

hackney success in the making



hackney's primary schools

2014 ADMISSION GUIDE FOR PARENTS

Applying for a Nursery and Primary school place can take time and effort. As a parent it is important that you understand the process and are clear about how it works. If you require a summary of this booklet in your own language to help you understand this process, please contact the Admission Team on 020 8820 7150/7401 for a copy.

নার্সারি ও প্রাইমারি স্কুলে স্থান পাওয়ার বিষয়ে দরখাস্ত করার জন্য অনেক চেষ্টা এবং সময়ের দরকার। একজন অভিভাবক হিসাবে প্রক্রিয়াটি সম্পর্কে বুঝা এবং কিভাবে এটি কাজ করে সে সম্পর্কে পরিষ্কার করে নেওয়ার বিষয়টি আপনার জন্য গুরুত্বপূর্ণ। এই প্রক্রিয়াটি বুঝতে সাহায্যের জন্য যদি আপনার নিজের ভাষায় এই পুস্তিকাটির সারমর্মের প্রয়োজন হয়, তাহলে অনুগ্রহ করে এর কপির জন্য এডমিশন টিমের সঙ্গে 020 8820 7150/7401 নম্বরে যোগাযোগ করুন। (Bengali)

L'inscription dans une école maternelle et élémentaire peut prendre beaucoup de temps et d'énergie. Il est important pour vous, en tant que parent, de comprendre clairement la procédure et la façon dont le système fonctionne. Si vous avez besoin d'un résumé de cette brochure dans votre langue pour vous aider à bien comprendre la procédure, appelez l'Équipe des Admissions au 020 8820 7150/7401 et demandez une copie. (French)

Ubieganie się o przyjęcie dziecka do przedszkola lub szkoły podstawowej może być przedsięwzięciem trudnym i wymagającym sporo wysiłku. Ważne jest, żeby rodzice rozumieli, na czym ten proces polega. Jeżeli zechcą Państwo otrzymać streszczenie tej broszury po polsku, żeby dowiedzieć się więcej na ten temat, prosimy zadzwonić do zespołu ds. przyjęć (Admissions Team) pod numer 020 8820 7150 lub 020 8820 7401. (Polish)

Candidatar-se para uma vaga no infantário e escola primária pode levar tempo e esforço. Como pai é importante que compreenda o processo e saiba como funciona. Se desejar um resumo deste folheto no seu idioma para o ajudar a compreender este processo, contacte, por favor, a Equipa de Admissão (Admission Team) pelo 020 8820 7150/7401 para pedir uma cópia. (Portuguese)

Anasınıfına ve ilkokula başvuru zaman ve çaba gerektiren bir süreçtir. Aile olarak sizin için başvuru işlemlerinin nasıl yapıldığını anlamak ve sistemin nasıl işlediğini bilmek son derece önemlidir. Başvuru işlemlerini daha iyi anlayabilmek için size yardımcı olacak bu broşürün bir özet kopyasını kendi dilinizde edinmek isterseniz lütfen 020 8820 7150/7401'den Admission Team ile bağlantı kurun. (Turkish)

Solicitar una plaza en la escuela primaria o guardería puede llevar tiempo y consumir esfuerzos. Como padre o madre, es importante que comprenda el proceso y que esté seguro de cómo funciona. Si necesita un resumen de este libro en su idioma para comprender mejor el proceso, póngase en contacto con el Equipo de Admisiones (Admisión Team) llamando al 020 8820 7150/7401 para obtener un ejemplar. (Spanish)

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The London Borough of Hackney is the data controller for the purposes of the data protection Act 1998.

This means that the London Borough of Hackney is responsible for making decisions about how your personal data will be processed and used. Your data will be used for the purpose of school admissions, school admission appeals, sending you questionnaires, and assessing pupils' eligibility for various pupil benefits and services. Your data may also be used for the purpose of safeguarding children and the detection of fraud. The information you provide will be treated confidentially at all times.



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hackney's primary schools

2014 ADMISSION GUIDE FOR PARENTS

For children needing nursery places from September 2014

and

for children needing reception class places for September 2014, who were born between 1 September 2009 and 31 August 2010

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1 HACKNEY LEARNING TRUST

57 VIBRANT NURSERY & PRIMARY SCHOOLS

995 INSPIRATIONAL TEACHERS

19,711 SMILING FACES

80% ACHIEVE LEVEL 4 OR ABOVE AT KS2

hackney success in the making

DEAR PARENT/CARER

On behalf of the Headteachers, teachers and support staff, we would like to welcome you to Hackney.

Choosing a primary school for your child is a huge decision for any family, and we're pleased that you, like so many other local parents, are thinking about sending your child to a Hackney school.

Our local schools have changed immeasurably over the last 11 years. More than 80% of our primary schools are currently rated by Ofsted as good or outstanding and the number of children achieving level four in both English and maths is above the national average.

This success isn't limited to our primary schools. This year saw fantastic GCSE results for our pupils with over 61% of students achieving five or more GCSEs (including English and maths) at grades A*-C.

This fantastic success owes a lot to the hard work of pupils and teachers, as well as the support of parents. As your child becomes part of the Hackney schools community, we hope you'll want to get involved in supporting their learning and maintaining high standards of work and behaviour.

We are dedicated to working with schools to ensure they keep improving and giving all children the best possible start in life.

This guide explains the steps you need to take to secure your child's place at a primary school in Hackney. You will find information about all of our primary schools, which should help you find the best school for your child and when you've made a decision, how to apply for a place.

Whichever school your child begins their education at, they are guaranteed excellent opportunities. We wish you and all children starting primary school in Hackney the very best for the future.



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**facebook.com/hackneyschools
successinthemaking**

Keep up to date at

www.learningtrust.co.uk

Watch us on YouTube!

youtube.com/hackneysuccess



2014 ADMISSION TO HACKNEY'S PRIMARY SCHOOLS

This booklet contains information about childcare, nursery places and applying for a primary school place.

You should read sections one, two and especially the tables in section three that show how the places were allocated for community and religious schools. These also show how places were allocated at religious schools. Please be aware that it is not possible for every parent to get a place at one of their preferred schools. Many schools are heavily oversubscribed and so you will need to think carefully before deciding which schools to apply for. We've also included other information that you may find helpful, such as how to apply for free school meals, help with travel costs and what to do if your child has an SEN statement.

VISITING SCHOOLS

Our Headteachers are more than happy for parents to visit their schools. We recommend that you do this because it will give you an idea of what the school has to offer. All our primary schools have well qualified teachers who are committed to helping your child achieve their best. Schools encourage parents to get involved in school life. If you do not visit schools, you can always go to their websites for more information. Details of their website addresses are on pages 14-21.

ADVICE AND SUPPORT FOR PARENTS

You can get independent advice to help you make sense of the process and make the right decisions about your final list of schools. The Choice Adviser, Ian Hodges, is based at Hackney Learning Trust. Ian can be contacted on **020 8820 7510** or by email at xxx.xxxxxx@xxxxxxxxxxxxxx.xx.xx

INFORMATION ABOUT SCHOOL PERFORMANCE

You can get a copy of the individual Ofsted report for any of the schools you are interested in. Simply go to www.ofsted.gov.uk. Headteachers will be happy to talk to you about any part of the Ofsted report for their school. The website will also show you how to work out where your nearest primary schools are and how far away they are from your home using your postcode.

PERFORMANCE TABLES FOR PRIMARY SCHOOLS IN HACKNEY

You can get information about an individual school's Key Stage 2 test results from the Department for Education (DfE) website at www.education.gov.uk

OTHER USEFUL INFORMATION

You can go to www.gov.uk (click "Education and Learning" and then "School admissions and transport to school"). This provides general information about applying for a school place and appealing against an admission decision.

CONTACTING HACKNEY LEARNING TRUST

You can call our Admissions Team on 020 8820 7397 / 7398 / 7489 / 7501 / 7150 / 7247 / 7401 – Monday to Friday between 9am and 5pm. We will give you advice and guidance about the admission process for nursery classes in primary schools, reception classes and in-year transfers to primary school.



apply online at www.eadmissions.org.uk

From 1 September 2013 you will be able to apply online for a reception place. The closing date for all applications is **Wednesday 15 January 2014**

WHAT HAPPENS AFTER MY ONLINE APPLICATION?

Once you've completed and submitted your online application, you'll receive an email telling you your 16 digit reference number* and preferences expressed. Please make a note of this number with your username and password and check that all details are correct.

If you don't receive this email, then it's likely that your application hasn't been submitted successfully. In this case, you'll need to log back into the eadmissions website and submit your application again by following the online instructions.

Please note that if you have twins or triplets you will need to complete a separate application for each child.

EMAIL OFFER OF A SCHOOL PLACE

You will get an email and a text relating to the outcome of your application in the evening of 16 April 2014. You will also receive a letter in the post the following day or so.

SUPPORT WITH ONLINE APPLICATIONS

If you need technical help to complete your online application you can contact the London Admissions support helpdesk on **020 8255 5555 (option 1 or 4)** or at **xxxxxxx@xxxxxxxxxxx.xxg.uk**.

If you have any other problems using the system please contact the Admissions Team on **020 8820 7150, 7247, 7401 or 7402**. We are here to help.

APPLY ONLINE

From the 1st September 2013, the online system is available 24 hours 7 days a week up to the closing date of Wednesday 15 January 2014.

You can login and change your preferences at any time until midnight of the closing date, listing any six primary schools in London.

You will get the result of your application by email, before the letter arrives in the post.

BEFORE YOU START

You will need to register your details and provide an email address. If you have no email address, you can get a free email account with many providers including Google, Hotmail and Yahoo.

Once registered, you will then be sent an email with details on how to start your application.

*Application reference number:

Username:

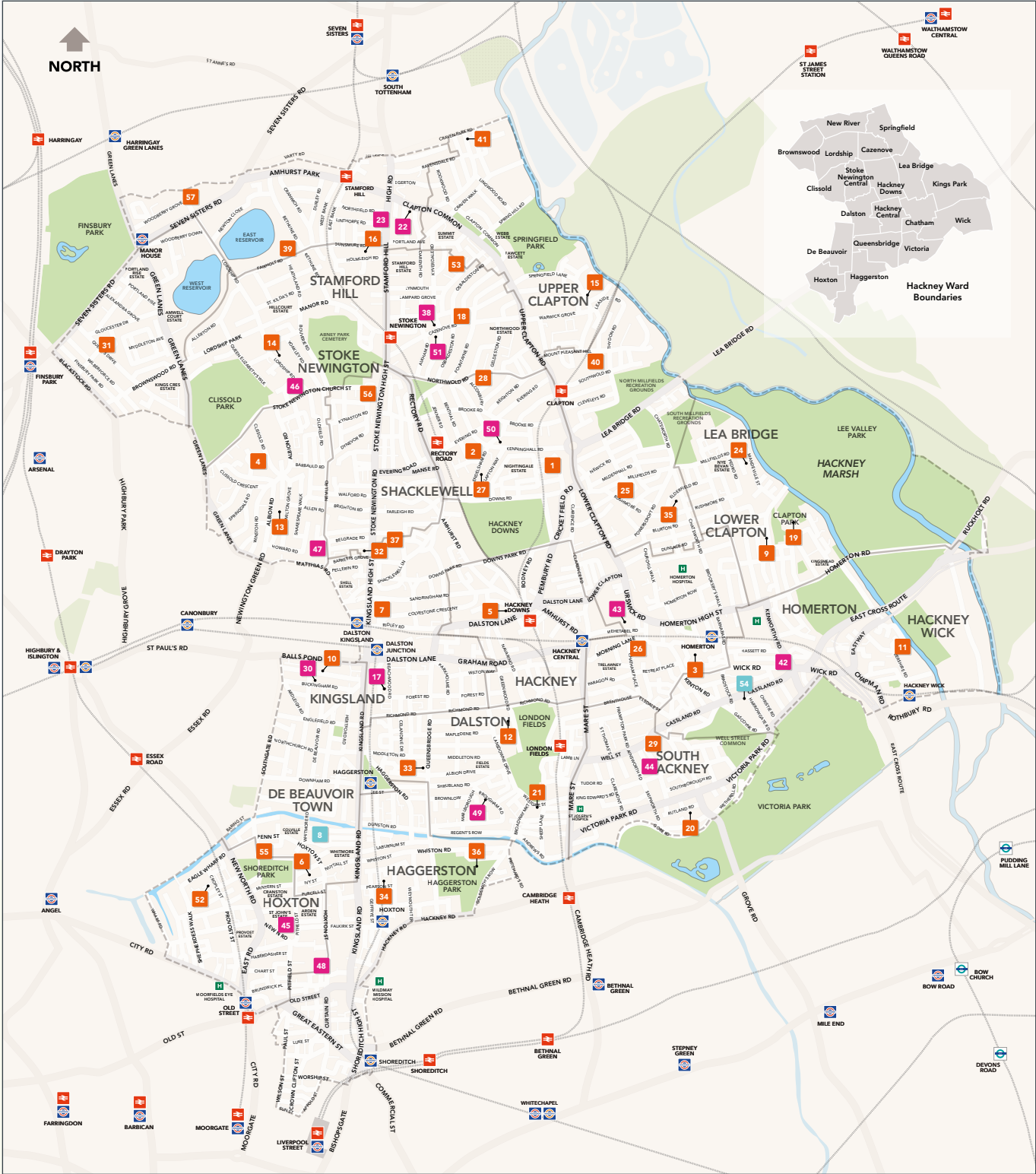
Password:

TIMETABLE FOR ADMISSION TO RECEPTION CLASS – SEPTEMBER 2014

Important dates.

Sunday 1 September 2013	Parents can start applying on-line at www.eadmissions.org.uk . You can list up to six primary schools. You can get a paper copy of the forms from Hackney Learning Trust.
Wednesday 15 January 2014	Closing date for applications. You will not be able to submit an application online after this date.
Monday 3 February 2014	Latest date for Hackney Learning Trust to transfer information relating to applications to schools outside Hackney to the Pan London Register.
Friday 14 February 2014	Latest date for Hackney Learning Trust to transfer information relating to late applications to schools outside Hackney to the Pan London Register.
Monday 3 March 2014	Latest date for voluntary-aided schools to send Hackney Learning Trust a list of their applicants, ranked according to the school's oversubscription criteria.
Monday 10 March 2014	Latest date for Hackney Learning Trust to rank pupils who have applied to their community schools in line with the published oversubscription criteria.
From Monday 17 March to Monday 31 March 2014	<p>During this period, information is exchanged through the Pan London Register about the outcome of preferences for all children who are starting reception classes in September 2014.</p> <p>All LAs receive information about potential offers from other LAs. Some applicants will get more than one offer of a place. LAs will then decline any offers beneath the highest ranked school offered.</p>
Wednesday 16 April 2014	<p>Parents who have applied online will receive an email from www.eadmissions.org.uk telling them the outcome of their application – this will be sent from early evening onwards.</p> <p>Hackney Learning Trust will post decision letters to all parents by first class post to arrive the following day.</p>
Wednesday 30 April 2014	Parents who have applied online should accept their offer of a place at www.eadmissions.org.uk by this date.
Friday 23 May 2014	Parents will need to submit their completed appeal forms by this date.
June / July 2014	Appeal Hearings will take place.

