described in this policy. The Ursuline Academy Ilford participates in the local authority in-year Fair Access Protocol.

## Definitions

- 1 **"Looked after" children and children previously looked after.** A looked after child is in the care of a Local Authority as defined by section 22 of the Children Act 1989. 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 **Catholic** is defined as a person who has been baptised in a church and by a priest in communion with the See of Rome (including Eastern Catholic Churches). This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.
- 3 **Other Christian tradition or other faith** refers to someone who submits to the Academy the other Christian Traditions and Other Faith Applicants Reference Form signed by your own religious leader.
- 4 **'Sister'** includes adopted sisters, foster sisters, step-sisters, common law step-sisters and sisters who are the subject of a residence order, and who are living at the same address.
- 5 **Staff Priority** 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.



# Trinity Catholic High School

*A Science and Sports College*

**Mornington Road, Woodford Green, Essex IG8 0TP**

**Tel:** 020 8504 8946

**Email:** [Lynsey\\_Scrivens@fc.tchs.uk.net](mailto:Lynsey_Scrivens@fc.tchs.uk.net)

**Website:** <http://fc.tchs.uk.net>

**Fax:** 020 8505 7546

**Headmaster:** Dr P C Doherty OBE, BA, D.Phil(Oxon), FRSA

**Chair of Governors:** Mrs M Bishop

Trinity Catholic High School (Science and Sports College) is a Voluntary Aided, mixed 11 to 18 Comprehensive School, based on two sites in Woodford Green.

Our vision for each child is based on Christ's maxim, that 'We love each other as we love ourselves'. In practical terms, we regard your child as we would our own.

The education provided by our school has been described by both Ofsted, and the Diocese of Brentwood as 'Outstanding'. Of course this brief synopsis only conveys part of the picture. Our Parents' Handbook (a copy of which is available on our website or on request) will provide you with further information.

There is a natural apprehension on the part of some parents, that in sending their child to a large school, the problems of the individual might somehow be ignored or submerged. Trinity School is very conscious of this parental concern, and has therefore established a pastoral care programme, which has three central aims:

To know and understand our students, to enable our students to fulfil their potential and to develop a close working relationship with the parents of our children and the wider community including primary school and parish links.

Each pupil is entitled to a broad, balanced and relevant curriculum that provides access and progression for all. This is achieved through an emphasis on the quality of teaching and the differentiated strategies, adopted by the teachers to enable the less able, the more able and the gifted to be extended to their full potential. In Years

7 to 9, the National Curriculum provides the context within which these objectives are achieved. In Years 10 to 11 all students will continue to study the core subjects of the National Curriculum and additional option subjects.

Students will be assessed at the end of this Key Stage through GCSE and other relevant examinations.

Pupils are taught in mixed ability groups with the exception of Maths where there are setting arrangements.

The Catholic ethos of our school places a central importance on the value of each individual. The aim of our Special Needs policy is to offer appropriate support to enable each child to flourish, and achieve their full potential. SEN policy and practice at Trinity is aligned with the recommendations set out in the SEND Code of Practice: 0-25 years.

## Sixth Form

Twenty-five AS and A Level subjects are currently available in the Sixth Form. Other courses are available, too – these include Level 3 qualifications such as EPQ and Core Maths, in addition to online courses such as Future Learn, MOOCs plus Duke of Edinburgh Awards, Basic Expedition Leader Award and First Aid. The vast majority of Sixth Form students' progress to higher education.

## Travel Information

**Buses:** W13, 20, 179 and 397

**Tube:** Woodford (Central Line)

## Session Times

**Morning:** 8.50am-12 noon

**Afternoon:** 12.55pm-3.45pm

## Open Evening:

Wednesday 20 September 2017, 6pm

**Headteacher's Talk:** 7.30pm



## Admission Policy 2018-19

### Introduction

Trinity Catholic High School (Science and Sports College) is a voluntary aided, mixed, 11 – 18 Catholic comprehensive school, under the trusteeship of the Diocese of Brentwood. The primary aim and purpose of our school is to support practising Catholic parents in the academic, spiritual and moral education of their children. The Governing Body therefore gives priority to children of practising Catholic families and baptised Catholic children. This does not, however, affect the right of parents who are not of the Catholic faith to apply for a place at the school.

