

ADMISSION ARRANGEMENTS FOR
REDBRIDGE
COMMUNITY PRIMARY AND SECONDARY SCHOOLS
2017/18

Admission Arrangements
for
Community Primary Schools for 2017/18

- 1.1 Each school has a designated size based on the "admission number" which is the number of pupils per year group that can be accommodated.
- 1.2 The normal month of admission to infant/primary schools is September.
- 1.3 Children being admitted to reception can have their admission deferred beyond the date given in 1.2 above, but not beyond the beginning of the term after the child's fifth birthday or the academic year in which admission is sought. Parents must inform the school if they wish to defer entry.
- 1.4 Children being admitted to reception can be admitted on a part-time basis (until the child reaches compulsory school age) or full-time basis, or choose a place at a nursery or other early learning setting if the parents prefer.
- 1.5 Applications received after the published deadline will not be considered until all of the applications received by that date have been dealt with unless there is evidence to show that the application or amendment could not reasonably have been made on time. A new preference or change in the order of preferences will not be accepted after the closing date unless the circumstances are deemed exceptional. Where this is deemed to be the case, the application will be treated as "on-time". Late applications will be dealt with after all on time applications in the first round of offers on the statutory annual allocation dates. Where a school is oversubscribed, late applications will normally be refused, and ranked according to the oversubscription criteria for the particular school. The child's place on the waiting list will be determined in accordance with the priorities in paragraph 1.9 below.
- 1.6 Children who attend the Infants Schools listed below, who express such a preference, are entitled to admission to the linked Junior School when transferring from Year 2 to Year 3:

Churchfields Infants linked to Churchfields Junior
Oakdale Infants linked to Oakdale Junior
Parkhill Infants linked to Parkhill Junior

This will also accord sibling priority, where appropriate, between the linked schools.
- 1.7 Children attending Gordon Infants School when transferring from Year 2 to Year 3 will be asked to express a preference for either Cleveland Primary or South Park Primary School, or any other primary school, so that their application can then be considered in accordance with the normal oversubscription criteria (see paragraph 1.9 below).
- 1.8 Children with statements of special educational needs/Education Health and Care Plans (EHCP) or those being re-integrated back into a mainstream school from the Churchfields Infants Language Facility or the Roding Unit for Hearing Impaired or such other

educational facility as, in the opinion of the Authority's professional advisers, serves a similar function, will be admitted to the named school as 'excepted pupils' even if this causes the class size to rise above 30.

1.9 If the demand for a school is greater than the number of places available, all applications will be considered on an equal basis, within the following categories:

- a. "looked after" children and children previously looked after but immediately after being looked after became subject to an adoption, residence order or special guardianship order. A looked after child is a child who is in the care of a local authority as defined by section 22 of the Children Act;
- b. children where it is agreed that it is essential they be admitted to the school on exceptional medical or psychological grounds. (Such requests for a particular school, based on the serious medical or psychological condition of the child, must be supported by a qualified professional directly involved with the child and will be referred to the Authority's medical or psychological adviser for observations before any decision is made);
- c. children with siblings who are already on roll in the main school in Reception to Year 6 (not a nursery class attached to the school) and will still be on roll when the child is admitted,
- d. and children living nearest to the school as measured by 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 Tribal "Admissions and Transfers System" pupil data base which is used for allocations.

1.10 In paragraph 1.9 above, within each category (a) to (c), the shortest measured walking distance as measured from home to school as detailed in (d) will be used to give priority to applicants.

1.11 In the case of Gordon Infants School, sibling priority shall include having a sibling in Year 2, even though they will not still be on roll at the start of the new academic year.