MAP OF NURSERY AND PRIMARY SCHOOLS AND TRANSPORT LINKS IN HACKNEY



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0 Nursery schools 0 Community primary schools 0 Religious primary schools

NURSERY SCHOOLS

- 8

Comet Nursery School and Children's Centre
20 Halcomb Street, N1 5RF
- 54

Wentworth Nursery School and Children's Centre
Cassland Road, E9 5BY
- 1

Baden Powell
Ferron Road, E5 8DN
- 2

Benthal
Benthal Road, N16 7AU
- 3

Berger
Anderson Road, E9 6HB
- 4

Betty Layward
Clissold Road, N16 9EX
- 5

Brook
Sigdon Road, E8 1AS
- 6

Burbage
Ivy Street, N1 5JD
- 7

Colvestone
Colvestone Crescent, E8 2LG
- 9

Daubeney
Daubeney Road, E5 0EG
- 10

De Beauvoir
Tottenham Road, N1 4BS
- 11

Gainsborough
Berkshire Road, E9 5ND
- 12

Gayhurst
Gayhurst Road, E8 3EN
- 13

Grasmere
92 Albion Road, N16 9PD
- 14

Grazebrook
Lordship Road, N16 0QP
- 15

Harrington Hill
Harrington Hill, E5 9EY
- 16

Holmleigh
Dunsmure Road, N16 5PU
- 18

Jubilee
Filey Avenue, N16 6NR
- 19

Kingsmead
Kingsmead Way, E9 5PP
- 20

Lauriston
Rutland Road, E9 7JS
- 21

London Fields
2 Westgate Street, E8 3RL
- 24

Mandeville
Oswald Street, E5 0BT
- 25

Millfields
Hilsea Street, E5 0SH
- 26

Morningside
Chatham Place, E9 6LL
- 27

Nightingale
Rendlesham Road, E5 8PH
- 28

Northwold
Northwold Road, E5 8RN
- 29

Orchard
Holcroft Road, E9 7BB
- 31

Parkwood
Queens Drive, N4 2HQ
- 32

Princess May
Princess May Road, N16 8DF
- 33

Queensbridge
Queensbridge Road, E8 4ET
- 34

Randal Cremer
Ormsby Street, E2 8JG
- 35

Rushmore
Elderfield Road, E5 0LE
- 36

Sebright
Audrey Street, E2 8QH
- 37

Shacklewell
Shacklewell Row, E8 2EA
- 39

Sir Thomas Abney
Fairholt Road, N16 5ED
- 40

Southwold
Detmold Road, E5 9NL
- 41

Springfield
Castlewood Road, N16 6DH
- 52

Thomas Fairchild
Forston Street, N1 7HX
- 53

Tyssen
Oldhill Street, N16 6QA
- 55

Whitmore
Bridport Place, N1 5JN
- 56

William Patten
Stoke Newington Ch St, N16 0NX
- 57

Woodberry Down
Woodberry Grove, N4 1SY

COMMUNITY SCHOOLS

RELIGIOUS SCHOOLS

- 17

Holy Trinity, Church of England
Beechwood Road, E8 3DY
- 22

Lubavitch House (Junior Boys), Jewish
133-135 Clapton Common, E5 9AE
- 23

Lubavitch Ruth Lunzer, Girls' Jewish
107-115 Stamford Hill, N16 5RP
- 30

Our Lady & St Joseph, Catholic
Tottenham Road, N1 4DG
- 38

Simon Marks, Jewish
Cazenove Road, N16 6PD
- 42

St Dominic's, Catholic
Ballance Road, E9 5SR
- 43

St John and St James', Church of England
Isabella Road, E9 6DX
- 44

St John of Jerusalem, Church of England
Kingshold Road, E9 7JF
- 45

St John the Baptist, Church of England
Cron dall Street, N1 6JG
- 46

St Mary's, Church of England
Barn Street, N16 0JT
- 47

St Matthias, Church of England
4 Wordsworth Road, N16 8DD
- 48

St Monica's, Catholic
Hoxton Square, N1 6NT
- 49

St Paul's with St Michael's, Church of England
57A Brougham Road, E8 4PB
- 50

St Scholastica's, Catholic
Kenninghall Road, E5 8BS
- 51

The Olive, Muslim
66 Cazenove Road, N16 6AA

NURSERY AND PRIMARY SCHOOLS IN HACKNEY

General information and contact details.

1 BADEN POWELL

Ferron Road, E5 8DN
T. 020 8985 6176
E. admin@baden-powell.hackney.sch.uk
www.baden-powell.hackney.sch.uk

HEADTEACHER

Sandra Chin

SCHOOL INFORMATION

Community school
Reception intake: 30
Nursery classes: F/T and P/T
Breakfast Club: Yes
After School Club: Yes

2 BENTHAL

Benthal Road, N16 7AU
T. 020 8985 9310
E. admin@benthal.hackney.sch.uk
www.benthal-junior-sch.org.uk

INTERIM HEADTEACHER

Sandra Chin

SCHOOL INFORMATION

Community school
Reception intake: 60
Nursery classes: P/T
After School Club: Yes

3 BERGER

Anderson Road, E9 6HB
T. 020 8985 6280
E. sgleason@berger.hackney.sch.uk
www.berger.hackney.sch.uk

HEADTEACHER

Steve Gleason

SCHOOL INFORMATION

Community school
Reception intake: 60
Nursery classes: F/T and P/T
After School Club: Yes

4 BETTY LAYWARD

Clissold Road, N16 9EX
T. 020 7249 7121
E. admin@bettylayward.hackney.sch.uk
www.bettylayward.hackney.sch.uk

HEADTEACHER

Maureen Jarrett

SCHOOL INFORMATION

Community school
Reception intake: 60
Nursery class: P/T
After School Club: Yes

5 BROOK

Sigdon Road, E8 1AS
T. 020 7254 4090
E. admin@brook.hackney.sch.uk
www.brook.hackney.sch.uk

HEADTEACHER

Anthony White

EXECUTIVE PRINCIPAL

Peter Hughes

SCHOOL INFORMATION

Community school
Reception intake: 60
Nursery classes: F/T and P/T
After School Club: Yes

6 BURBAGE

Ivy Street, N1 5JD
T. 020 7739 8591
E. xxxxxxxx@xxxxxxxxxx.xg.uk
http://burbageschool.com

HEAD OF SCHOOL

Raheel Akhtar

EXECUTIVE PRINCIPAL

Greg Wallace

SCHOOL INFORMATION

Community school
Reception intake: 60
Nursery classes: F/T and P/T

7 COLVESTONE

Colvestone Crescent, E8 2LG
T. 020 7254 1143
E. admin@colvestone.hackney.sch.uk
www.colvestone.hackney.sch.uk

HEADTEACHER

Caroline King

SCHOOL INFORMATION

Community school
Reception intake: 30
Nursery classes: F/T and P/T

8 COMET NURSERY SCHOOL AND CHILDREN'S CENTRE

20 Halcomb Street, N1 5RF
T. 020 7749 9850
E. admin@comet.hackney.sch.uk
www.cometnurseryandcc.co.uk

HEADTEACHER

Lisa Clarke

SCHOOL INFORMATION

Nursery intake: 90
Classes: F/T and P/T (Morning and afternoon sessions)

9 DAUBENEY

Daubeney Road, E5 0EG
T. 020 8985 4380
E. admin@daubeney.hackney.sch.uk
www.daubeney.hackney.sch.uk

HEAD OF SCHOOL

Mandy Preville-Findlay

EXECUTIVE HEADTEACHER

Janice Thomas

SCHOOL INFORMATION

Community school
Reception intake: 90
Nursery classes: P/T
After School Club: Yes

10 DE BEAUVOIR

Tottenham Road, N1 4BS
T. 020 7254 2517
E. admin@debeauvoir.hackney.sch.uk
www.debeauvoir.hackney.sch.uk

HEAD OF SCHOOL

Sandra James

EXECUTIVE HEADTEACHER

Sarah Bailey

SCHOOL INFORMATION

Community school
Reception intake: 60
Nursery classes: F/T and P/T
After School Club: Yes
Breakfast Club: Yes

11 GAINSBOROUGH

Berkshire Road, E9 5ND
T. 020 8985 4622
E. admin@gainsborough.hackney.sch.uk
www.gainsborough.hackney.sch.uk

HEADTEACHER

Clare Pike

SCHOOL INFORMATION

Community school
Reception intake: 90
Nursery classes: F/T and P/T
Breakfast Club: Yes

12 GAYHURST

Gayhurst Road, E8 3EN
T. 020 7254 6138
E. admin@gayhurst.hackney.sch.uk
www.gayhurst.hackney.sch.uk

ASSOCIATE HEADTEACHER

Liza Hooper

EXECUTIVE HEADTEACHER

Louise Nichols

SCHOOL INFORMATION

Community school
Reception intake: 75
Nursery classes: F/T and P/T
After School Club: Yes
Breakfast Club: Yes

13 GRASMERE

92 Albion Road, N16 9PD
T. 020 7254 4564
E. admin@grasmere.hackney.sch.uk
www.schoolswire.org/public/grasmere008.html

HEADTEACHER

Mark Derrington

SCHOOL INFORMATION

Community school
Reception intake: 30
Nursery classes: F/T and P/T
After School Club: Yes
Breakfast Club: Yes

14 GRAZEBROOK

Lordship Road, N16 0QP
T. 020 8802 4051
E. mthomas@grazebrook.hackney.sch.uk
www.grazebrook.hackney.sch.uk

HEAD OF SCHOOL

Derek Hewie

EXECUTIVE HEADTEACHER

Michelle Thomas

SCHOOL INFORMATION

Community school
Reception intake: 60
Nursery classes: F/T and P/T
After School Club: Yes
Breakfast Club: Yes

15 HARRINGTON HILL

Harrington Hill, E5 9EY
T. 020 8806 7275
E. admin@harringtonhill.hackney.sch.uk
www.harringtonhill.hackney.sch.uk

HEADTEACHER

Nicola Massey

SCHOOL INFORMATION

Community school
Reception intake: 90*
Nursery classes: F/T and P/T
Breakfast Club: Yes

*Subject to confirmation

BREAKFAST AND AFTER SCHOOL CLUBS

Some of the primary schools listed in this section provide breakfast and/or after-school clubs. These are care schemes for which a fee is charged.

School breakfast clubs serve food to children who arrive early at school, before formal lessons begin. The way in which these clubs operate depends on the circumstances of the school. Further details are available from individual schools.

Hackney Learning Trust's After School Clubs are based in the primary school and take place straight after school for children aged 5 to 12 years.

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16 HOLMLEIGH

Dunsmure Road, N16 5PU
T. 020 8802 7420
E. kward@holmleigh.hackney.sch.uk
www.holmleigh.hackney.sch.uk

HEADTEACHER

Kevin Ward

SCHOOL INFORMATION

Community school
Reception intake: 30
Nursery classes: F/T and P/T
Breakfast Club: Yes

17 HOLY TRINITY

Beechwood Road, E8 3DY
T. 020 7254 1010
E. admin@holyltrinity.hackney.sch.uk
www.holyltrinity.hackney.sch.uk

HEAD OF SCHOOL

Yvonne Barnett

EXECUTIVE PRINCIPAL

Sian Davies

SCHOOL INFORMATION

Voluntary aided CE school
Reception intake: 30
Nursery classes: F/T and P/T

18 JUBILEE

Filey Avenue, N16 6NR
T. 020 8806 5446
E. admin@jubilee.hackney.sch.uk
www.jubilee.hackney.sch.uk

HEADTEACHER

Norma Hewins

SCHOOL INFORMATION

Community school
Reception intake: 60
Nursery classes: F/T and P/T

19 KINGSMEAD

Kingsmead Way, E9 5PP
T. 020 8985 5779
E. admin@kingsmead.hackney.sch.uk
www.kingsmead.hackney.sch.uk

ASSOCIATE HEADTEACHER

Evelyn Deeney

EXECUTIVE HEADTEACHER

Louise Nichols

SCHOOL INFORMATION

Community school
Reception intake: 30
Nursery classes: F/T and P/T
After School Club: Yes
Breakfast Club: Yes

20 LAURISTON

Rutland Road, E9 7JS
T. 020 8985 6331
E. lgroom@lauriston.hackney.sch.uk
www.lauriston.hackney.sch.uk

HEADTEACHER

Lisa Sharratt

SCHOOL INFORMATION

Community school
Reception intake: 60
Nursery classes: F/T and P/T

21 LONDON FIELDS

Westgate Street, E8 3RL
T. 020 7254 4330
E. xxxxxx@xxxxxxxxx.xxg.uk
www.londonfields.hackney.sch.uk

HEAD OF SCHOOL

Caroline Tyson

EXECUTIVE PRINCIPAL

Greg Wallace

SCHOOL INFORMATION

Community school
Reception intake: 60
Nursery classes: F/T and P/T
After School Club: Yes
Breakfast Club: Yes

22 LUBAVITCH HOUSE (BOYS JUNIOR)

133-135 Clapton Common, E5 9AE
T. 020 8800 1044
E. admin@lubavitch.hackney.sch.uk

HEAD OF SCHOOL

Rabbi S. Karasik

EXECUTIVE HEADTEACHER

Freida Sudak

SCHOOL INFORMATION

Voluntary aided jewish school
Reception intake: 30

23 LUBAVITCH RUTH LUNZER GIRLS' JEWISH

107-125 Stamford Hill, N16 5RP
T. 020 8800 0022
E. admin@lubavitch.hackney.sch.uk

HEAD OF SCHOOL

Esther Kessleman

EXECUTIVE HEADTEACHER

Freida Sudak

SCHOOL INFORMATION

Voluntary aided jewish school
Reception intake: 30
Nursery classes: F/T and P/T

24 MANDEVILLE

Oswald Street, E5 0BT
T. 020 8986 5249
E. mandevilleoffice@beststart.org.uk
www.mandeville.org.uk

HEAD OF SCHOOL

Emma Penzer

EXECUTIVE PRINCIPAL

Greg Wallace

SCHOOL INFORMATION

Community school
Reception intake: 60
Nursery classes: F/T and P/T

25 MILLFIELDS

Hilsea Street, E5 0SH
T. 020 8985 7898
E. info@millfields.hackney.sch.uk
www.millfields.hackney.sch.uk

HEADTEACHER

Jane Betsworth

SCHOOL INFORMATION

Community school
Reception intake: 90
Nursery classes: F/T and P/T
After School Club: Yes
Breakfast Club: Yes

26 MORNINGSIDE

Chatham Place, E9 6LL
T. 020 8985 5382
E. admin@morningside.hackney.sch.uk
www.morningside.hackney.sch.uk

HEADTEACHER

Janet Taylor

EXECUTIVE PRINCIPAL

Sian Davies

SCHOOL INFORMATION

Community school
Reception intake: 60
Nursery classes: F/T and P/T
After School Club: Yes
Breakfast Club: Yes

27 NIGHTINGALE

Rendlesham Road, E5 8PH
T. 020 8985 4259
E. mault@nightingale.hackney.sch.uk
www.nightingale.hackney.sch.uk

HEADTEACHER

Catrina Tilbury

SCHOOL INFORMATION

Community school
Reception intake: 30
Nursery classes: F/T and P/T
Breakfast Club: Yes