### Published Admission Number ("PAN") for Year 7

The Governing Body has set a published admission number ("PAN") of 240 for Year 7 for the academic school year commencing in September 2018.

### Children with a Statement of Special Educational Needs or Education Health and Care Plan which Names Trinity Catholic High School

Children with a statement of special education needs "SEN statement" or education health and care plan ("EHC plan") which names Trinity Catholic High School are dealt with under separate procedures rather than under this policy. Such children will be automatically admitted under those procedures regardless of places available in that particular year group. Where the admission is in the normal admission round, these places will be allocated first and the number of available places for other children will be reduced accordingly.

### Oversubscription Criteria

In the event of oversubscription, places will be allocated in the following order of priority:

1. Looked after baptised Catholic children (children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions) and baptised Catholic children who were looked after, but ceased to be so because they were adopted or become subject to a residence order or a special guardianship order.

### A Certificate of Baptism must be submitted – see below.

2. Children of practising Catholic families whose home address is within one of the following Catholic Parish boundaries on the closing date of application, and in the following order of priority:-
  - (1) St. Thomas of Canterbury, Woodford Green
  - (2) Our Lady of Grace & St. Teresa, Chingford
  - (3) St. John Vianney, Clayhall
  - (4) St. Edmund & St. Thomas More, Loughton
  - (5) St. Thomas More & St. Edward, Waltham Abbey
  - (6) St. Anne Line, South Woodford
  - (7) The Assumption, Hainault
  - (8) Christ the King, (North of the North Circular A 406)
  - (9) Our Lady of Lourdes, Wanstead.

Please note that the Parish Boundaries are defined by the Diocese of Brentwood. Information relating to these boundaries can be found on the school's website ([www.trinity.redbridge.sch.uk](http://www.trinity.redbridge.sch.uk)), or by contacting the school directly on 020 8504 8946, to request a copy of the parish boundary map booklet.

For children to fall within Categories 2, a Certificate of Catholic Practice must be submitted – see below.

Children falling into categories at (1) to (9) above will then be placed into the following sub-categories:

- (a) Children who have a sibling already in Years 7 – 10 at Trinity Catholic High School at the deadline for applications, and who will still attend Trinity Catholic High School at the time of admission. The term sibling will include a full-brother or sister, a half-brother or sister, an adopted brother or sister and a step-brother or sister.
- (b) To non-sibling children from practising Catholic families from the listed Parishes.

Places will be allocated within categories (a) and (b) above by reference to the geographical distance from the child's home address to the school, with those living closer receiving higher priority – see below.

**For applicants wishing to be considered within the category of practising Catholic, a Certificate of Catholic Practice must be submitted – see below.**

- 3. Other Catholic Children, who will be placed into the following sub-categories:
  - (i) Children from practising Catholic families who **do not** reside in any of the parishes listed at 2(1) to 2(9), who have a sibling already in Years 7 – 10 at Trinity Catholic High School at the deadline for applications, and who will still attend Trinity Catholic High School at the time of admission. The term sibling will include a full-brother or sister, a half-brother or sister, an adopted brother or sister and a step-brother or sister.
  - (ii) Baptised Catholic children who reside in one of the nine parishes listed at 2(1) to 2(9), who have a sibling already in Years 7 – 10 at Trinity Catholic High School at the deadline for applications, and who will still attend Trinity Catholic High School at the time of admission. The term sibling will include a full-brother or sister, a half-brother or sister, an adopted brother or sister and a step-brother or sister.
  - (iii) Baptised children who reside in one of the nine parishes listed at 2 (1) to 2 (9) who **do not** have a sibling at the school
  - (iv) Children from practising Catholic families who do not reside in any of the parishes listed at 2(1) to 2(9) who **do not** have a sibling at the school.
  - (v) Baptised Catholic children who **do not** reside in one of the nine parishes listed at 2(1) to 2(9) who **do not** have a sibling at the school.

**For children to fall within Categories (i) and (iv) above (children of practising Catholic families), a Certificate of Catholic Practice must be submitted – see below.**

**For children to fall within Categories (ii), (iii) and (iv) above (baptised Catholic children), a Certificate of Baptism must be submitted – see below.**

Places will be allocated within categories (i) to (v) above by reference to the geographical distance from child's home address to the school, with those living closer receiving higher priority – see below.