1.12 For Seven Kings primary phase the admission arrangements will be:

- a. "looked after" children and children previously looked after but immediately after being looked after became subject to an adoption, residence order or special guardianship order. A looked after child is a child who is in the care of a local authority as defined by section 22 of the Children Act 1989;

- b. 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.
- 1.13 The Authority will make every effort to offer an infant aged child a place within a reasonable distance of 1.5 miles as based on the shortest walking distance if there are places available.
- 1.14 If preferences cannot be met, a child's name can be put on the waiting list(s) of the school(s). As places become available they will be allocated from the waiting list according to the above criteria.
- 1.15 The allocation of a preferred school will automatically cause any lower ranked school to be withdrawn unless the applicant specifies otherwise. The parents will not be allowed to hold two offers at the same time. This continues until 1 September.
- 1.16 Where a primary school organises more classes in a year group than the current form of entry for that year group, those pupils on the waiting list will be automatically admitted up to the number of pupils for that school, as if a further form of entry had been created. This will be subject to the numbers in classes not exceeding 30 and the accommodation being both available and sustainable.
- 1.17 All waiting lists will continue until 31 August of the following year and applicants will be told in advance of the need to re-apply for continued consideration. Waiting lists will be drawn up in accordance with paragraph 1.9 above.
- 1.18 Where no school place is available at a suitable maintained school due to a shortage, a place will be offered in accordance with the Fair Access Protocol, see under Notes and Definitions vi.

Admission Arrangements
For
Nursery Classes at Community Primary Schools 2017/18

1. Each nursery class attached to a community primary school has an agreed admission limit.
2. Children shall be admitted, when a place becomes available, for up to fifteen hours a week for 38 weeks or a stretched offer of 11 hours a week for 50+ weeks of the year taken over a minimum of 3 days or, in some settings, more flexibly.
3. Schools are recommended to arrange admissions as follows:
 - i. "looked after" children and children previously looked after but immediately after being looked after became subject to an adoption, residence order or special guardianship order. A looked after child is a child who is in the care of a local authority as defined by section 22 of the Children Act 1989;
 - ii. exceptional medical or social reasons, which should be supported by a qualified professional directly involved with the child and will be considered by the Authority's medical or psychological advisers. Only where it is agreed that admission to that school is essential will an exception to the general policy be made.
 - iii. siblings, with preference to older children according to their date of birth, preference will only be given to those with siblings who will still be in attendance at the date of admission; and
 - iv. all other applicants, with preference to older children according to their date of birth.
4. In each category, 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 Tribal "Admissions and Transfers System pupil data base which is used for allocations.
5. Admission to a nursery class does not guarantee admission to the main school, application for which must be made in accordance with the admission policy for community primary schools.
6. The statutory right to appeal does not apply to admission to nursery classes.

Admission Arrangements
For
Community Secondary Schools 2017/18

- 1. Admission to comprehensive schools at 11+**
- 1.1 Each school has a designated size based on "the admission number" which is the number of pupils per year group that can be accommodated.
- 1.2 All community comprehensive schools have set areas called "catchment areas" and children living in a catchment area have priority for admission.
- 1.3 Children with statements of special educational needs/Education Health and Care Plans (EHCP) will be admitted to the school that is named on their statement or EHCP.
- 1.4 Applications for transfer in September 2017 should be submitted by 31 October 2016 at the latest.
- 1.5 Notification of the allocated school will take place on 1 March 2017.
- 1.6 If the demand is more than the number of places available, all applications will be considered on an equal basis as follows:-
 - a. "looked after" children and children previously looked after but immediately after being looked after became subject to an adoption, residence order or special guardianship order. A looked after child is a child who is in the care of a local authority as defined by section 22 of the Children Act 1989.
 - b. exceptional medical or social reasons, which should be supported by a qualified professional directly involved with the child and will be considered by the Authority's medical or psychological advisers to provide their observations. Only where it is agreed that admission to that school is essential will an exception to the general policy be made.
 - c. children who live in the catchment area and who have brothers or sisters (siblings) who are both currently on roll at the school (except Years 11-13) and who will continue to attend that school in the following academic year;
 - d. Other children who live in the catchment area;
 - e. children who have brothers or sisters (siblings) who are both currently on roll at the school (except Years 11-13) and who will continue to attend that school in the following academic year; and
 - f. children who live out of the catchment area who have no sibling attending the school.