28 NORTHWOLD

Northwold Road, E5 8RN
T. 020 8806 6352
E. office@northwold.hackney.sch.uk

HEADTEACHER

Alison Kriel

SCHOOL INFORMATION

Community school
Reception intake: 60
Nursery classes: F/T and P/T
After School Club: Yes
Breakfast Club: Yes

29 ORCHARD

Holcroft Road, E9 7BB
T. 020 8985 7785
E. admin@orchard.hackney.sch.uk
www.orchard.hackney.sch.uk

HEAD OF SCHOOL

Rachel Davie

EXECUTIVE HEADTEACHER

Stephen Hall

SCHOOL INFORMATION

Community school
Reception intake: 60
Nursery classes: F/T and P/T

30 OUR LADY & ST JOSEPH

Buckingham Road, N1 4DG
T. 020 7254 7353
E. admin@olsj.hackney.sch.uk
www.olsjschool.net

HEADTEACHER

Sean Flood

SCHOOL INFORMATION

Voluntary aided catholic school
Reception intake: 30
Nursery classes: F/T and P/T



31 PARKWOOD

Queens Drive, N4 2HQ

T. 020 8802 5366
E. admin@parkwood.hackney.sch.uk
www.parkwood.hackney.sch.uk

INTERIM HEADTEACHER

Jim Williamson

SCHOOL INFORMATION

Community school
Reception intake: 30
Nursery classes: F/T and P/T

32 PRINCESS MAY

Princess May Road, N16 8DF

T. 020 7254 1589
E. admin@princessmay.hackney.sch.uk
www.princessmay.hackney.sch.uk

HEADTEACHER

Stephen Spooner

SCHOOL INFORMATION

Community school
Reception intake: 60
Nursery classes: F/T and P/T
After School Club: Yes
Breakfast Club: Yes

33 QUEENSBRIDGE

Queensbridge Road, E8 4ET

T. 020 7254 1186
E. admin@queensbridge.hackney.sch.uk
www.queensbridge.hackney.sch.uk

HEAD OF SCHOOL

Rosie Condon

EXECUTIVE HEADTEACHER

Sarah Bailey

SCHOOL INFORMATION

Community school
Reception intake: 60
Nursery classes: F/T and P/T
After School Club: Yes
Breakfast Club: Yes

34 RANDAL CREMER

Ormsby Street, E2 8JG

T. 020 7739 8162
E. admin@randalcremer.hackney.sch.uk
www.randalcremer.hackney.sch.uk

HEADTEACHER

Jo Riley

SCHOOL INFORMATION

Community school
Reception intake: 60
Nursery classes: F/T and P/T
After School Club: Yes
Breakfast Club: Yes

35 RUSHMORE

Elderfield Road, E5 0LE

T. 020 8985 3175
E. info@rushmore.hackney.sch.uk
www.rushmore.hackney.sch.uk

HEADTEACHER

Ian Mullaney

SCHOOL INFORMATION

Community school
Reception intake: 60
Nursery classes: F/T and P/T

36 SEBRIGHT

Audrey Street, E2 8QH

T. 020 7739 6531
E. admin@sebright.hackney.sch.uk
www.sebright.hackney.sch.uk

HEAD OF SCHOOL

Stephen Smith

EXECUTIVE HEADTEACHER

Janice Thomas

SCHOOL INFORMATION

Community school
Reception intake: 60
Nursery classes: F/T and P/T
Breakfast Club: Yes

37 SHACKLEWELL

Shacklewell Row, E8 2EA

T. 020 7254 1415
E. admin@shacklewell.hackney.sch.uk
www.shacklewell.hackney.sch.uk

HEAD OF SCHOOL

Nicole Reid

EXECUTIVE HEADTEACHER

Michelle Thomas

SCHOOL INFORMATION

Community school
Reception intake: 60
Nursery classes: F/T and P/T
Breakfast Club: Yes



38 SIMON MARKS

Cazenove Road, N16 6PD

T. 020 8806 6048
E. info@simonmarks.hackney.sch.uk
www.simonmarks.hackney.sch.uk

HEADTEACHER

Gillian Ross

SCHOOL INFORMATION

Voluntary aided jewish school
Reception intake: 30
Nursery classes: F/T and P/T
Breakfast Club: Yes

39 SIR THOMAS ABNEY

Fairholt Road, N16 5ED

T. 020 8800 1411
E. admin@sirthomasabney.hackney.sch.uk
www.sirthomasabney.hackney.sch.uk

HEADTEACHER

Geraldine Fitzmaurice

SCHOOL INFORMATION

Community school
Reception intake: 60
Nursery classes: F/T and P/T
After School Club: Yes
Breakfast Club: Yes



40 SOUTHWOLD

Detmold Road, E5 9NL

T. 020 8806 5201
E. admin@southwold.hackney.sch.uk
www.southwold.hackney.sch.uk

ASSOCIATE HEADTEACHER

Gulcan Metin Asdoyuran

EXECUTIVE HEADTEACHER

Stephen Hall

SCHOOL INFORMATION

Community school
Reception intake: 60
Nursery classes: F/T and P/T
After School Club: Yes

41 SPRINGFIELD

Castlewood Road, N16 6DH

T. 020 8800 9007
E. admin@springfield.hackney.sch.uk
www.springfield.hackney.sch.uk

HEAD OF SCHOOL

Fiona Judge

EXECUTIVE PRINCIPAL

Sian Davies

SCHOOL INFORMATION

Community school
Reception intake: 30
Nursery classes: F/T and P/T
After School Club: Yes

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youtube.com/hackneysuccess

42 ST DOMINIC'S

Ballance Road, E9 5SR

T. 020 8985 0995
E. admin@stdominics.hackney.sch.uk
www.stdominics.hackney.sch.uk

HEADTEACHER

Deirdre Finan

SCHOOL INFORMATION

Voluntary aided catholic school
Reception intake: 60
Nursery classes: F/T and P/T
Breakfast Club: Yes

43 ST JOHN AND ST JAMES

Isabella Road, E9 6DX

T. 020 8985 2045
E. office@johnjames.hackney.sch.uk
www.johnjames.hackney.sch.uk

HEAD OF SCHOOL

Jenna Clark

EXECUTIVE PRINCIPAL

Sian Davies

SCHOOL INFORMATION

Voluntary aided CE school
Reception intake: 30
Nursery classes: F/T and P/T
Breakfast Club: Yes

44 ST JOHN OF JERUSALEM

Kingshold Road, E9 7JF

T. 020 8985 0730
E. admin@st-johnjerusalem.hackney.sch.uk
www.st-johnjerusalem.hackney.sch.uk

HEADTEACHER

Asarena Simon

SCHOOL INFORMATION

Voluntary aided CE school
Reception intake: 30
Nursery classes: F/T and P/T

45 ST JOHN THE BAPTIST

Crondall Street, N1 6JG

T. 020 7739 4902
E. office@st-john.hackney.sch.uk
www.st-john.hackney.sch.uk

HEAD OF SCHOOL

Laura Birkett

EXECUTIVE PRINCIPAL

Sian Davies

SCHOOL INFORMATION

Voluntary aided CE school
Reception intake: 45
Nursery classes: F/T and P/T
Breakfast Club: Yes

46 ST MARY'S

Lordship Road, N16 0JT

T. 020 8800 2645
E. admin-office@stmarys.hackney.sch.uk
www.st-marys.hackney.sch.uk

HEADTEACHER

Jane O'Brien

SCHOOL INFORMATION

Voluntary aided CE school
Reception intake: 30
Nursery classes: F/T and P/T
Breakfast Club: Yes

47 ST MATTHIAS

Wordsworth Road, N16 8DD

T. 020 7254 1148
E. admin@st-matthias.hackney.sch.uk
www.st-matthias.hackney.sch.uk

HEAD OF SCHOOL

Orlene Badu

EXECUTIVE PRINCIPAL

Sian Davies

SCHOOL INFORMATION

Voluntary aided CE school
Reception intake: 45
Nursery classes: F/T and P/T

48 ST MONICA'S

Hoxton Square, N1 6NT

T. 020 7739 5824
E. admin@st-monicas.hackney.sch.uk
www.stmonicasprimaryhackney.co.uk

HEADTEACHER

Violet Richardson

SCHOOL INFORMATION

Voluntary aided catholic school
Reception intake: 30
Nursery classes: F/T and P/T
Breakfast Club: Yes

49 ST PAUL'S WITH ST MICHAEL'S

57a Brougham Road, E8 4PB

T. 020 7254 1927
E. admin@st-pauls-st-michaels.hackney.sch.uk
www.spsm.hackney.sch.uk

HEADTEACHER

Tom Panagiotopoulos

SCHOOL INFORMATION

Voluntary aided CE school
Reception intake: 30
Nursery classes: F/T and P/T

50 ST SCHOLASTICA'S

Kenninghall Road, E5 8BS

T. 020 8985 3466
E. officeadmin@st-scholasticas.hackney.sch.uk
www.st-scholasticas.hackney.sch.uk

HEADTEACHER

Naomi Mulholland

SCHOOL INFORMATION

Voluntary aided catholic school
Reception intake: 30
Nursery classes: F/T and P/T
After School Club: Yes

51 THE OLIVE

66 Cazenove Road, N16 6AA

T. 020 7683 7436
E. admin@olivehackney.tauheedulschools.com
www.tauheedulschools.com

HEADTEACHER

Yasmin Choudhry

EXECUTIVE HEADTEACHER

Julie Bradley

SCHOOL INFORMATION

Free school, Muslim
Reception intake: 90
After School Club: Yes
Breakfast Club: Yes

52 THOMAS FAIRCHILD

Forston Street, N1 7HX

T. 020 7253 9469
F. 020 7608 3008
E. admin@thomasfairchild.hackney.sch.uk
www.thomasfairchild.hackney.sch.uk

HEADTEACHER

Jenny Lewis

SCHOOL INFORMATION

Community school
Reception intake: 60
Nursery classes: F/T and P/T
Breakfast Club: Yes

53 TYSEN

Old Hill Street, N16 6QA

T. 020 8806 4130
E. admin@tyssen.hackney.sch.uk
www.tyssen.hackney.sch.uk

HEADTEACHER

Paul Fleming

SCHOOL INFORMATION

Community school
Reception intake: 60
Nursery classes: F/T and P/T
After School Club: Yes
Breakfast Club: Yes

54 WENTWORTH NURSERY SCHOOL AND CHILDREN'S CENTRE

Cassland Road, E9 5BY

T. 020 8985 3491
E. admin@wentworth.hackney.sch.uk
www.wentworth.hackney.sch.uk

HEADTEACHER

Carolyn Maples

SCHOOL INFORMATION

Nursery intake: 90
Classes: F/T and P/T (Morning and afternoon sessions)

55 WHITMORE

Bridport Place, N1 5JN

T. 020 7739 7973
E. info@whitmore.moonfruit.com
<http://whitmore.moonfruit.com>

HEAD OF SCHOOL

Penny Smith

EXECUTIVE HEADTEACHER

Greg Wallace

SCHOOL INFORMATION

Community school
Reception intake: 60
Nursery classes: F/T and P/T
After School Club: Yes
Breakfast Club: Yes

56 WILLIAM PATTEN

Stoke Newington Church Street, N16 0NX

T. 020 7254 4014 / 4915
E. admin@williampatten.hackney.sch.uk
www.williampatten.hackney.sch.uk

HEADTEACHER

Kathryn Kyle

SCHOOL INFORMATION

Community school
Reception intake: 60
Nursery classes: F/T and P/T
After School Club: Yes

57 WOODBERRY DOWN

Woodberry Grove, N4 1SY

T. 020 8800 5758
E. info@woodberrydown.org.uk
www.woodberrydown.org.uk

HEAD OF SCHOOL

Sarah Mather

EXECUTIVE PRINCIPAL

Greg Wallace

SCHOOL INFORMATION

Community school
Reception intake: 90*
Nursery classes: F/T and P/T
After School Club: Yes
Breakfast Club: Yes

*Subject to confirmation



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youtube.com/hackneysuccess

SECTION ONE

starting nursery class

WHO DO I CONTACT TO GET INFORMATION ABOUT CHILDCARE?

If you are looking for information on childcare in Hackney, but don't know where to start, you should call Hackney Family Information Service or visit their web page. They can tell you about your childcare options and give you information about help with paying for childcare, such as free nursery places for 3 and 4 year olds and tax credits. They have lists of all registered childcare providers including nurseries, playgroups, childminders, holiday playschemes, after-school and breakfast clubs.

The service also has information on other activities such as leisure and family support services. It also produces the *Hackney Family Directory* which explains all this in more detail.

There is a phone line and drop in service if you want to speak to an adviser personally about any childcare issues. Please call the **Hackney Family Information Service** on 020 8820 7590 or visit www.learningtrust.co.uk/fis

WHEN CAN MY CHILD START IN A NURSERY CLASS?

Children can start nursery classes attached to a primary school, or one of the nursery schools, in the school term after they reach their third birthday. The age they can start depends on how many places are available. Most nursery places are for half a day, either morning or afternoon. Take a look at the table on page 25 to see the exact term when your child would be eligible to start at a nursery class in a primary school. Full time places will only be offered to those children who meet the criteria. Further information about this is available from the primary school.

WHY SHOULD I SEND MY CHILD TO A NURSERY?

Going to a nursery school or class will give your child a valuable introduction to school life. It will allow them to develop their skills, as part of a large group of children of their own age, in a happy and relaxed atmosphere. The day is planned so that children are able to develop at their own pace. If your child goes to a nursery class attached to a primary school, there is no automatic transfer into the reception class at the same school. You will have to complete a separate application form for a place in a reception class. Please see section two for details.

HOW DO I APPLY FOR A NURSERY PLACE AT A SCHOOL?

If you want to apply for a nursery place for your child, you should contact at least three of your preferred schools when your child is two years old, but not before. You will then have to fill in a nursery application form. The school will write to you in the term before your child is due to attend to let you know whether you have been offered a place. You must provide proof of address with your application form. If you are offered a nursery place, the school will also need to see your child's birth certificate to confirm their name and date of birth.

Please note that completing your application form early does not give you priority over other children who might apply later. Take a look at the table on page 25 to see the closing date for applications and the date when you will be informed of the outcome of your application. This depends on when your child was born in the year.



WHAT ARE THE ADMISSIONS CRITERIA FOR NURSERY SCHOOLS AND CLASSES IN COMMUNITY PRIMARY SCHOOLS?

If more children apply for a nursery place at a particular school than there are places available, the Headteacher will allocate places according to how many are available. Priority will be given in the following order:

- 01. A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
- 02. Children with an educational, medical or social need for a nursery place.¹
- 03. Children whose parents can take up or stay in a teaching post in one of Hackney's schools.²
- 04. Children with brothers and sisters already at the school at the time of the proposed admission (includes half and step brothers and sisters living as a family unit at the same address).
- 05. Children living nearest to the school as measured in a straight line from their home address or their childminder's address using a map or website for calculating distances.³

If we need a tie-breaker decision for priorities 1, 2, 3 and 4, we will use distance as measured in priority 5 above.



HOW DOES MY CHILD MEET THE CRITERIA FOR A FREE FULL-TIME NURSERY PLACE?