- 4. All other children who will be placed into the following sub-categories:-
  - (i) Looked after children (children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions) and children who were looked after, but ceased to be so because they were adopted or become subject to a residence order or a special guardianship order.
  - (ii) All other children.

Places will be allocated within categories (i) and (ii) above by reference to the geographical distance from child's home address to the school, with those living closer receiving higher priority – see below.

## Definition of a “Baptised Catholic Child”

For the purpose of this policy, “baptised Catholic children” are children who have been baptised in a Catholic Church in accordance with Canon 849 and for whom valid baptismal certificate has been provided to the School on or before the application deadline.

“Catholic Church” includes Roman Catholic, members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome, as set out in Annex A of this policy.

## Definition of a “Children of Practising Catholic Families”

“Children of practising Catholic families” are children for whom a Certificate of Catholic Practice has been completed by their Priest and is provided to the School on or before the application deadline.

## Certificate of Catholic Practice

A “Certificate of Catholic Practice” is a certificate signed by a Priest who is satisfied that the baptised Catholic child (together with one baptised Catholic parent) observes the Church’s precepts of attending Sunday Mass and on Holy Days of Obligation (see Catechism of the Catholic Church, paragraphs 2041-2042), such attendance being an obligation from the age of seven years or later reception into the Catholic Church.

Regularity of attendance of the baptised Catholic child with a baptised Catholic parent will therefore be the determining factor for Priests asked by parents to provide a Certificate of Catholic Practice. Occasional non-attendance may not constitute a breach of the obligation of attendance under the Code of Canon Law (which provides for a range of particular circumstances which excuse or mitigate the obligation), however parents should note that a pattern of fortnightly or monthly attendance at Sunday Mass will not satisfy the obligation.

Parents who have queries regarding their own pattern of attendance at Sunday Mass and Holy Days of Obligation should speak to the Priest they will be seeking a Certificate of Catholic Practice from.

The Certificate of Catholic Practice must be provided to the school no later than **31st October 2017**.

## Certificate of Baptism

Where the child’s Certificate of Baptism has been lost or misplaced, a copy must be obtained from the Catholic Church where the baptism took place.

The Certificate of Baptism must be provided to the school no later than **31st October 2017**.

## Definition of Child’s Home Address

For the purpose of this policy, the child’s home address will be the residence at which a child lives with a birth parent, legal guardian or foster parent. That address will be considered to be the child’s normal, permanent place of residence. Where 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 Governing Body will normally accept a parent’s address used by the child’s primary school.

If the child lives full or part time with neither parent, the Governing Body will accept the address stated on the application only if the arrangement can be confirmed as such. If such a formal arrangement has been agreed there should be some evidence that the relatives care for the child on a full time basis. Practical examples of factual proof will include:- who holds the child’s Child Benefit book and/or collects/receives it, the address registered with the child’s G.P., confirmation as to where the child spends weekends.

If a child is merely looked after by a relative during the week, this would not alter their ordinary residence which is assumed to be with their parents and it is this address that will be used for admission purposes.

## Distance

The geographical distance will be measured via reference to a geographical mapping system which measures distance from the child's home address to the front entrance to the school in Mornington Road, Woodford Green, IG8 0TP, using the shortest available walking route, via public roads and recognised footpaths. Please note that when measurements are taken from a block of flats, the distance will be measured from the entrance of each individual flat.

## Tie Breaker

Where two or more applications cannot be separated because the children live an equal distance from the school, the order in which places will be allocated will be determined by a lottery tie-break draw in the presence of an independent witness.

## Waiting List

The school maintains a waiting list of children whose parents express a desire to be included. Children on the waiting list will be ranked in accordance with the oversubscription criteria outlined above and not in relation to the date the application was made. This means that a child's name may go down as well as up the waiting list as further applications for admission are received.

The waiting list will be maintained until the end of the autumn term (December 31st). After that date, parents who still want their child to be considered for admission when a place becomes available will be asked to reaffirm their interest. A further waiting list will then be drawn up in accordance with the oversubscription criteria outlined above.