- 1.7 A child is given catchment area priority on a waiting list once it has been confirmed that the family are permanently resident at the new address.
- 1.8 Applications received after the published deadline will not be considered until all of the applications received by that date have been dealt with unless there is evidence to show that the application or amendment could not reasonably have been made on time. A new preference or change in the order of preferences will not be accepted after the closing date unless the circumstances are deemed exceptional. Where this is deemed to be the case, the application will be treated as "on-time". Late applications will be dealt with after all on time applications in the first round of offers on the statutory annual allocation dates. Where a school is oversubscribed, late applications will normally be refused, and ranked according to the admissions criteria for the particular school. The child's place on the waiting list will be determined in accordance with the priorities in paragraph 1.6 above.
- 1.9 In each category, if there are more children than places available, priority will be based on the shortest measured walking distance as measured by a Geographic Information System from the child's home to the main entrance of the school using public roads and recognised footpaths. It should be noted that when measurements involve flats in the same block, the distance will be to the 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 Tribal "Admissions and Transfers System" pupil data base which is used for allocations.
- 1.11 Requests for a particular school which are based upon the serious medical or psychological condition of a child, must be supported by a qualified professional directly involved with the child and will be considered by the Authority's medical or psychological advisers to provide their observations. Only where it is agreed that admission to that school is essential will an exception to the general policy be made.
- 1.12 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.
- 1.13 If the parent's preference cannot be met a child's name can be put on the waiting list(s) of the school(s). As places become available, they will be allocated from the waiting list.
- 1.14 The allocation of a preferred school will automatically cause any lower ranked preference schools to be withdrawn unless the applicant specifies otherwise. The parents will not be allowed to hold two offers at the same time. This continues until 1 September.
- 1.15 The waiting lists will continue to operate until 31 August of the following year and applicants will be told in advance of the need to re-apply for continued consideration.

- 1.16 Community comprehensive school governing bodies may be consulted each summer term regarding the possibility of a limited, planned, over-allocation of places to their respective admission limits in the expectation that allocated pupils would reduce through non-arrivals or withdrawals over the summer holiday or early in the Autumn Term.
- 1.17 Where no school place is available at a suitable maintained school due to a shortage, a place will be offered through the Fair Access Protocol, see under Notes and Definitions vi.

2. Admissions to selective (grammar) schools at 11+

- 2.1 Admission to the two selective (grammar) schools is based on the optional selection procedure only. The level of ability for entry is very high.
- 2.2 The schools have a common catchment area. If parents live outside this catchment area, consideration for a place at one of these schools will be given after all the requests from those within the catchment area have been met. However, all those who register will have the opportunity to be tested.
- 2.3 Advice shall be provided to applicants, in the form of data from previous years, to explain that only children who live in the catchment area have been admitted over the last 5 years.
- 2.4 Parents are asked to discuss with their child's primary school headteacher, whether a selective (grammar) school education would be of benefit. However, if parents are still undecided they are advised to have their child considered under the optional selection procedure. For admission in 2017, the tests will take place on Saturday 10 September 2016.
- 2.5 Applicants will be required to register for the tests for the selective (grammar) schools so that any medical or physical needs the candidate may have can be taken into account in the testing arrangements. Evidence of the candidate's date of birth will be required to ensure the test can be applied appropriately. Applications must be returned within the publicised registration deadline, between May and July.
- 2.6 In respect of those who register on-time but are unable to take the tests on the published date, late testing will be arranged on the provision of a doctor's certificate or proof of why the child could not sit on the original dates provided i.e. religious observance. This includes documentary evidence, such as a death certificate for a close relative where appropriate. It is the parents' responsibility to find out how their children should be registered for the tests and to ensure that this has been done.
- 2.7 In respect of those who register on-time but are refused entry to the tests because they do not produce the correct identification, no further arrangements will be made for this group of registrants.