There will be a limited number of places made available, and these will be allocated to the most vulnerable children and those in need. Assessments and evidence will be used to decide the level of need for each child and whether a full-time place should be offered. The evidence used for assessing need can be written evidence from a number of different professionals, records of a conversation between the school and appropriate professionals involved with the child's family and follow up from information on application forms.

IS THERE A CHARGE FOR ATTENDING A NURSERY CLASS IN A SCHOOL IN HACKNEY?

If your child is entitled to a free part-time place, some schools may allow you to pay to bring your hours up to the level of a full-time place. This means that you will get the first 15 hours for free, but you will be charged for the additional 10 hours. If you are unable to pay for a full-time place, you can still apply for the free part-time place. The school will be able to tell you how much you would have to pay for the extra 10 hours.

NOTES

- ¹ This applies to the nearest school unless your child's need justifies a place at a particular school. Headteachers can take into account educational or medical needs such as developmental, speech and language delay or physical needs. The school will need to see evidence of this from a doctor, hospital consultant, health visitor or education and child professional.
- ² If you are a Hackney school teacher, you can apply for a nursery place for your child under this scheme – but only for one child in each class, or two places in the case of twins. You must apply to the primary school where you teach, or one that is within one mile of your place of work.
- ³ If your child is cared for by a childminder during the week (Monday to Friday). The school will ask to see proof of this arrangement. The school will decide which method to use to calculate the distances for all applicants considered under priority five above.

ADMISSION TO NURSERY SCHOOLS AND NURSERY CLASSES IN PRIMARY SCHOOLS FROM SEPTEMBER 2014

FOR CHILDREN BORN BETWEEN:	CLOSING DATE FOR APPLICATIONS	DATE OF LETTER	START DATE
1 April 2011 and 31 August 2011	Friday 25 April 2014	Friday 23 May 2014	Phased entry during September 2014
1 September 2011 and 31 December 2011	Friday 26 September 2014	Friday 24 October 2014	Phased entry during January 2015
1 January 2012 and 31 March 2012	Friday 23 January 2015	Friday 13 February 2015	Phased entry during April 2015
1 April 2012 and 31 August 2012	Friday 24 April 2015	Friday 22 May 2015	Phased entry during September 2015

WHAT HAPPENS IF MY CHILD DOESN'T GET A NURSERY PLACE?

If you are not offered a place in your preferred nursery class, you can ask for your child to be put on the application list (this operates in a similar way to a waiting list). Each child is ranked in line with the admissions criteria described on page 24. Places are offered as and when they arise. This may mean that your child is offered a place one or more terms after they have turned three. The length of time your child has been on the list doesn't give them priority over other children on the list. If you are not offered a place at your preferred nursery, you can't appeal against this decision.

If you don't have a nursery place for your child, or you have just moved into Hackney and all your local school nurseries are now full, you should contact the **Hackney Family Information Service** at Hackney Learning Trust on **020 8820 7590**. They will be able to give you details about local children's centres, nurseries, childminders, playgroups, one o'clock clubs and crèches.

ADMISSION TO NURSERY CLASSES AT RELIGIOUS SCHOOLS

The governing body of each religious school is responsible for admissions to their nursery class. You should contact each school individually to find out whether you have been offered a place and the start date. The schools are listed on pages 13 and 28 of this booklet. Religious schools will also ask for additional information about your membership of a particular faith. If you want your application to be considered under the faith priorities, you will have to complete a Supplementary Information Form. This must be returned to the school directly.



SECTION TWO

starting **primary school**

WHEN CAN MY CHILD START RECEPTION CLASS?

All children whose birthday falls between 1 September 2009 and 31 August 2010 will start primary school in September 2014.

When a school place has been offered, parents can delay their child's entry into the reception class, or ask for their child to go part-time, until the beginning of the term following their fifth birthday.

Parents can delay their child's start until the summer term (April 2015). This will result in your child attending the reception class for one term only.

MY CHILD ATTENDS THE NURSERY, WILL THEY AUTOMATICALLY GET A PLACE AT THE MAIN SCHOOL?

Children who attend the nursery class of a community primary school will not automatically get a place at the same school. This is because the criteria for places in reception classes are different. Also, some parents send their children to other Early Years Centres and nurseries, and all parents have to be treated equally, regardless of which nursery their children attend.

However, some religious schools do give priority to the children who attend their nursery. The religious Schools' admissions arrangements in Section Four will tell you more about this.

HOW DO I APPLY FOR A PLACE IN A RECEPTION CLASS?

All Hackney residents can apply for a reception class place from 1 September 2013. You should complete Hackney Learning Trust's Common Application Form online at www.eadmissions.org.uk or you can get a paper application form from our Admissions Team. We will need to see proof of the address where you and your child live on a permanent basis from Monday to Friday. You can list up to six state-funded primary schools, academies, or free schools in any London area in order of preference. The reception class admissions process is now co-ordinated London-wide, so you only need to complete your own local authority application form listing all the London schools you prefer. The closing date is **15 January 2014**.

HOW DO I APPLY FOR A SCHOOL PLACE IF MY CHILD HAS A STATEMENT OF SPECIAL EDUCATIONAL NEEDS (SEN)?

Pupils who have an SEN statement follow a different transfer process from other children. If your child has a statement, you will need to tell the Special Needs Assessment and Monitoring Team which schools you prefer. Hackney Learning Trust has a duty to check that the named school is able to meet your child's special educational needs, and to agree to the placement. This consultation should be finished well in time to secure a place for your child to start school in September 2014.

If you need more advice about this, you can contact the Special Needs Assessment and Monitoring Team on **020 8820 7000**.



HOW CAN I FIND OUT IF I AM LIKELY TO GET A PLACE AT A PARTICULAR SCHOOL?

The information in the table on pages 36-43 will show you how places were allocated for the school year 2013. It's not possible to offer a place to every parent who applies to certain schools, so it's important that you know what your chances are. You can work out the distance between your postcode and the school's postcode to give you an idea of how far you live from any Hackney school by using – www.freemaptools.com/distance-between-uk-postcodes.htm. Although this won't give you the exact measurement, it will give you an idea of whether you stand a chance of getting a place at your preferred schools.

HOW DO I APPLY TO A RELIGIOUS SCHOOL?

You can apply for a place at a religious school by listing the school on the online application form. Please check the admissions policy for each of the religious schools you are considering to see whether you could qualify for a school place. Information relating to the admission policies for Hackney religious schools are in section four of this booklet. Religious schools will also ask for extra information about your membership of a particular faith. You will have to complete a Supplementary Information Form (SIF) and return it to the school concerned if you want to be given priority on the grounds of religion.

The majority of Hackney's religious schools are oversubscribed. Qualifying for consideration under the religious criteria does not guarantee that a place will be offered.

Don't forget to put the name of the school on the online application form otherwise we won't be able to forward your application to the school or LA.



The following religious schools in Hackney will ask you to complete a supplementary form:

- Holy Trinity, Church of England
- Lubavitch House (Boys Junior), Jewish
- Lubavitch Ruth Lunzer, Girls' Jewish
- Our Lady and St Joseph, Catholic
- Simon Marks, Jewish
- St Dominic's, Catholic
- St John and St James, Church of England
- St John of Jerusalem, Church of England
- St John the Baptist, Church of England
- St Mary's, Church of England
- St Matthias, Church of England
- St Monica's, Catholic
- St Paul's with St Michael's, Church of England
- St Scholastica's, Catholic
- The Olive, Muslim

You can get the supplementary forms from Hackney Learning Trust or directly from any of the above schools.

HOW DO I APPLY FOR SCHOOLS IN ANOTHER LOCAL AUTHORITY?

If you want to apply for a place at any of your neighbouring LAs' primary schools, simply list them on the online application form in your order of preference. All London LAs work together on the transfer process, and they use the Pan-London Register computerised system to do this. This means that you will only have to complete one application form, listing all your preferred schools together, regardless of which boroughs the schools are in.

WHEN IS THE CLOSING DATE FOR APPLICATIONS?

You must submit your online form, or return your paper application form, to one of the primary schools or to Hackney Learning Trust by **Wednesday 15 January 2014**.

WHAT DOCUMENTS DO I NEED TO SEND WITH MY APPLICATION?

You should send or upload the following documents after completing your online application:

- a copy of the child's birth certificate or medical card to show the date of birth;
- a copy of a child tax credit or child benefit letter. If you haven't got a letter, please contact HM Revenue and Customs on 0845 302 1444. If you are not entitled to such benefit you will need to provide alternative documentation.
- a copy of this year's council tax bill or a housing benefit letter;
- an original utility bill received within the last two months. This can be a gas, electricity, water, TV Licence or landline phone bill.

Failure to send us the above documents may cause delays in processing your application. We will match the address on the application form with the one we already have on our database. If you have changed address in the last year and the school you wish to apply for is oversubscribed, you may have to fill in a questionnaire to prove that you live permanently at your current address.

HOW WILL YOU PROCESS MY APPLICATION?

The Admissions Team will keep full details of your application on their pupil database. Each of your preferences listed on your application form will be considered at the same time.

If you have a preference for a religious school as listed on page 28, the Admissions Team will forward your details to that school to apply their admissions criteria. These schools will not know how you have ranked their school. If you list any state maintained schools outside Hackney, we will use the Pan-London Register to forward your child's details to the other LAs. We will then record all potential offers before allocating you a place at the highest available ranked school on your list. For example, if there are places at the schools ranked second and third on your application form, we will offer you a place at your second choice of school. Offers from schools ranked lower on your list will be declined.

This process ensures that children are offered only one place in any state-funded school or academy.

CAN I GET PRIORITY FOR MY CHILD'S MEDICAL OR SOCIAL NEED?

If you have asked for your child to be given priority for a place at a particular school on medical or social grounds, we will need to see proof of this. The kind of proof we need would be a letter from a hospital consultant, social worker or any other agency or professional involved with your case. These documents must show why your child should be given a place at a particular school. The documents should be received by Hackney Learning Trust by **6 March 2014**. Very few children are given priority under this criterion. You will receive a letter dated 16 April 2014 telling you the outcome of your application, but not the reasons why priority was or was not granted. You should contact the Admissions Team for the reasons of the decision.

IF I HAVE TWINS OR TRIPLETS, IS ANY SPECIAL CONSIDERATION GIVEN TO MY APPLICATION?

No special consideration is given to these cases. If we can only offer one child a place at a particular school, we will use a lottery system to decide who is offered the place. This will be carried out by the Admissions Team in the presence of an independent witness. We will also check whether a place can be offered to all twins/triplets at the same school. If this is not possible, we will try to offer another school that is able to take all twins/triplets.



WHAT ARE THE ADMISSIONS CRITERIA FOR COMMUNITY PRIMARY SCHOOLS IN HACKNEY?

Places will be offered to children using the admissions criteria shown below. Some places are given to children with SEN statements. The remaining places are offered in this order of priority:

01. A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order¹.
02. Children who are subject to a Child Protection Plan.
03. Children whose acute medical or social need justifies the allocation of a place at the particular school².
04. Children with a brother or sister on roll at the school in reception to year 6 at the time of the proposed admission³.
05. Children living nearest to the main entrance of the school. These distances will be measured in a straight line using a GIS computerised batch measuring system⁴.

We will need to get confirmation from Children Social Care for priorities 1 and 2. Also, if we need a tie-breaker decision for priorities 1, 2 and 4, we will use distance, as measured in item 5 above. If two applicants live exactly the same distance from the school, the place will be allocated by lottery. This will be carried out by the Admissions Team in the presence of an independent witness. If a family lives on a boat, the distance will be measured from an authorised mooring point. If the family is travelling from place to place, the nearest mooring point will be used on the closing date for the receipt of applications.

¹ LOOKED AFTER CHILDREN

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22 of the Children Act 1989(a) at the time an application to a school is made.

WHAT HAPPENS IF I APPLY LATE OR WANT TO CHANGE MY PREFERENCES?

The closing date for applications is **15 January 2014**. We will only consider late applications if they are late for a good reason. This can be where a single parent has been ill for some time, a close relative has died, or if the family has just moved in to the area or just returned from abroad (proof of ownership or tenancy of a property will be required in these cases). We can only do this up to **Friday 14 February 2014**. We will consider all circumstances and each case will be dealt with on its merits. In all other cases, late applications will have to wait until after 16 April 2014. If you applied on time, but decide to change your preferences after the closing date, your request will be dealt with after all the late and unplaced applicants' requests for school places have been considered. Unless your circumstances have changed for example moved to a new property.

² ACUTE MEDICAL OR SOCIAL NEED

The Head of Service and Admissions will decide on these cases. Where necessary, we will ask the Health Service for advice. The medical needs of parents do not justify a place at a particular school, but a child may have a social need because of their parent's medical condition. We will need to see evidence in support of these cases such as supporting professional evidence (for example, a written statement from a medical consultant, senior social worker or other appropriate professional). This must clearly show why the child should be given a place at that particular school, together with an explanation why your child needs cannot be met at another school. Parents are responsible for providing the evidence. Very few places are awarded under this priority. If you are not given priority, you can contact the Admissions Team to find out why.

³ SIBLINGS

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 or carer's partner, living as a family unit at the same address. A sibling must live permanently at the same address as the child for whom the application is being made.

WHEN WILL I KNOW THE OUTCOME OF MY APPLICATION?

You will be sent a letter on **16 April 2014** telling you the outcome of your application and the name of the school where your child has been offered a place. You will only get one offer of a school place. If you have applied online, you will receive an email from www.eadmissions.org.uk on 16 April 2014 from early evening onwards.

WHAT HAPPENS IF I DON'T WANT THE SCHOOL PLACE OFFERED?

The letter you receive dated 16 April 2014 will have a reply slip attached. You must use this slip to let us know that you no longer need the place and the reason why. You must do this by **30 April 2014**.

⁴ DISTANCE

Distances for Hackney's community schools will be measured in a straight line on a map or using a GIS computerised mapping system from the child home address to the main entrance of the school. Those living closer to the school will receive higher priority. For the purpose of calculating distances, the home address is identified by using the property geographical references as determined by the borough Council in which the child lives. In the case of a number of addresses in a block with the same geographical reference, the children's ranking will be determined by lottery.

For families living on boats, distance will be measured from the authorised mooring point. If the family is itinerant, the nearest mooring point will be used on the closing date for the receipt of applications.

Home or residential address

Where parental responsibilities are equally shared, the home or residential address will be considered to be with the parent/carer with whom the child spends the majority of time and nights Monday to Friday. This will normally be expected to be with the parent/carer that receives the Child Benefit. This address must be used for all preferences.

WHAT DO I NEED TO DO IF I WANT TO DELAY MY CHILD'S START TO THE RECEPTION CLASS?

If you get an offer of a reception class place but then decide you want to delay your child's start, you will need to discuss this first with the nursery that your child attends. This is important so that you can find out if you can keep your child's nursery place as the nursery may have already allocated all of their nursery places for the following school year.

If you decide to go ahead and delay your child's start in the reception class until the spring or summer term 2015, you must also let the primary school know, so that they are aware and have sufficient notice, otherwise you could lose the reception place.

HOW DO PLACES GET RE-ALLOCATED WHEN A VACANCY BECOMES AVAILABLE?