Please note that "In – Year Fair Access Protocol" admissions will take precedence over those on the waiting list, as legally required.

## Appeals against Refusal of Admission

Parents of children refused admission have a statutory right of appeal in accordance with the School Standards and Framework Act 1998. Full details as to how to appeal and the relevant deadline for submitting an appeal will be provided with the letter confirming the refusal.

## Late Applications

Late applications under the Co-ordinated Scheme must be submitted to your home Local Authority. Please note that applications received after the closing date will be considered in accordance with the School's Admissions Criteria, but after those that were submitted on time.

## Inaccurate or Fraudulent Applications

It should be noted that all offers are made on condition that the information received by the Governing Body is entirely accurate. If at any stage this is proved to be otherwise, the offer of a place may be withdrawn. In the case of a fraudulent application, the local authority has the power to prosecute.

## CHURCHES IN UNION WITH ROME

### Personal Ordinariate

Baptised children of parents who are members of the Ordinariate established under The Apostolic Constitution Anglicanorum Coetibus of November 4th 2009 are to be given equal preference to that offered to children baptised in a Catholic Church. It is important to note that these children may have been baptised in the Church of England.

### Oriental Rite (or Eastern Catholic) Churches in union with Rome

**The Holy See's Annuario Pontificio gives the following list of Eastern Catholic Churches**

1. **Alexandrian liturgical tradition:**
  1. Coptic Catholic Church (patriarchate):
  2. Eritrean Catholic Church (metropolia):
  3. Ethiopian Catholic Church (metropolia):
2. **West Syrian, including Malankara, liturgical tradition (which is part of Antiochene Rite):**
  1. Maronite Church (patriarchate):
  2. Syriac Catholic Church (patriarchate):
  3. Syro-Malankara Catholic Church (major archepiscopate):
3. **Armenian liturgical tradition:**
  1. Armenian Catholic Church (patriarchate):
4. **Chaldean or East Syrian liturgical tradition:**
  1. Chaldean Catholic Church (patriarchate):
  2. Syro-Malabar Catholic Church (Major Archepiscopate):
5. **Constantinopolitan (Byzantine) liturgical tradition:**
  1. Albanian Catholic Church (apostolic administration):
  2. Belarusian Catholic Church (no established hierarchy at present):
  3. Bulgarian Greek Catholic Church (apostolic exarchate):
  4. Byzantine Church of Croatia, Serbia and Montenegro (an eparchy and an apostolic exarchate):
  5. Greek Byzantine Catholic Church (two apostolic exarchates):
  6. Hungarian Greek Catholic Church (an eparchy and an apostolic exarchate):
  7. Italo-Albanian Catholic Church (two eparchies and a territorial abbacy):
  8. Macedonian Catholic Church (an apostolic exarchate):
  9. Melkite Greek Catholic Church (patriarchate):
  10. Romanian Church United with Rome (major archiepiscopate):
  11. Russian Catholic Church (two apostolic exarchates, at present with no established hierarchs):
  12. Ruthenian Catholic Church (a sui juris metropolia, an eparchy & an apostolic exarchate):
  13. Slovak Catholic Church (metropolia and an eparchy):
  14. Ukrainian Catholic Church (major archiepiscopate):

There are an equivalent number of Eastern Orthodox Churches with similar names that are not in union with the See of Rome. The general rule is Eastern Rite Churches in union with the See of Rome will have the word Catholic in their titles. Churches with the word Orthodox in their titles are not in union with the See of Rome and children from these Churches should be considered after Catholic children. Please refer any queries to the Commission.





# Index to Redbridge Secondary Schools

## Community Comprehensive Schools

High School	Headteacher, Address & Telephone No.	No. on Roll January 2017	Scheduled entry in 2018
Caterham High School	Dr A. J. Atkins, PhD, M.Ed, BSc Caterham Avenue, Clayhall, Ilford IG5 0QW (020 8551 4321)	1115	180
Oaks Park High School	Ms J L Hamill, BSc (Hons) 45-65 Oaks Lane, Newbury Park, Ilford IG2 7PQ (020 8590 2245)	1693	300
Seven Kings High School	Ms J Waters Ley Street, Ilford, IG2 7BT (020 8554 8935)	1378	180
Valentines High School	Mr R Laws BA (Hons) Cranbrook Road, Gants Hill, Ilford IG2 6HX (020 8554 3608)	1301	180
Wanstead High School	Mr R Hamlyn Redbridge Lane West, Wanstead, London E11 2JZ (020 8989 2791)	1489	240
Woodbridge High School	Mr A. W. Beaumont, BSc, MA, NPQH St. Barnabas Road, Woodford Green IG8 7DQ (020 8504 9618)	1659	300