- 2.8 In respect of applicants who do not register for testing within the publicised registration deadline but then submit on-time preferences naming a selective school, no testing arrangements shall be made: no late registrations will be accepted for 2017 and thereafter, and a statement to this effect shall be prominently displayed in the published admission arrangements.
- 2.9 Parents will be provided with advice on their child's overall position, in order of total standardised test score, before the deadline for expression of preferences on 31 October. This will not be any guarantee of an offer.
- 2.10 All applicants must complete the formal common application form online to express a preference for the selective schools. Completion of the registration/Supplementary Information Form alone is not accepted as an application.
- 2.11 If a parent is not satisfied with the outcome of the optional selection procedure, they should discuss the matter with the head of their child's primary school. The Authority's decision can be challenged through the statutory appeal process.
- 2.12 There will be a "pass mark" of 104 for all applicants and no one scoring lower than 104 will be added to the ranked list or waiting list.
- 2.13 Top priority will be given to looked after children and previously looked after children.
- 2.14 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 tiebreak 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 Tribal "Admissions and Transfers System" pupil data base which is used for allocations.
- 2.15 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 tiebreak will be the shortest measured walking distance, as measured by a Geographic Information System as before.
- 2.16 When a vacancy arises on the waiting list, it will be offered to the next highest qualifying candidate according to the total standardised score in overall order of merit, following the oversubscription criteria as detailed above. Where there is more than one such candidate with the same score, the tiebreak will be the shortest measured walking distance, as measured by a Geographic Information System, as before.

3. Admission in Years 7-11

- 3.1 If there is a vacancy in the appropriate year group, a request will be granted. There are particular requirements in respect of the two selective (grammar) schools, see paragraph 3.7.
- 3.2 If it is not possible to comply with parents' wishes immediately, the child's name may be placed on a waiting list and a place will be offered as soon as possible.
- 3.3 If the demand for a school is greater than the number of places available, all applications will be considered on an equal basis, within the following categories:
- a) "looked after" children and children previously looked after but immediately after being looked after became subject to an adoption, residence order or special guardianship order. A looked after child is a child who is in the care of a local authority as defined by section 22 of the Children 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 Authority's medical or psychological advisers to provide their observations. Only where it is agreed that admission to that school is essential will an exception to the general policy be made.
 - c) children who live in the catchment area and who have brothers or sisters (siblings) who are both currently on roll at the school (except Years 11-13) and who will continue to attend that school in the following academic year;
 - d) Other children who live in the catchment area;
 - e) children who have brothers or sisters (siblings) who are both currently on roll at the school (except Years 11-13) and who will continue to attend that school in the following academic year; and
 - f) children who live out of the catchment area who have no sibling attending the school. The tiebreak 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 Tribal "Admissions and Transfers System" pupil data base which is used for allocations.
- 3.4 Waiting lists will cease as at 31 August annually and applicants will be told in advance of the need to re-apply for continued consideration.
- 3.5 Requests for a particular school based upon the serious medical or psychological condition of the child and supported by a qualified professional directly involved with the child will be referred to the Authority's medical or psychological advisers for their

observations. Only where it is agreed that admission to that school is essential will an exception to the general policy be made.

- 3.6 Where no school place is available at a suitable maintained school due to a shortage, a place will be offered in accordance with the Fair Access Protocol, see under Notes and Definitions, vi.
- 3.7 In the case of the two selective (grammar) schools, children are not considered for entry into Years 10 or 11 at either grammar school, unless they do not attend a Redbridge comprehensive school. If there is a vacancy in the appropriate year group, late applicants will be tested. A waiting list will be maintained of applicants who have met the pass mark. Should two or more candidates achieve this standard, the place will be offered to the candidate with the highest qualifying total standardised score, then ranked by distance within each score.

4. Admissions to Sixth Forms

- 4.1 Admission to community schools' sixth forms will be managed by each school in accordance with the Authority's criteria.
- 4.2 In accordance with the School Admissions Code 2014, applications will be accepted separately from parents and students above compulsory school age.
- 4.3 Each community school will publish annually a Sixth Form prospectus stating the range of courses and entrance requirements including the following:
- The agreed admission number for external students only based on the lowest average number of external students admitted over the previous three years;
- The general criteria set by the school for entry to its sixth form;
- The specific entry criteria set by the school for each programme of study.
- 4.4 Conditional offers will be based on an applicant's predicted grades/capped average points score and admission will be based on the actual grades/average points score attained.
- 4.5 All applicants will be required to meet the general entry requirements to the school.
- 4.6 Should a programme of study be oversubscribed, the following criteria will be applied in order of priority:
- "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, subject to meeting the specific entry criteria for their chosen programme of study. 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.
- External applicants subject to meeting the specific entry requirements for their chosen programme of study.
- 4.7 Where there are more external applicants than places available, applicants will be ranked according to their predicted grades/capped average points scores.
- 4.8 Should a tiebreak be necessary, priority will be given to applicants based on the shortest measured walking distance from the child's home to the main entrance to the school as measured by the Authority's geographic measuring 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 school in question, the Authority will use the random allocation facility within the Tribal "Admissions and Transfers System" pupil data base.