Any places that become available from 17 April to 1 September 2014 will be offered to children on the waiting list for their preferred schools. Children who have been refused a place at a higher ranked school, including schools in other LAs, or not offered a place at any of their preferred schools, will be on this list. This includes further requests from parents to add their children to the waiting list. Their position on the list will be worked out according to the admissions criteria for each school, so your child can move either up or down the list.

WHAT HAPPENS IF I DON'T GET A PLACE AT ANY OF MY PREFERRED SCHOOLS?

If you are not offered a school place, you will be sent a letter telling you which schools are still available in Hackney and neighbouring boroughs. You should reply saying whether you would like a place at one of these schools. The Admissions Team will then deal with your request and write to you to let you know if a place can be offered at an alternative school.

If you have no offer due to submitting your application late and all the places have already been allocated, your child will be placed on the waiting list for the schools you have applied to. Your position on the list will be decided in line with the admissions criteria. You will be sent a letter letting you know the outcome of your application and listing the other schools that are still available.

**WHAT IS DEFINED AS A HOME ADDRESS
AND WHAT HAPPENS IF I MOVE HOUSE?**

The child's home address is the place where they are living on the date of the application. We will need to see proof of address as explained on page 29 of this booklet.

Where parental responsibilities are equally shared, we will consider the home address to be the place where the child sleeps, and spends most of their time, from Monday to Friday. Normally this will be with the parent/carer who receives Child Benefit for that child. This is the address that will be used as the basis for the school's oversubscription criteria, such as distance from the school or whether there is a sibling at the school.

We can't accept a temporary address if you still possess a property that was previously used as a home address; nor will we accept a temporary address if it is used solely or mainly to obtain a school place.

If you move before 14 February 2014, you must let the Admissions Team know your new address. We will need to see proof of your new address to confirm that you are living there. This could include proof of the exchange of contracts or a tenancy agreement. We will also need to see an original utility bill, such as a gas or water bill. If you move after 14 February 2014, we will only be able to use your new address to adjust your child's position on the waiting list if they have not been offered a place.



If a school place is offered based on fraudulent or intentionally misleading information, the offer will be withdrawn and a new application will be required. We may also consider withdrawing the place after the child has started school, regardless of how much time has passed. We consider that every school place obtained by deception is unfair, as other children are being deliberately denied their legitimate claim to that place. We will also ask the new school to check the child's home address at the time of admission. If it is different from the address on the application form, we will check whether the previous address was a temporary address, used for the purposes described above.

We carry out random checks on a number of applications. We also investigate a sample of applications where there has been a change of address in the last 12 months, or where a parent moves after 16 April 2014, up to the end of the child's first term in the reception class.

We will investigate all applications:

- where there are any doubts about the information provided;
- where information has been received from a member of the public to suggest a fraudulent application has been made;
- where the council tax account number is in a different name from the applicant's.

Any applicant who provides false information will have their offer of a school place withdrawn. They may also be subject to legal proceedings. If we find out that the home address is not in Hackney, we will withdraw the application altogether. The family will then have to apply to their own local authority for a school place.

We reserve the right to seek additional information to carry out our investigations. We also reserve the right to carry out home visits to the address used on the application form and any other address previously used.



IF I KNOW SOMEONE HAS USED A FALSE ADDRESS TO GET A SCHOOL PLACE, CAN I REPORT THIS TO ANYONE?

You can report this to us confidentially on **020 8820 7402**. You don't need to tell us who you are. Please give us as much information as possible so that we can investigate the matter fully. If we find that a school place was obtained using a false address, we will withdraw our offer of a place and give it to the child who was entitled to that school place.

HOW DO I APPEAL?

If you are unhappy because you haven't been able to get a place at one of your preferred primary schools, you can appeal against the decision to an independent appeal panel. The letter sent to you dated 16 April 2014 will tell you who to contact for an appeals form.

You must send your completed appeals form to Hackney Learning Trust or the school by **23 May 2014**. We will then contact you to invite you to the appeal hearing. You can get independent advice about appeals from the **Advisory Centre for Education** at www.ace-ed.org.uk or on **0300 0115 142** and Coram Children's Legal Centre at www.childrenslegalcentre.com or on **08088 020 008**.

HOW DO I APPEAL IF MY CHILD HAS A STATEMENT OF SPECIAL EDUCATIONAL NEEDS?

If your child has an SEN statement you can appeal against a named school to the special needs and disability tribunal. This is different from the normal school admissions appeal hearings. You should contact the Special Needs Assessment and Monitoring team on **020 8820 7000** to discuss this.



PRIMARY IN-YEAR ADMISSIONS FOR 2014

To apply for a place at a Hackney maintained school or academy, you will need to complete a Hackney Learning Trust application form. You can list up to four schools in the order that you prefer them. You will be expected to provide proof of address, such as a gas or electricity bill, and proof of your child's date of birth if they are not already attending a local school. Parents living in Hackney who want to apply for places at maintained schools and/or academies outside Hackney will need to apply directly to either the school or the local authority where the school is situated. You should check with the school as to the arrangement in place to deal with your application.

When you complete the Hackney Learning Trust application form, an additional form (part 2) is attached, which you will need to get completed by your child's current or previous school. This will ensure that the new school has all the information it needs to support your child's admission. If you apply to a religious school, and wish to be considered under their religious priorities, you should also complete that school's supplementary form.

Once we receive your application, your child's details will be forwarded to the school for consideration. The school should make its decision within 10 school days. If you have applied to Haggerston or Stoke Newington schools, Hackney Learning Trust's Admissions Team will let you know the outcome. Academies and religious schools will ask the Admissions Team to contact you on their behalf. If you are not offered a place, we will write to you to tell you why. You have the right to appeal against the decision to an independent appeal panel. If you have applied to schools outside Hackney, the school or the local authority will contact you directly to let you know the outcome. They will also notify us once a place has been offered.

If your child doesn't have a school place, and we are unable to offer a place at one of your preferred schools, we will send you a list of schools that still have places available. We would expect you to accept a place at one of these schools. For further advice or information about this process, please contact the in-year admission officers on **020 8820 7397 / 7398 / 7489 / 7197**. Occasionally, a child may be refused a place because their behaviour is considered challenging. If your child is not on roll of another school, a referral may be made for consideration by our Fair Access Protocol Panel.

IN-YEAR ADMISSION OF TWINS OR TRIPLETS IN YEAR 3 AND ABOVE

If there is only one place available, we will ask the school if it can also admit your other child/children. If this isn't possible, the available place will be decided by lottery. This will be carried out by the Admissions Team in the presence of an independent witness. We will also help you find places at a school that can admit all of your children.

FAIR ACCESS PROTOCOL 2014

All schools have signed up to this protocol. The Fair Access Protocol Panel meets once a month to allocate school places to pupils who belong to one of the categories covered by the protocol. These are usually pupils who are not offered a school place under the normal admissions process. You can get a copy of the protocol from the Admissions Team on **020 8820 7402**.



PUPILS WHO HAVE BEEN PERMANENTLY EXCLUDED FROM A PRIMARY SCHOOL

If your child has been permanently excluded from a primary school, their details will be sent to the Head of New Regent's Lower School, who will arrange for them to attend the school.

New Regent's provides full-time education for Hackney pupils who have been permanently excluded. The school provides assessment and intervention to ensure pupils remain engaged in learning, so that the behaviour that led to their permanent exclusion is addressed and they receive all the support they need to move into a new school. Children who are ready to reintegrate into a mainstream school will be allocated a school place by the Fair Access Protocol Panel.



TABLE ONE

Places offered in community primary schools located in North West Hackney.

NUMBER OF PLACES OFFERED USING THE CRITERIA AS LISTED BELOW FOR 2013								
NAME OF SCHOOL (RECEPTION INTAKE)	PRIORITY						TOTAL	
	SEN	1	2	3	4	5	PA	AR
4 Betty Layward (60)	1	0	0	0	26	33 0.224	60	250
13 Grasmere (30)	1	0	0	1	16	12 0.096	30	219
14 Grazebrook (60)	0	0	0	0	24	36 0.316	60	286
16 Holmleigh (30)	1	0	0	0	7	22 0.233	30	146
31 Parkwood (30)	1	0	0	0	10	19 0.245	30	109
32 Princess May (60)	0	0	0	0	19	34	53	128
37 Shacklewell (60)	0	0	0	0	16	30	46	128
39 Sir Thomas Abney (60)	0	0	0	0	24	28	52	120
56 William Patten (60)	0	0	0	0	21	39 0.272	60	315
57 Woodberry Down (90)	1	0	0	0	21	64	86	127

* All who required a place were offered a place
PA: Places Allocated AR: Applications Received

2013 ADMISSION CRITERIA FOR COMMUNITY PRIMARY SCHOOLS IN HACKNEY

SEN – Children with a statement of Special Educational Needs (SEN) where the school is named.

Priority 1 – Looked after children or previously looked after by a local authority.

Priority 2 – Children subject to a Child Protection Plan.

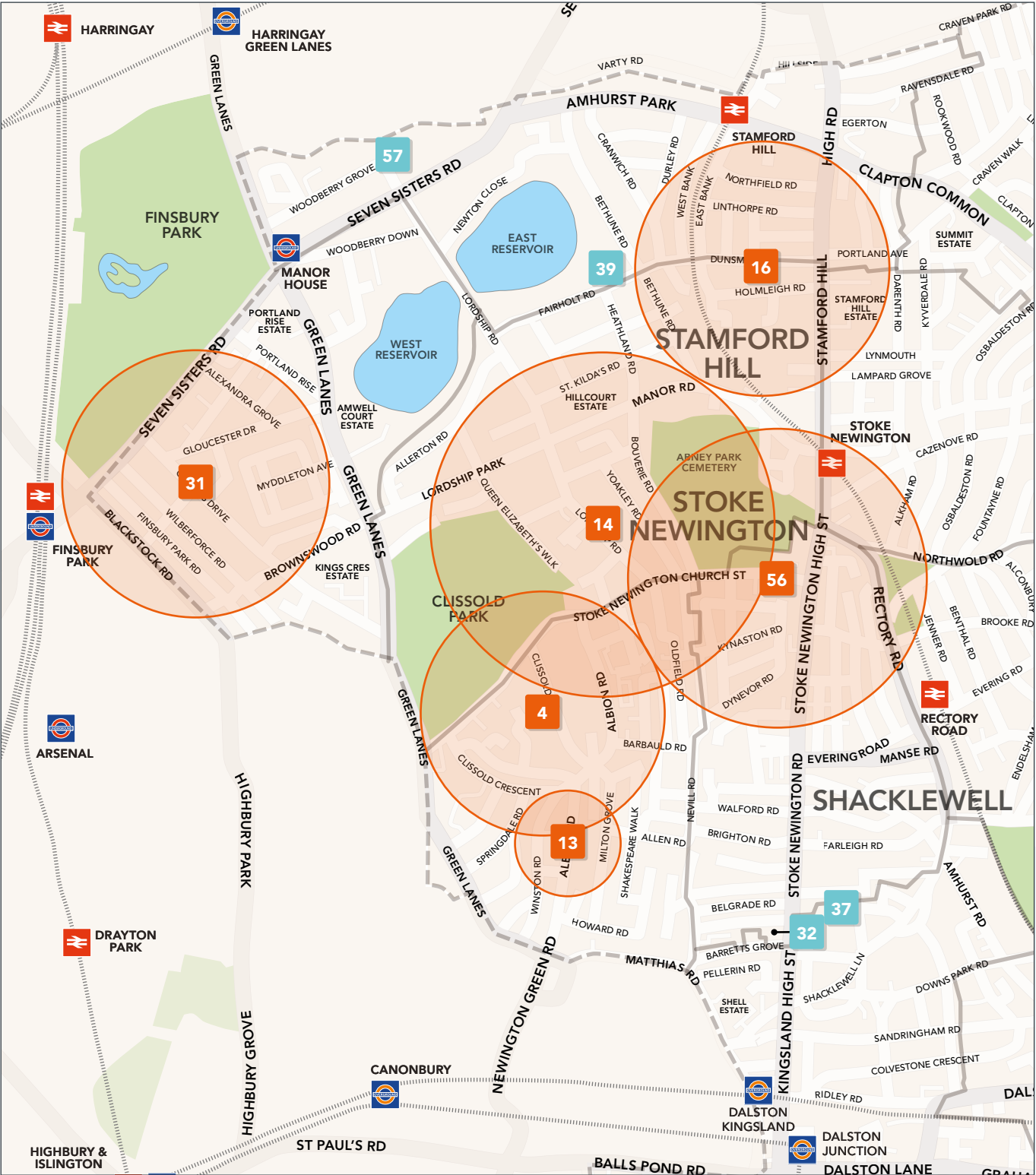
Priority 3 – Children whose acute medical or social need justifies an allocation of place at the particular school.

Priority 4 – Children with a brother or sister on roll at the school after the proposed admission.

Priority 5 – Children living nearest to the main entrance of the school (in miles) in straight line.

CUT OFF DISTANCE MAP

Community primary schools located in North West Hackney.



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0 Schools with distance cut off 0 Schools without distance cut-off and those with a cut-off distance that exceeds 0.900 mile. Distance cut off area

TABLE TWO

Places offered in community primary schools located in North East Hackney.