High School	Headteacher, Address & Telephone No.	Is a SIF required?	No. on Roll January 2017	Scheduled entry in 2018
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### Community Grammar Schools

Ilford County High School (Boys)	Mrs R Drysdale, BSc, NPQH Fremantle Road, Barkingside, Ilford IG6 2JB (020 8551 6496)	Yes	995	180
Woodford County High School (Girls)	Ms J. Pomeroy, MA, M.Ed High Road, Woodford Green IG8 9LA (020 8504 0611)	Yes	966	180

### Denominational Voluntary Aided Comprehensive Schools

Kantor King Solomon High School	Mr M Slater Forest Road, Barkingside, Ilford IG6 3HB (020 8498 1300)	Yes	981	180
Trinity Catholic High School	Mr P. C. Doherty, OBE, BA, D.Phil (Oxon), FRSA, Mornington Road, Woodford Green IG8 0TP (020 8504 8946)	Yes	1635	240

# Index to Redbridge Secondary Schools

High School	Headteacher, Address & Telephone No.	Is a SIF required?	No. on Roll January 2017	Scheduled entry in 2018
<b>Academy Comprehensive Schools</b>				
Beal High School	Ms T. Wilmot Woodford Bridge Road, Ilford IG4 5LP (020 8551 4954)	No	2158	360
Chadwell Heath Academy	Mr. S. N. Bull Christie Gardens, Chadwell Heath, Romford, RM6 4RS (020 8252 5151)	No	1237	180
Isaac Newton Academy	Ms Rachel Macfarlane 1 Cricklefield Place, Ilford IG1 1FY (020 8911 6666)	No	897	180
Loxford School	Mrs A. Johnson, B.Ed Loxford Lane, Ilford IG1 2UT (020 8514 4666)	No	2023	300
The Forest Academy	Mr W. Thompson Harbourer Road, Hainault, Ilford IG6 3TN (020 8500 4266)	No	863	180
The Palmer Catholic Academy	Mrs Alison Moise-Dixon Aldborough Road South, Seven Kings, Ilford IG3 8EU (020 8590 3808)	Yes	1111	192
The Ursuline Academy Ilford	Ms K Reilly BSc (Econ) PGCE NPQH Morland Road, Ilford IG1 4JU (020 8554 1995)	Yes	796	120
<b>Foundation Comprehensive School</b>				
Mayfield School	Mr Andy Rehling, Pedley Road, Dagenham RM8 1XE (020 8590 5211)	No	1720	360

# Have you registered online and completed your application via eAdmissions?

[www.redbridge.gov.uk](http://www.redbridge.gov.uk)



**Please remember to submit the final version of your application by the deadline of Tuesday 31 October 2017. eAdmissions closes at 23:59hrs.**

## Applying for a faith school:



You should download from the Redbridge Council website [www.redbridge.gov.uk/eAdmissions](http://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 Tuesday 31 October 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:  
Tuesday 31 October 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 [admissions@redbridge.gov.uk](mailto:admissions@redbridge.gov.uk)

Please see [page 10](#) for details of which documents are acceptable.