- 4.9 Applicants will not be interviewed for admission but the School may meet with applicants, whether internal or external, to ensure that subject choices are appropriate and available.
- 4.10 Should admission to the Sixth Form be refused, applicants will be provided with details of the statutory appeal procedure. Both the child and the parent may appeal.

Appeals against Admission Decisions

1. The School Standards and Framework Act 1998 (as amended) allows parents to appeal against any decision made by or on behalf of Redbridge Education Authority about the school at which education is to be provided for a child.
2. Every effort will be made to meet parental preferences and no appeal to any appeal panel may be lodged before the 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. Repeat appeals in the same academic year, for the same school, will not be considered unless there have been significant and material changes in circumstances relevant to the application.
4. The Authority will implement the decisions of the appeals panels.
5. Places will continue to be filled from the waiting lists, whether or not parents have appealed, in accordance with the admission policy.

Admission Numbers 2017/18

Please note: Admission numbers may need further review in the light of any changes to projections of the intake to schools.

Community Secondary Schools - Entry September 2017

	Year 7	External Sixth Form
Caterham High	180	38
Ilford County High	180	35
Oaks Park High	300	41
Seven Kings	180	137
Valentines High	180	43
Wanstead High	240	43
Woodbridge High	300	10
Woodford County High	180	23

Community Primary Schools - Entry September 2017

Aldersbrook Primary	90
Barley Lane Primary	120
Chadwell Primary	90
Christchurch Primary	150
Churchfields Junior	120
Churchfields Infant	120
Cleveland Primary	90 Infant Dept. /140 Junior Dept.
Cleveland Infant	120
Coppice Primary	60
Cranbrook Primary	120
Downshall Primary	90
Fairlop Primary	90
Farnham Green Primary	90
Fullwood Primary	60
Gearies Primary	90
Gilbert Colvin Primary	60
Glade Primary	60
Goodmayes Primary	90
Gordon Infant/Primary	60
Grove Primary	90
Highlands Primary	90
John Bramston Primary	60
Manford Primary	60
Mayespark Primary	120
Mossford Green Primary	60
Newbury Park Primary	120
Nightingale Primary	90
Oakdale Junior	90

Oakdale Infant	90
Parkhill Junior	120
Parkhill Infant	120
Ray Lodge Primary	90
Redbridge Primary	90
Roding Primary	60
Seven Kings Primary Phase	120
Snaresbrook Primary	60
South Park Primary	90 Infant Dept./124 Junior Dept.
Uphall Primary	150
Wells Primary	45
William Torbitt Primary	120
Winston Way Primary	120
Woodlands Primary	120

Notes and definitions applying to the admission arrangements for all community schools

- i. 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. The Authority will also seek advice from the child's current school (if any), the Headteacher of the any school for which a preference is being expressed and from the Authority's advisers on exceptional medical / psychological admissions before any decision is made, if appropriate.
- ii. In recognising any route to be measured, the Authority is mindful of every child's safety. In general, walking routes recognised for school admission purposes will be paved or with a tarmac surface, lit, well-maintained with unrestricted visibility (e.g. not overgrown) and accessible at all times. This means that there may be some footpaths or commonly used foot routes across private land that are not recognised as routes to school for the purposes of the Geographic Information System used to determine admissions. There may also be new footpaths or roads created (for example, by a new housing development) that may not be recognised.

In the event of doubt about the suitability of a route, a visit will have been made to the site by a senior officer to assess its suitability. The recognised routes are fixed before the start of the admissions process and new routes will only be introduced at a suitable opportunity after the main allocation dates (taking account of a period within which parents can accept or decline their initial offers and when appeals are heard).