NUMBER OF PLACES OFFERED
USING THE CRITERIA AS LISTED BELOW FOR 2013

NAME OF SCHOOL (RECEPTION INTAKE)	PRIORITY						TOTAL	
	SEN	1	2	3	4	5	PA	AR
1 Baden Powell (30)	0	0	1	0	10	19 0.474	30	163
2 Benthall (60)	1	0	0	0	22	37 0.614	60	183
15 Harrington Hill (60)	0	0	0	1	13	39	53	111
18 Jubilee (60)	2	0	1	0	19	38 0.263	60	293
24 Mandeville (60)	0	0	0	0	15	22	37	99
25 Millfields (90)	1	0	0	2	22	65 1.009	90	253
27 Nightingale (30)	0	0	0	0	9	21 0.401	30	129
28 Northwold (60)	0	0	0	0	23	37 1.325	60	204
35 Rushmore (60)	0	0	0	0	23	37 0.228	60	209
40 Southwold (60)	0	0	0	0	18	42 1.377	60	128
41 Springfield (30)	1	0	0	0	9	20 0.254	30	98
53 Tyssen (60)	2	0	0	0	18	40 1.409	60	147

* All who required a place were offered a place

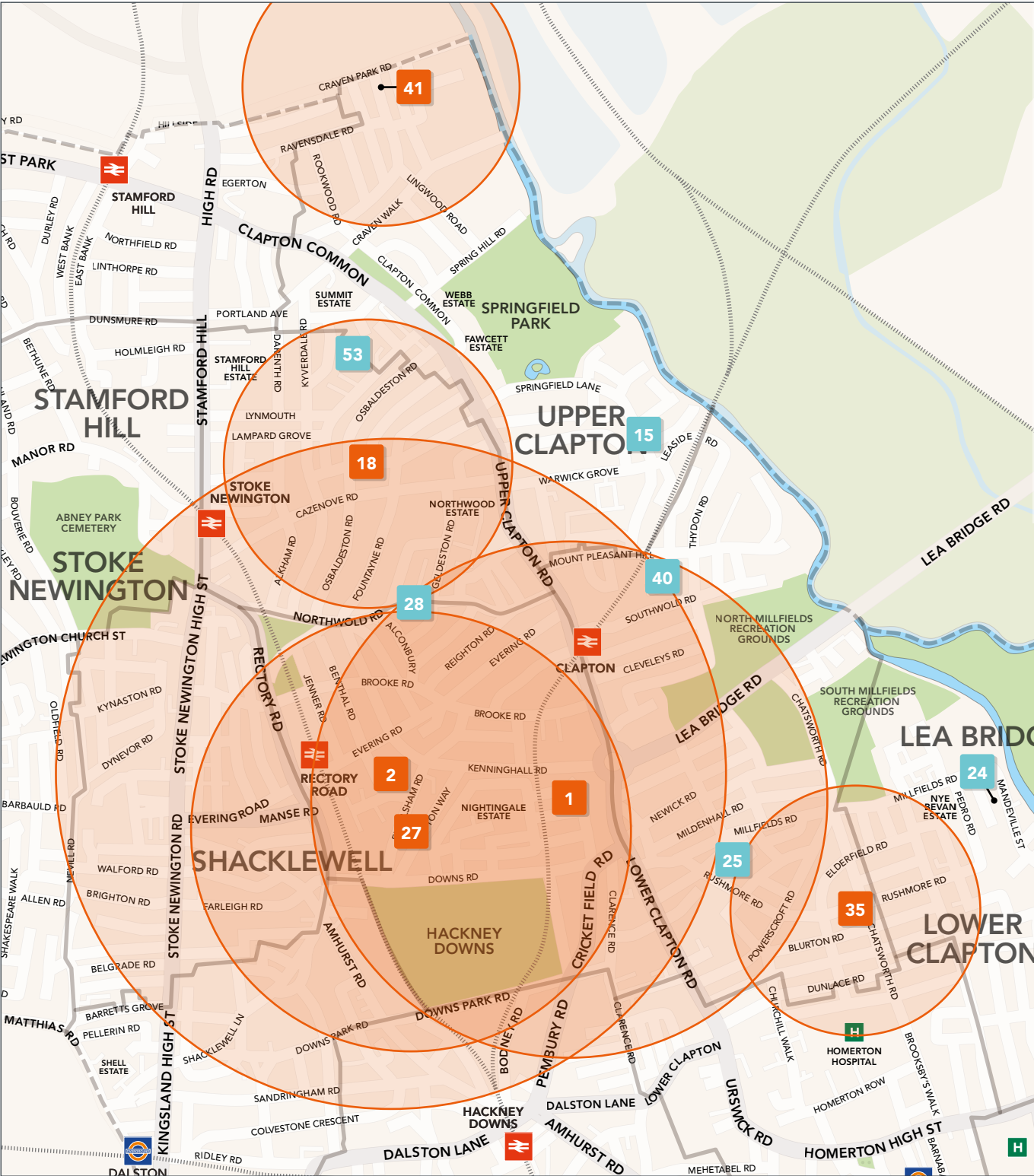
PA: Places Allocated AR: Applications Received

2013 ADMISSION CRITERIA FOR COMMUNITY PRIMARY SCHOOLS IN HACKNEY

- SEN – Children with a statement of Special Educational Needs (SEN) where the school is named.
- Priority 1 – Looked after children or previously looked after by a local authority.
- Priority 2 – Children subject to a Child Protection Plan.
- Priority 3 – Children whose acute medical or social need justifies an allocation of place at the particular school.
- Priority 4 – Children with a brother or sister on roll at the school after the proposed admission.
- Priority 5 – Children living nearest to the main entrance of the school (in miles) in straight line.

CUT OFF DISTANCE MAP

Community primary schools located in North East Hackney.



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- 0 Schools with distance cut off
- 0 Schools without distance cut-off and those with a cut-off distance that exceeds 0.900 mile.
- Distance cut off area

TABLE THREE

Places offered in community primary schools located in South East Hackney.

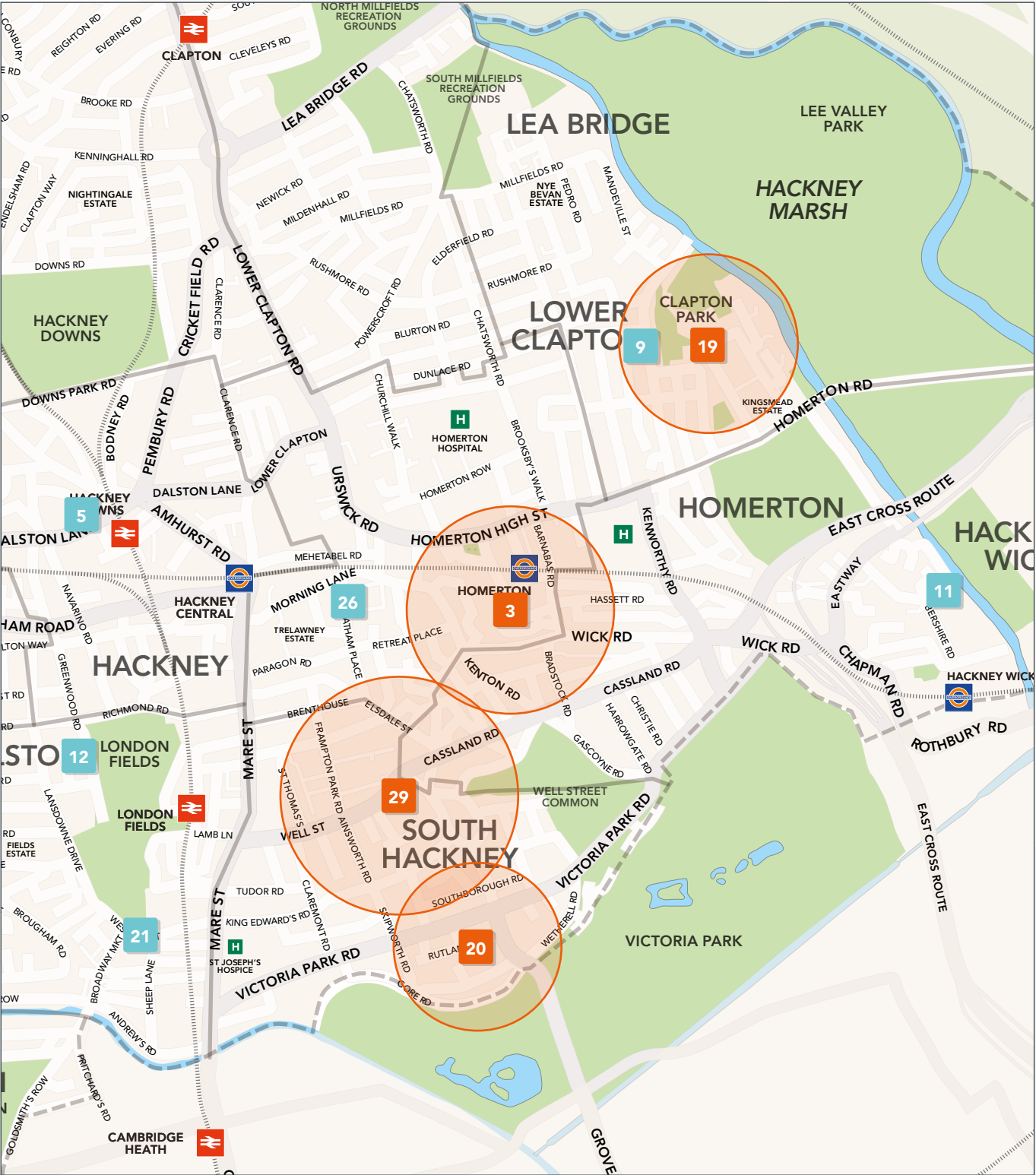
NUMBER OF PLACES OFFERED USING THE CRITERIA AS LISTED BELOW FOR 2013								
NAME OF SCHOOL (RECEPTION INTAKE)	PRIORITY						TOTAL	
	SEN	1	2	3	4	5	PA	AR
3 Berger (60)	2	0	0	1	27	30 0.188	60	200
5 Brook (60)	0	0	0	0	14	46 0.933	60	122
9 Daubeney (90)	0	0	0	0	26	49	75	162
11 Gainsborough (90)	2	0	0	0	20	41	63	87
12 Gayhurst (75)	2	0	0	0	20	53 1.459	75	201
19 Kingsmead (30)	1	0	0	1	12	16 0.161	30	111
20 Lauriston (60)	2	0	0	0	30	28 0.154	60	291
21 London Fields (60)	0	0	0	0	19	41 0.993	60	284
26 Morningside (60)	0	0	0	0	12	40	52	149
29 Orchard (60)	2	0	1	1	21	35 0.219	60	276

* All who required a place were offered a place
PA: Places Allocated AR: Applications Received

- 2013 ADMISSION CRITERIA FOR COMMUNITY PRIMARY SCHOOLS IN HACKNEY
- SEN – Children with a statement of Special Educational Needs (SEN) where the school is named.
 - Priority 1 – Looked after children or previously looked after by a local authority.
 - Priority 2 – Children subject to a Child Protection Plan.
 - Priority 3 – Children whose acute medical or social need justifies an allocation of place at the particular school.
 - Priority 4 – Children with a brother or sister on roll at the school after the proposed admission.
 - Priority 5 – Children living nearest to the main entrance of the school (in miles) in straight line.

CUT OFF DISTANCE MAP

Community primary schools located in South East Hackney.



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- 0 Schools with distance cut off
- 0 Schools without distance cut-off and those with a cut-off distance that exceeds 0.900 mile.
- Distance cut off area

TABLE FOUR

Places offered in community primary schools located in South West Hackney.

NUMBER OF PLACES OFFERED USING THE CRITERIA AS LISTED BELOW FOR 2013								
NAME OF SCHOOL (RECEPTION INTAKE)	PRIORITY						TOTAL	
	SEN	1	2	3	4	5	PA	AR
6 Burbage (60)	0	0	0	0	12	8	20	54
7 Colvestone (30)	1	0	0	0	7	22 0.592	30	102
10 De Beauvoir (60)	0	0	0	0	16	19	35	106
33 Queensbridge (90)	3	0	0	0	18	69 0.643	90	284
34 Randal Cremer (60)	0	0	0	0	29	31 0.555	60	104
36 Sebright (60)	0	0	1	0	24	35 1.035	60	145
52 Thomas Fairchild (45)	0	0	0	0	12	38	50	75
55 Whitmore (60)	1	0	0	0	14	23	38	83

* All who required a place were offered a place
PA: Places Allocated AR: Applications Received

2013 ADMISSION CRITERIA FOR COMMUNITY PRIMARY SCHOOLS IN HACKNEY

- SEN – Children with a statement of Special Educational Needs (SEN) where the school is named.
- Priority 1 – Looked after children or previously looked after by a local authority.
- Priority 2 – Children subject to a Child Protection Plan.
- Priority 3 – Children whose acute medical or social need justifies an allocation of place at the particular school.
- Priority 4 – Children with a brother or sister on roll at the school after the proposed admission.
- Priority 5 – Children living nearest to the main entrance of the school (in miles) in straight line.

CUT OFF DISTANCE MAP

Community primary schools located in South West Hackney.



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- 0 Schools with distance cut off
- 0 Schools without distance cut-off and those with a cut-off distance that exceeds 0.900 mile.
- Distance cut off area

TABLE FIVE

Places offered in religious primary schools located in Hackney.

NUMBER OF PLACES OFFERED USING THE CRITERIA LISTED IN THE 2012 ADMISSION TO HACKNEY'S PRIMARY SCHOOLS' BROCHURE, SECTION FOUR, PAGES 42-69

CATHOLIC SCHOOLS		PRIORITY												TOTAL	
NAME OF SCHOOL	RI	SEN	1	2	3	4	5	6	7	8	9	10	11	PA	AR
Our Lady & St Joseph	30	0	0	17	11	2	0	0	0	0	0	-	-	30	121
St Dominic's	60	0	0	37	17	0	0	6	-	-	-	-	-	60	136
St Monica's	30	0	0	12	8	0	0	0	0	0	10	-	-	30	81
St Scholastica's	30	0	0	4	3	1	14	2	2	4	0	0	0	30	93

JEWISH SCHOOLS		PRIORITY													TOTAL	
NAME OF SCHOOL	RI	SEN	1	2	3	4	5	6	7	8	9	10	11	12	PA	AR
Lubavitch House (Boys Junior)	30	0	0	5	2	9	0	0	0	-	-	-	-	-	16	16
Lubavitch Ruth Lunzer Girls'	30	1	0	8	0	10	0	0	0	-	-	-	-	-	19	19
Simon Marks	30	0	0	0	0	10	7	7	0	0	0	0	-	1	25	45

MUSLIM SCHOOLS				PRIORITY (F)					PRIORITY (O)					TOTAL	
NAME OF SCHOOL	RI (F)	RI (O)	SEN	1	2	3	4	5	1	2	3	4	5	PA	AR
The Olive	45	45	1	0	0	0	0	45	0	0	0	0	44	90	112

RI: Reception Intake
PA: Places Allocated
AR: Applications Received

LAC: Looked After Children
PC: Public Care
S: Siblings

SEN: Special Educational Needs
(F): Foundation
(O): Open

NUMBER OF PLACES OFFERED USING THE CRITERIA LISTED IN THE 2012 ADMISSION TO HACKNEY'S PRIMARY SCHOOLS' BROCHURE, SECTION FOUR, PAGES 42-69

CHURCH OF ENGLAND SCHOOLS			PRIORITY				PRIORITY (F)						PR (O)	TOTAL	
NAME OF SCHOOL	RI (F)	RI (O)	SEN	LAC	PC	S	1	2	3	4	5	6	1	PA	AR
Holy Trinity	25	5	0	0	-	-	4	15	3	0	0	0	8	30	67
St John the Baptist	23	22	0	0	0	18	0	1	1	-	-	-	25	45	70

CHURCH OF ENGLAND SCHOOLS				PR	PRIORITY (F)				PRIORITY (O)					TOTAL	
NAME OF SCHOOL	RI (F)	RI (O)	SEN	LAC	1	2	3	4	1	2	3	4	5	PA	AR
St John & St James	25	5	1	1	16	-	-	-	12	0	0	0	0	30	119
St Mary's	15	15	0	-	0	1	2	3	0	7	1	16	0	30	106

CHURCH OF ENGLAND SCHOOLS		PRIORITY												TOTAL	
NAME OF SCHOOL	RI	SEN	1	2	3	4	5	6	7	8	9	10	11	PA	AR
St John of Jerusalem	30	0	0	2	8	3	1	0	0	16	-	-	-	30	89
St Matthias	45	0	1	10	0	9	0	-	-	-	-	-	-	20	49
St Paul's with St Michael's	30	0	0	0	8	7	0	4	1	0	-	-	-	20	47

RI: Reception Intake
PA: Places Allocated
AR: Applications Received

LAC: Looked After Children
PC: Public Care
S: Siblings

SEN: Special Educational Needs
(F): Foundation
(O): Open

SECTION THREE

religious primary schools' admissions policy

HOLY TRINITY - CHURCH OF ENGLAND

Admissions Policy 2014/15

Holy Trinity is a one form entry Church of England Primary School with a nursery. The Governors welcome applications for admissions from families who support the Christian ethos of the school. The school has an admission limit of 30 places. In the case of there being more applications than places available the governors will give 25 foundation places and 5 open places, or in the same ratio after places have been given to children 'Looked After' by the Local Authority. The following criteria are in order:

- 01. Looked after children and children who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having been looked after.
- Foundation places
 - 01. Children of parents who are practising Anglicans¹ and who live in the parishes of Holy Trinity with St Phillip, Dalston and All Saints Haggerston. Attendance must be confirmed by the vicar of the Parish.
 - 02. Children who have a sibling² attending the school at the time they would attend.
 - 03. Children of parents who are practicing members of a Christian denomination³ and live outside the parish for whom this is the nearest Church of England school. Attendance must be confirmed by the vicar of the Parish.
 - 04. Children whose acute medical or social needs justify the allocation of a place at the school.⁴
 - 05. Children who live in the parishes of Holy Trinity with St Phillip, Dalston and All Saints Haggerston and wish for their child to attend because of its Christian ethos.
 - 06. Children who live outside the parishes of Holy Trinity and St Phillip, Dalston and All Saints Haggerston and wish for their child to attend the school because of its Christian ethos.