## Keep this information for future reference!

## School Open Evening Dates 2017

Beal High School	<p><b>Open Evening</b> Tuesday 26 September</p> <p><b>Headteacher's Talk</b> 4.30pm &amp; 5.30pm</p> <p><b>School Tours</b> from 4pm (last tour at 5.30pm)</p> <p>School Tour – By appointment only, call 020 8551 4954, voicemail number 521 to book</p>
Caterham High School	<p><b>Open Evening</b> Wednesday 20 September, 6.45pm</p> <p><b>Headteacher's Talk</b> 7pm</p> <p><b>Open Morning</b> Friday 22 September, 9.30am</p>
Chadwell Heath Academy	<p><b>Open Evening:</b> Wednesday 4 October, 7.15pm – 9.15pm</p>
Isaac Newton Academy	<p><b>Open Evening</b> Tuesday 3 October 2017, 6pm – 8pm</p> <p><b>Headteacher's Talk</b> 6pm &amp; 7pm</p> <p><b>Open Morning</b> Thursday 5, Friday 6 &amp; Monday 9 October, 9am</p>
Kantor King Solomon High School	<p><b>Open Evening</b> Tuesday 3 October, 5pm &amp; 7.30pm</p> <p><b>Headteacher's Talk</b> 6pm</p> <p><b>Open Morning</b> Wednesday 11 &amp; Thursday 19 October 2017, 9.30am – 11am</p> <p>Please email <a href="mailto:openday@kshsonline.com">openday@kshsonline.com</a> to register your place</p>
Loxford School Trust	<p><b>Open Evening</b> Thursday 5 October, 6.30pm</p> <p><b>Open Morning</b> Wednesday 11, Thursday 12 &amp; Friday 13 October, 9am – 10am</p>
Mayfield School	<p><b>Open Evening</b> Thursday 28 September, 6.30pm</p> <p><b>Headteacher's Talk</b> 6.45pm</p> <p><b>Open Morning</b> Friday 29 September – Tours from 9am – 10.30am</p>
Oaks Park High School	<p><b>Open Evening</b> Thursday 5 October, 5.30pm – 8.30pm</p> <p><b>Headteacher's Talk</b> 5.30pm &amp; 7pm</p>
Seven Kings School	<p><b>Open Evening</b> Wednesday 27 September, 6pm – 8pm</p> <p><b>Open Morning</b> Wednesday 4 &amp; Wednesday 11 October, 9.30am – 10.30am</p> <p><b>Open Afternoon</b> Wednesday 18 October, 2.15pm – 3.15pm</p>
The Forest Academy	<p><b>Open Evening</b> Tuesday 19 September, 5pm</p> <p><b>Headteacher's Talk</b> 5.30pm</p> <p><b>School Tour</b> 6pm – School door closes at 8pm</p>



## School Open Evening Dates 2017

The Palmer Catholic Academy	<b>Open Evening</b> Wednesday 4 October, 7pm
The Ursuline Academy Ilford	<b>Open Evening</b> Wednesday 27 September, 6pm – 8pm <b>Headteacher's Talk</b> 6pm & 7pm <b>Open Afternoon</b> Wednesday 18 October, 2pm – 3pm
Trinity Catholic High School	<b>Open Evening</b> Wednesday 20 September, 6pm <b>Headteacher's Talk</b> 7.30pm
Valentines High School	<b>Open Evening</b> Thursday 21 September, 6pm – 8pm
Wanstead High School	<b>Open Evening</b> Thursday 28 September, 6pm – 8pm <b>Headteacher's Talk</b> 6.15pm & 7pm <b>Open Morning</b> Monday 2 – Friday 13 October, 9am
Woodbridge High School	<b>Open Evening</b> Thursday 21 September, 6pm – 9pm <b>Headteacher's Talk</b> 6pm & 7.30pm <b>Open Week</b> Monday 25 – Friday 29 September, 9am Please phone the school office for a guided tour



## Appeal Statistics for 2017 heard by 21 July 2017

School	Heard	Allowed	Dismissed
Beal High School	16	0	16
Caterham High School	0	0	0
Ilford County High School	16	0	16
Loxford School Trust	50	1	49
Oaks Park High School	6	1	5
Seven Kings High School	39	3	36
The Forest Academy	0	0	0
Valentines High School	12	0	12
Wanstead High School	13	2	11
Woodbridge High School	6	0	6
Woodford County High School	11	1	10
<b>Totals</b>	<b>169</b>	<b>8</b>	<b>161</b>

School	Heard	Allowed	Dismissed
Chadwell Heath Academy	*	6	*
Isaac Newton Academy	*	0	*
Kantor King Solomon High School	*	0	*
Mayfield School	*	0	*
The Palmer Catholic Academy	*	0	*
Trinity Catholic Academy	*	0	*
Ursuline Academy Ilford	*	0	*
<b>Totals</b>	<b>*</b>	<b>6</b>	<b>*</b>

\* Information is held by the school.