- iii. In defining a child's ordinary place of residence, a business address, a landlord's tenant's address, or a child-minder's address will not be accepted as a basis for allocating school places, nor will future addresses be accepted (except in exceptional circumstances). Second homes, by virtue of a short-term lease, will not be accepted as a normal permanent place of residence.
- iv. For families of service personnel with a confirmed posting in Redbridge or crown servants returning from overseas to live in the area, a place will be allocated in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and address for considering the application against the oversubscription criteria.
- v. In order to determine residence at least three documentary proofs are required from the following:
 - rent book
 - tenancy agreement – NB those with tenancy agreements will normally be required to provide a copy of their coverage under the Tenancy Deposit Protection Scheme or other deposit protection as applies to the tenancy
 - council tax details – payment books, slips, statements (mandatory)
 - utility bills e.g. electricity/gas/water/landline telephone bills (within three months)

- Child benefit letter
- UK Driving Licence

If the applicant is unable to provide at least three of the above documents, a visit will be made to determine residence.

- vi. Redbridge has an agreed Fair Access Protocol to achieve a fair and balanced approach in placement of vulnerable children who require a school place including those unplaced through a shortage of places. This includes admitting children above the published admission number to schools that are already full and such admissions take precedence over others on waiting lists. (All Redbridge schools are subject to this protocol even if they are responsible for their own admissions.)
- vii. The term "sibling" shall include children as follows:
- Half-siblings
 - Adopted siblings
 - Children subject of a residence order
 - Foster children (only those "looked after" by any local authority's Children's Services)
 - Step-children
 - Common law step-children

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

- viii. The term "guardianship" shall apply as follows:

If it is a true situation whereby the relatives have been appointed as guardian in a will or by court order, documentary evidence will be required as proof.

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

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.

- ix. The term “ordinary residence” shall apply as follows:

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.
- x. In all cases, where it is specified that a secondary school has a catchment area, these can be viewed in the published secondary admission arrangements on the Redbridge website at www.redbridge.gov.uk following the link to “schools”.

Online admissions preferred – paper form provided only where internet access is impossible

Supplementary Information Form (SIF) for Application to

Ilford County High School for Boys / Woodford County High School for Girls

Admission for September 2017

This form must be returned to: Secondary Admissions Team, Lynton House, 255-259 High Road, Ilford, IG1 1NN – even if you do not live in the London Borough of Redbridge. It must not be returned to Ilford County High School or Woodford County High School.

Details of the Child who will sit the 11+ Tests:

Child's Surname _____ Date of Birth _____

Child's First Names _____

Home Address* _____

Postcode _____ *evidence must be provided see below

Parent/Carer:

Relationship to child _____

Do you have responsibility for child? Yes / No

Your surname _____ First name _____ Mr/Mrs/Other _____

Address if different to child _____

Tel No (Daytime) _____ (Evening) _____
(Mobile) _____

The name of your Borough/Council _____ (i.e. Local Authority through which you will apply for a secondary school place for your child, or to whom you pay Council Tax)

Does your child have any medical or physical condition that may require special testing arrangements?

If yes, please give details and attach medical evidence to this form. Please continue on a separate sheet of paper if necessary.

Name & Address of current Primary School

Postcode

Headteacher's Name

You will receive confirmation of test arrangements, including date, time and venue at least two weeks before the tests. If your child is unwell you should not let him/her sit the test but contact the Admissions team. Should you wish to withdraw your child from sitting the 11+ tests please inform the Secondary Admissions Team at Lynton House in writing. Offers will be posted on 1 March 2017.

The completion of this form does not constitute an application to Ilford County High School or Woodford County High School.

Parents must apply for a place by including the school in their list of preferences on their borough's online application. Information will be exchanged between boroughs during the coordinated admissions process.

The information supplied here by me is accurate to the best of my knowledge and I understand that I must also apply for all of my preferred schools through my Local Authority.

Signature of Parent / Guardian _____ Date

Please print name _____

Please return completed form by to:

Secondary Admissions Team
London Borough of Redbridge
Lynton House
255-259 High Road
ILFORD
Essex
IG1 1NN

You should include the following photocopies with this form:

Proof of your child's date of birth

- Current Council Tax statement (mandatory), payment books, slips
- Utility bill i.e. gas, electricity, landline phone which must show home phone no. – *all less than 3 months old*
- Rent book or tenancy agreement
- UK Driving Licence
- Tax credit award notice