Open places

- 01. Children whose parents belong to another world faith in the community⁵ and wish to attend because if its religious traditions and who are in sympathy with this tradition who live within the parishes of Holy Trinity with St Phillip, Dalston and All Saints Haggerston.

In-Year admissions

Applications for In-Year admissions are made on Hackney Learning Trust's in-year application form. You will also have to complete a Supplementary Information Form (SIF) and return it to the school if you wish to be considered under the religious priorities. If a place is available and there is no waiting list then Hackney Learning Trust will communicate that a place is offered to the family. If more applications are received than there are places available then application will be ranked by the Governing Body in accordance with the oversubscriptions criteria with children without an offer of a school place* given priority immediately after other 'looked-after' children.

EXPLANATION OF TERMS USED IN THE OVERSUBSCRIPTION CRITERIA

- ¹ Practising Anglicans means a family who worship at least twice a month and has done so for a minimum period of six months.
- ² Sibling refers to brother or sister, half brother or sister, adopted brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.
- ³ Christian denomination as defined by Churches Together in Britain and Ireland and the Evangelical Alliance.
- ⁴ Acute medical or social needs – Supporting evidence from a doctor or social worker must be provided at time of application setting out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another.
- ⁵ Another world faith community – A letter confirming affiliation and attendance to that faith must be signed by an accredited representative of that community.

Parents/family member 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.

*As confirmed by Hackney Learning Trust.

Oversubscription criteria

In all categories, children who have a brother or sister at the school at the time of their proposed entry will be given priority.

When deciding between applicants who appear to have equal entitlement to admission under any criteria, the governors will offer the place to the applicant who lives nearest to the main entrance to the school in Beechwood Road measured by a straight line.

Waiting list

If a place cannot be offered at this time then you may ask the school for the reason(s) and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list.

This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order that the applications were received.

When a place becomes available the Governing Body will decide who is at the top of the list so that the Local Authority can inform the parent that the school is making an offer. Names are removed from the list at the end of each academic year.

The school maintains a waiting list. Children are ranked in the waiting list in accordance with the school over subscription criteria. Admissions outside the normal admissions round will be considered in accordance with the school's In-Year admissions criteria.

It should be understood by parents that a place in the nursery does not give a child automatic entry to the reception class.

Late applicants will be added to the waiting list if the year group they are applying for is oversubscribed. In the event of a place becoming available, all applicants currently on the waiting list are considered in line with the school's admission criteria and a place is offered accordingly.

Information about which streets and residences are included in the Parishes of Holy Trinity with St Philip, Dalston and All Saints Haggerston can be found from the Church Finder section of the Diocesan website www.london.anglican.org/ChurchFinder

LUBAVITCH HOUSE (BOYS JUNIOR) - JEWISH

Admissions Policy 2014/15

The school's educational philosophy is based on the teaching of the Lubavitcher Rebbe, Rabbi MM Schneerson OBM, who has developed the principles of the Lubavitch Foundation. The school provides a broad and balanced education based on these principles combined with the National Curriculum. Priority in admission will be given to children who are Jewish according to Halochah (Jewish Practice).

The School is a one form entry school and will admit 30 children to the reception class each year in accordance with Hackney Learning Trust's scheme for the co-ordination of admission to reception class. Attendance in the nursery does not guarantee admission to the reception class.

Applications for admission to the reception class must be submitted on the applicant's Home Local Authority Application Form. Applicants wishing to be considered under priorities 1 to 4 and 6 should also complete a Supplementary Information Form. This form is available from the school and Hackney Learning Trust.

If there are more applications than places available the Governing Body will admit pupils in accordance with specified oversubscription criteria in priority order:

- 01.** Orthodox Jewish Looked After* Boys or Orthodox Jewish Looked After Boys who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.



- 02.** Orthodox Jewish boys with a brother** living at the same address who is currently on roll at the school and who will continue to be on the roll after the proposed admission.

- 03.** Orthodox Jewish boys with a sister** living at the same address who is currently on the roll at Lubavitch Ruth Lunzer or Lubavitch House School (Senior Girls) and who will continue to be on roll after the proposed admission.

- 04.** Other Orthodox Jewish boys.

- 05.** Other Looked After boys or boys who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.

- 06.** Other Jewish boys.

- 07.** Other boys.

In the event of there being insufficient vacancies to admit all applicants in any of the categories detailed above, priority will be given to pupils living nearest to the school's main entrance measured in a straight line. For the purpose of calculating distances, the home address is identified by using the property geographical references as determined by the borough Council in which the child lives. In the case of a number of addresses in a block with the same geographical references or two children living exactly the same distance, the children's ranking will be determined by lottery, which will be carried out in the presence of an independent witness.

Twins and children of multiple births

If only one place is available for more than one child, who are twins or of a multiple birth within the same family, the Governing Body will establish if the school is able to admit above numbers. If this is

not possible, the allocation of the place will be determined by lottery which will be carried out in the presence of an independent witness.

Waiting List

The school maintains a waiting list. Children are ranked on the waiting list in accordance with the oversubscription criteria set out above. The list will be maintained until the end of the Autumn Term.

Deferred entry

Parents can request that the date their child is admitted to the school is deferred until later in the academic year or until the term in which the child reaches compulsory school age. Parents can also request that their child takes up a part-time place until the child reaches compulsory school age.

In-Year Admissions

Applications for In-Year Admissions should be made on Hackney Learning Trust's in-year application form. Applicants wishing to be considered under priorities 1 to 4 and 6 should also complete a Supplementary Information Form. This form is available from the school and Hackney Learning Trust. If a place is available and there is no waiting list then the Governing Body will inform the parent that a place can be offered. If more applications are received than there are places available then applicants will be ranked by the Governing Body in accordance with the oversubscription criteria set out above. Unsuccessful applicants will be offered the opportunity of being placed on the waiting list. The waiting list will be maintained by the Governing Body in the order of the oversubscription criteria. Names are removed from the list at the end of each school year. When a place becomes available, the Governing Body will offer the place to the parents of the child first on the list in accordance with the oversubscription criteria.

Right of Appeal

Applicants refused a place in the reception or any other class have the right to appeal against the decision to an independent appeal panel. An appeal form is obtainable from the school or Hackney Learning Trust. The appeal form should be completed and returned to the school within 20 school days following the receipt of the letter confirming that the application was unsuccessful.

Fair Access Protocol

The school is committed to taking its share of vulnerable pupils in accordance the Hackney Learning Trust's Fair Access Protocol.

NOTES

* A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989.

** This includes half brothers and sisters, step brothers and sisters and foster brothers and sisters who live permanently at the same address.

LUBAVITCH RUTH LUNZER - GIRLS' JEWISH

Admissions Policy 2014/15

The school's educational philosophy is based on the teachings of the Lubavitcher Rebbi, Rabbi M M Schneerson OBM, who has developed the principles of the Lubavitch Foundation. The school provides a broad and balanced education based on these principles combined with the National Curriculum.

Priority in admissions will be given to children who are Jewish according to Halochah (Orthodox Jewish Law). In the event of any dispute as to whether a child is Jewish, the decision of the Court of the Chief Rabbi of the United Kingdom is final.

Applications must be submitted on Hackney Learning Trust's application form. Applicants wishing to be considered under priorities 1 to 4 and 6 should also complete the religious affiliation form. Both forms are available from Hackney Learning Trust and the school office. The timetable for admissions will be in accordance with that of Hackney Learning Trust as set out in this booklet.

Policy and number

The school will admit 30 girls to each year group from Reception to Year 6 inclusive. Children will be admitted to the reception class in accordance with Hackney Learning Trust's policy. The school also provides education for children of nursery age. Attendance in the nursery class does not guarantee admission to the school's reception class of the school.



Children for whom the school has been named in a statement of special educational needs will be admitted to the school and will count against the planned admission number.

Over subscription criteria

If there are more applications than places available to fill reception and years 1 to 6 in 2014/15, the governing body will admit pupils in accordance with the following over subscription criteria in priority order.

01. Orthodox Jewish looked after children and Orthodox Jewish children who have been adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.
02. Orthodox Jewish girls with a sister* living at the same address who is currently on roll at the school and who will continue to be on roll after the proposed admission.
03. Orthodox Jewish girls with a sister* on roll at the nursery attached to the school after the proposed admission.
04. Other Orthodox Jewish girls.
05. Other looked after children and other children who have been adopted (or subject to residence orders or special guardianship orders) immediately after having been looked after.
06. Other Jewish girls.
07. Other girls.

In the event of there being insufficient vacancies to admit all applicants in any of the categories detailed above, priority will be given to pupils living nearest to the school, as measured in a straight line. For the purpose of calculating distances, addresses will be identified by using the geographical references as determined by the borough Council in which the applicant lives.

NOTE

* This includes half sisters, step sisters and foster sisters who live permanently at the same address. This criterion does not apply to sisters in year 6 at the time of the reception application.

OUR LADY AND ST JOSEPH - CATHOLIC

Admissions Policy 2014/15*

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

Each year there are many more applications than places available and pupils will be admitted to the School according to the order of priority in the oversubscription criteria (see below).

Applicants should be aware that Nursery education is a non-statutory service and that accordingly a child's attendance in the school's Nursery Class does not guarantee a future place in the Reception, Infant or Junior classes.

Pupil numbers

The Governing Body will ensure that the number of pupils admitted to each year group will be such as to conform to statutory legislation. The Governing Body proposes to admit 30 pupils to the Reception class, this being the Published Admissions Number.



Reception Class applications

In order to make a full application for a place in the school's Reception Class you should complete:

- The Common Application Form (CAF) available from the school, Hackney Learning Trust, School Admissions, 1 Reading Lane, London E8 1GQ or online and return it as per the instructions by the stipulated closing date.
- Parents applying under priorities 1, 2, 3, 4, 5, 7 and 8 will also need to fill in the Supplementary Information Form (SIF) and return it directly to the school by the stipulated closing date. They will also need to provide the original or a certified copy of the child's Baptismal certificate. If no certificate exists applicants should indicate in writing the reasons for this being the case. Those applying as "practising" Catholics should ask the priest at the church where they worship to complete the Priest's Reference Form and return it to the school by the stipulated closing date. The Supplementary Information Form (SIF) is available from the school office and Hackney Learning Trust.
- Applications received after the closing date will be dealt with after the initial allocation process has been completed. If you are unsuccessful you may ask us for reasons for the refusal of a place. These reasons will be related to the over-subscription criteria listed in the policy and you will have the right to appeal to an independent panel.
- Applicants not offered a place in the reception class will be placed on a waiting list ranked in accordance with the oversubscription criteria and remain there for one year. Names are normally removed from the list after one academic year unless parents / carers submit a written request asking for their application to remain on the waiting list.

In-Year admissions

Applications for In-Year admissions are made via Hackney Learning Trust. If a place is available and there is no waiting list then the Hackney Learning Trust will be informed and the child will be admitted.

NOTE

* This policy does not apply to the nursery class.

Waiting list

If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria (with the following modifications: Catholic children without an offer of a place elsewhere are given priority immediately after 'looked after' children). If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right to appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria (as modified above) and not in the order in which applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list so that an offer can be made.

Deferred Entry

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferment is requested. The place will then be held until the first day of the spring or summer term. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application. Applicants whose children have birthdays in the summer term should be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September and if the school is oversubscribed they are unlikely to gain a place.

Pupils with statements of Special Educational Needs (SEN)

The admission of pupils with statements of Special Educational Needs is dealt with by a completely separate procedure. The procedure is integral to the making of statements by the pupil's home Local Authority. Details of this separate procedure are included in the DfE Special Educational Needs Code of Practice.

Oversubscription criteria

Children will be admitted to the School in the following order of priority:

01. Catholic "looked after" children and Catholic children who have been adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.
02. Baptised children of practising Catholic Families who will have a brother or sister attending a reception, infant or junior class in Our Lady and St Joseph School at the proposed date of admission.
03. Baptised children from practising Catholic families whose parents/legal guardians are resident in the Hackney Catholic Deanery Parish of Our Lady and St Joseph, Kingsland. A map of the parish is available in the school office and from Hackney Learning Trust.
04. Other baptised children from practising Catholic families.
05. Other baptised Catholic children.
06. Other "looked after" children and other children who have been adopted (or subject to residence orders or special guardianship orders) immediately after having been looked after.
07. Children of families who are Catechumens or members of an Eastern Christian Church.
08. Children from families of other Christian denominations whose application is supported by a minister of religion.
09. Any other applicant (see above).

Tie-breaker

Where the offer of places to all the applicants in any of the criteria listed above would lead to oversubscription, places up to the admission number will be offered to those children whose parents'/carers' residential address is the shortest distance from the base of the clock tower of Our Lady and St Joseph Catholic Primary School to the front door of the child's home when measured in a straight line using a GIS Computerised distance measuring mapping system.

In the case of flats the measurement will be to the front door of the flat within the building. For the purpose of calculating distances the address is identified by using the geographical reference as determined by the borough council in which the child lives.

In the case of twins or other multiple application forms from one family for a single remaining place this will be dealt with by random allocation in front of an independent witness.

The governing body will give top priority to an application where compelling evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can only be met at this school. The Governing Body will require written evidence from an appropriate professional such as priest, doctor or social worker as to why the school is the most suitable and the difficulties that would be caused if the child had to attend another.

Admission appeals for unsuccessful applicants to the Reception Class and Years 1 to 6

Unsuccessful applicants have the right to appeal to an independent panel. Parents wishing to appeal should obtain a form from the school. This should be completed and returned to the school, marked for the attention of Clerk to the Admission Appeal Panel, within 21 days of receipt of the letter confirming that the application has been unsuccessful.

If an appeal is unsuccessful no further appeal may be made within the same school year unless there have been significant and material changes in the applicant's circumstances.

Fair access protocol

The school is committed to taking its fair share of children who are vulnerable/and or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body in the current school year. The governing body has the power even when admitting the child would mean exceeding the published admission number.

EXPLANATION OF TERMS USED IN THE OVERSUBSCRIPTION CRITERIA

Applicants – The parents and/or legal guardians submitting an application for a place on behalf of a child.

Catholic – For the purpose of this policy Catholic means a person who is a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced for a child by a certificate of baptism in a Catholic Church or a certificate of reception into the full Communion of the Catholic Church. This definition does not include catechumens or Eastern Christians.