**Please Note:** You cannot have two appeals in the same academic year for the same school unless there have been significant and material changes in circumstances relevant to the application and admission authority agrees to allow second hearing by a new appeal panel.

## Secondary Transfer Statistics for 2017 – How places were allocated

	Places Available	Applications Received	Places Offered	SEN	Looked After	Exceptional	Catchment sibling	Catchment	Out-catchment Sibling	Out-catchment Distance	Unplaced Transfers	Last Distance Allocated Miles
Community Schools												
Caterham High School	180	399	180	7	0	0	2	25	21	49	76	n/a
Oaks Park High School	300	811	300	2	2	0	50	123	34	89	n/a	3.342
Seven Kings High School	180	1974	180	6	2	2	50	120	0	0	n/a	0.925
Valentines High School	180	1395	180	4	1	1	46	131	0	0	n/a	1.33
Wanstead High School	240	839	240	4	4	0	44	140	28	20	n/a	1.642
Woodbridge High School	300	738	300	5	0	0	47	137	26	85	n/a	3.508
Academies												
Beal High School	360	1351	360	11	3	0	n/a	209	28	109	n/a	1.702
Chadwell Heath Academy	180	855	180	9	2	n/a	n/a	n/a	n/a	n/a	n/a	1013metres
Isaac Newton Academy	180	1167	180	6	0	n/a	n/a	n/a	n/a	n/a	n/a	0.399
Loxford School Trust	300	787	300	5	0	n/a	n/a	239	0	0	n/a	1.01
The Forest Academy	180	174	180	1	0	0	13	50	2	25	86	n/a
Faith (Academies/Voluntary)												
Kantor King Solomon High School	180	379	180	3	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a
The Palmer Catholic Academy	192	473	192	2	2	n/a	n/a	n/a	n/a	n/a	17	n/a
Trinity Catholic High School	240	693	240	9	2	n/a	n/a	n/a	n/a	n/a	n/a	4.766
Ursuline Academy Ilford	120	521	120	0	0	n/a	n/a	n/a	n/a	n/a	n/a	2.788
Foundation												
Mayfield School	360	501	360	1	4	n/a	33	76	24	34	183	n/a
Grammar/Selective Schools												
Ilford County High School	No of places available 180		No of places offered 180	No of registrations: 864	No of candidates: 864	No of applicants: 780	No of candidates: 1007	Last allocated Score: 108.17				
Woodford County High School	No of places available 180		No of places offered 180	No of registrations: 1032	No of candidates: 1032	No of applicants: 822	No of candidates: 109.04	Last allocated Score: 109.04				

Note:

1. Grammar School places all offered from within the Common Catchment Area and achieve a score above the passmark of 104.
2. Introduction of pass mark for Grammar Schools 2017/18
3. The co-ordinated admissions process is based on an equal preference system using parental rankings to offer highest named school where possible.
4. Table includes all preferences 1 to 6.
5. n/a - Not applicable (Schools own criteria applicable)

# 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](mailto:info@atomwide.com)

Visit: [www.atomwide.com/mobile](http://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.lbdd.gov.uk/admissions](http://www.lbdd.gov.uk/admissions)  
Email: [admissions@lbdd.gov.uk](mailto:admissions@lbdd.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](http://www.essexcc.gov.uk/admissions)  
Email: [admissions@essex.gov.uk](mailto: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.haverling.gov.uk/admissions](http://www.haverling.gov.uk/admissions)  
Email: [schooladmissions@haverling.gov.uk](mailto:schooladmissions@haverling.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](http://www.newham.gov.uk)  
Email: [pupil.servicexx@xxxxxx.xxv.uk](mailto:pupil.servicexx@xxxxxx.xxv.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](http://www.walthamforest.gov.uk)  
Email: [admissions@walthamforest.gov.uk](mailto:admissions@walthamforest.gov.uk)





[admissions@redbridge.gov.uk](mailto:admissions@redbridge.gov.uk)

Apply online for school places:  
**[www.redbridge.gov.uk/schools](http://www.redbridge.gov.uk/schools)**

**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.