Looked after children – Children in the care of the Local Authority or provided with accommodation by them e.g. children with foster parents (see section 22 of The Children's Act 1989)

Family – Those individuals who live at the residential address of the parents and/or legal guardians who are submitting an application for a place on behalf of a child.

Practising Catholics – A Catholic child from a practising Catholic family where this practice has been verified by a reference from a Catholic priest in the standard format laid down by the Diocese.

Christian – A member of one of the Churches that is a member of "Churches Together in Great Britain and Ireland"

Catechumen – A member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

Eastern Christian Church – This includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

Brother or sister – Refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

Home Address – The place where the child lives for 50% or more of the school week.

SIMON MARKS - JEWISH

Admissions Policy 2014/15

The school will admit 30 children to the reception class, including children for whom the school has been named in a statement of special educational needs.

In case of oversubscription, applicants wishing to be considered as priority applicants for available places will need to obtain a Certificate of Religious Practice (CRP) based on criteria such as attendance at specified synagogue services, prior commitment to Jewish education and voluntary work within the Jewish community / Jewish organisations.

If there are more applications than places available for the reception class or any other year group, the governors will admit pupils in the following order of priority:

01. A looked after child¹ with a CRP or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
02. Children with a CRP subject to a Child Protection Plan.
03. Children with a CRP for whom there is a demonstrable need on the grounds of their acute medical or social need.²
04. Children with a CRP with a sibling³ on the roll of the school at the time of the proposed admission.
05. Children with a CRP on the roll of the Simon Marks nursery.⁴
06. Other Children with a CRP
07. Other looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
08. Other children subject to a child protection plan.
09. Other children for whom there is a demonstrable need on the grounds of their acute medical or social need.²
10. Other children with a sibling on the roll of the school at the time of the proposed admission.³

11. Other children currently on the roll of the Simon Marks nursery.⁴

12. All other applicants.

In the event of there being insufficient vacancies to admit applicants in any of the categories detailed above, priority will be given to children living nearest to the school as measured in a straight line from the child's or childminder's front door to the main entrance of the school.⁵

Waiting List

All unsuccessful applicants will be placed on a waiting list and children will be ranked on the list in accordance with the published over-subscription criteria above. The waiting list will be maintained throughout the school year. Ranking on the waiting list is strictly based on the admissions criteria listed above. Priority will not be given to children based on the date of their application.

NOTES

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 definition in section 22 (1) of the Children Act 1989)

² For educational or medical reasons, Headteachers can take into account any specific needs such as developmental, speech and language delay or physical needs. The school will require further information from doctors, hospital consultants, health visitors, education and child professionals.

³ For these purposes, 'sibling' includes adopted siblings, step or half-siblings, and other children who are living as permanent members of the household. Where necessary, preference will be given to multiple-birth children, to avoid them being split into separate schools.

⁴ Attendance in the nursery does not guarantee admission to the school for primary education. Applications must be submitted by parent(s) or carer(s) whose children attend the nursery in the same way as other parents.

⁵ If your child is cared for by a childminder during the week the minder's address can be used to determine nearness to school. The school will ask to see proof of this arrangement.

Closing date

The closing date for application is **15 January 2014**. You can go to Hackney Learning Trust's website at www.learningtrust.co.uk for up-to-date information. You can also contact the School Secretary, Simon Marks Jewish Primary School, 75 Cazenove Road, London N16 6PD, or call **020 8806 6048** or email info@simonmarks.hackney.sch.uk

How to Apply

Parents are invited to visit the school prior to applying. Regular tours are led by senior staff several times a year. Please phone the school office to book a place.

Parents must apply to their home local authority, even if the school is in a different borough, by completing the relevant Common Application Form (CAF), by the deadline of **15 January 2014**.

Supplementary Information Forms (SIF) and Certificates of Religious Practice (CRP) should be completed and sent with full supporting documentation to the school office by **15 January 2014**. Applications arriving after this date will be treated as late applications and will be considered after those received on time.

Right of Appeal

Applicants refused a place in Reception, or higher classes, have the right to appeal. If parents decide to appeal, they should write to the Clerk to the Governors at the school within 14 days of receiving the letter of refusal. There is no right of appeal for the Nursery.

Applications for places outside the normal admissions round

Parents should make a formal application to the local authority by completing the relevant Common Application Form (CAF). The Supplementary Information Form (SIF) and Certificate of Religious Practice (CRP) should be returned to the school. Applications will be considered in conformity with the over-subscription criteria and without delay. If a waiting list exists for the age appropriate class, a CRP will be required and the applicant will be added to the list. If there is a vacancy, a CRP might not be required.

Deferred entry

If a place in a Reception class is offered before a child is of compulsory school age, parents can request that their child's entry be deferred until later in the same school year. This means that the place is held for the child and is not available to be offered to another child. Parents would not, however, be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Fair Access

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. 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 protocol that has been agreed for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

Children with a statement of SEN which names the school will be admitted.

In every case, the sibling/s must be children who meet the religious practice criteria (see Certificate of Religious Practice).

If a child is already in Simon Mark's Nursery class, please note the following statutory proviso: Attendance in the Nursery does not guarantee admission to the School for education.



ST DOMINIC'S - CATHOLIC

Admissions Policy 2014/15*

The school serves the Hackney Catholic Parishes of the Immaculate Heart of Mary & St. Dominic (Homerton) and St Jude's (Clapton Park). Maps are available from Hackney Learning Trust, the Parish offices and from the school. Large-scale parish maps are also on display at the school.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school. The Governing Body is the legal Admissions Authority for the school.

Reception places

Applicants should be aware that nursery education is a non-statutory service and that accordingly a child's attendance in the school's nursery class does not guarantee a future place in the Reception, Infant or Junior classes.

Pupil numbers

The Governing Body will ensure that the number of pupils admitted to each year group will be such as to conform to statutory legislation. The Governing Body proposes to admit 60 pupils, being the Published Admissions Number (PAN), to Reception. If there are more applications than places available, places will be awarded in accordance with the oversubscription criteria (see below).

Application Forms

Residents of the London Borough of Hackney must make applications for the September 2014 Reception Class intake on the Hackney Common Admissions Form (CAF) available from Hackney Learning Trust, 1 Reading Lane, London E8 1GQ. All other applications should be made on the Common Application Form of the local authority in which the child is resident. The Hackney CAF must be returned to Hackney Learning Trust by **15 January 2014**. In all other cases the CAF should be returned to the local authority in which the child is resident by the date stated.

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Applicants may also request that their child attends part-time until statutory school age is reached. Application is made in the usual way and then deferment or part-time attendance is requested. In the case of deferment the place will then be held until the first day of the spring or summer term. Entry may not be deferred beyond statutory school age or beyond the year of application. Parents of children with birthdays in the summer term should be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September and that if the school is oversubscribed they are very unlikely to obtain a place.

School Supplementary Information Form (SIF)

The school will provide each applicant with a school Supplementary Information Form (SIF) to be completed and returned to the school by the date specified on the form. If the Supplementary Information Form (SIF) is not completed and returned to the school, it is unlikely that the application will be successful as, without the Supplementary Information Form (SIF), it will be given a lower priority.

Applicants must provide the school with a certified copy of the original baptismal certificate or the original baptismal certificate. If neither one nor both of these certificates exist applicants should indicate in writing the reasons for this being the case.

Applicants must provide the school with proof of the child's residential address. Independent verification may be sought of the child's residential address.

Please note that both the Hackney Common Admissions Form (CAF) and the school Supplementary Information Form (SIF) should be completed and returned, as stated above, by the due date. The Supplementary Information Form (SIF) is obtainable from the school and from Hackney Learning Trust. The form can be collected from the school or you can ask for it to be sent to you.

Offer of a place

If the application for a Reception place for September 2014 is successful parents/carers will be sent a formal offer on 16 April 2014.

Waiting list

If there is no place available, parents/carers must confirm in writing to the school if they wish to have their applications placed on the school's waiting list. The waiting list will be maintained in order of the oversubscription criteria (see below) and not in the order in which applications are received or added to the list.

Names are removed from the list at the end of each academic year unless parents/carers submit a written request asking for their application to remain on the waiting list.

Pupils with statements of Special Educational Needs (SEN)

The admission of pupils with statements of Special Educational Needs (SEN) is dealt with by a completely separate procedure. The procedure is integral to the making of statements by the pupil's home Local Authority. Details of this separate procedure are included in the DfE Special Educational Needs Code of Practice.

In-Year admissions

Applications for In-Year admissions are made on Hackney Learning Trust's in-year application form. If a place is available and there is no waiting list then the local authority will be informed and the place will be offered. If more applications are received than there are places available then applications will be ranked by the Governing Body in accordance with the over-subscription criteria, with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic 'looked-after' children; similarly, other children without an offer of a school place are given priority immediately after other 'looked-after' children.

If a place cannot be offered at this time you may ask for the reasons and you will be informed of your right of appeal. Applicants will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria, as modified above, and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will decide who is at the top of the list so that the local authority can inform the parent that the school is making an offer.

Oversubscription criteria

Children will be admitted to the school in the following order of priority:

- 01.** Catholic looked after children and Catholic children who have been adopted or made subject to residence orders or special guardianship orders immediately following having been looked after.
- 02.** Catholic children whose parents/legal guardians are resident in the Hackney Catholic Deanery Parishes of Immaculate Heart of Mary and St Dominic's (Homerton) and St Jude's (Clapton Park). See parish maps.
- 03.** Other Catholic Children.
- 04.** Other looked after children and children who have been adopted or made subject to residence orders or special guardianship orders immediately following having been looked after.
- 05.** Children of other Christian denominations whose parents wish them to have a Catholic education and whose application a Priest, Minister or Church Leader supports.
- 06.** Any other applicants.

In prioritising applications within the oversubscription criteria first priority will be given to children who will have a brother or sister attending a Reception, Infant or Junior class at St Dominic's Catholic Primary School at the proposed date of admission. A second priority will be given to children of members of staff, where the member of staff has been employed at the school for at least two years at the proposed date of admission.

The Governing Body will increase to top priority an application within a criterion where compelling evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can only be met at St Dominic's Catholic Primary School. The Governing Body will require written evidence from an appropriate professional such as priest, doctor or social worker.

*NOTE

This policy does not apply for admission to the nursery class for which there is a separate policy.

Tie-breaker

Where the offer of places to all the applicants in any of the criteria listed above would lead to oversubscription, places up to the admission number will be offered to those children whose parents'/carers' residential address is the shortest distance measured in a straight line from the main entrance door of Homerton Library, Homerton High Street, London, E9 6AS to the front door of the parents'/carers residential address. This is because the school serves the Parishes of St Dominic's and St Jude's and the school is situated in the Parish of St Dominic's. Distance will be measured using the Local Authority's Geographical Computerised Mapping System, with those living closer to Homerton Library receiving the higher priority.

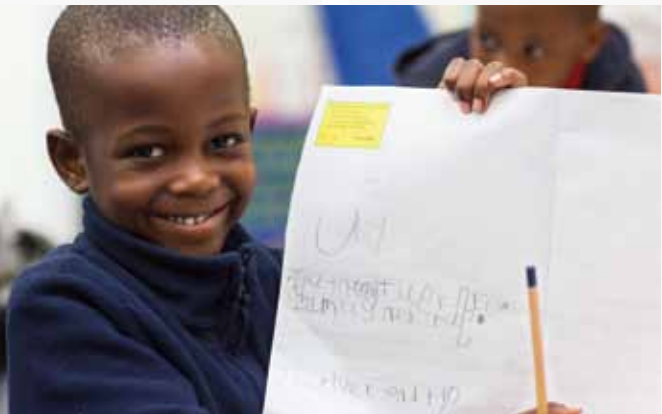
Twins and children of multiple births

If only one place is available for more than one child, who are twins or of a multiple birth within the same family, all the children will be admitted.

Admission appeals for unsuccessful applicants to the Reception Class and Years 1 to 6

Unsuccessful applicants have the right to appeal to an independent panel. Parents wishing to appeal should obtain an appeal form from the school. This should be completed and returned to the school, marked for the attention of Clerk to the Admission Appeal Panel, within the recommended closing date, which is 20 school days following receipt of the letter confirming that the application has been unsuccessful.

If an appeal is unsuccessful, the Governing Body will not consider a further application within the same school year unless there have been significant and material changes in the applicant's circumstances.



Fair Access Protocol

The school is committed to taking its fair share of vulnerable children who are hard to place, in accordance with the locally agreed 'In Year Fair Access Protocol'. Accordingly, outside the normal round of admissions, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement both of the Governing Body and the Diocese for the current admission year. The Governing Body has this power even when admitting such a child would exceed the normal admission number.

EXPLANATION OF TERMS USED IN THE OVERSUBSCRIPTION CRITERIA

Applicants – The parents or legal guardians submitting an application for a place on behalf of a child.

Family – Those individuals, normally the Catholic or Catholics, who live at the residential address of the parents' or legal guardians' who have legal responsibility for the child and are submitting an application for a place on behalf of that child.

Catholic – A member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of Baptism in a Catholic Church or a certificate of reception into the full Communion of the Catholic Church.

Brothers and Sisters – Brothers and sisters must live permanently at the same residential address as the child for whom the application is made. Brothers and sisters include half-brothers and half-sisters and step brothers and step sisters who will still be on roll when the applicant's child starts school.

Christian – A member of one of the Churches that is a member of "Churches Together in Great Britain and Ireland."

Looked after children – Children in the care of a local authority or provided with accommodation by a local authority e.g. foster parents (See Section 22 of The Children's Act 1989).

Residential address – The place where the child lives for at least 50 per cent of the school week.





ST JOHN AND ST JAMES' - CHURCH OF ENGLAND

Admissions Policy 2014/15

The school will admit 30 children to the reception class each year. Priority will be given to children in public care. The governors have decided that 20 places will be foundation places and 10 places will be open places or the same ratio following admission of children in public care. The following criteria will be used by the governors, in order of priority if a year group is oversubscribed.

01. A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order¹.

Criteria for 20 Foundation places

01. Children whose parents attend at least twice a month² for 12 months at either the church of St John at Hackney or St James' Clapton and who live locally³.

Criteria for 10 Open places

01. Children who have a sibling⁴ attending the school at the time they would attend.
02. Children who live locally.³
03. Children whose acute medical or social needs justify the allocation of a place at the school.⁵
04. Children of staff in either or both of the following circumstances:
- where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
05. Children who live outside the parishes of St John's Hackney, St James' Clapton, the Hackney Marsh Team and St Luke's Homerton.

General principles

If there is a vacancy in the Foundation place category which cannot be filled by pupils who meet the criteria for Foundation places, governors will consider children for these places using the criteria for Open places. If there is a vacancy in the Open place category which cannot be filled by pupils who meet the criteria for Open places, governors will consider children for these places using the criteria for Foundation places.

When deciding between applicants who appear to have equal entitlement to admission under the criteria, the governors will offer the place to the applicant who lives nearest to the main entrance to the school in Isabella Road measured by a straight line. If two applicants live exactly the same distance, the allocation of the place will be determined by lottery by the Admissions Committee in the presence of a witness.

Late applicants will be added to the waiting list, if the year group they are applying for is over subscribed. In the event of a place becoming available, all eligible applicants currently on the waiting list are considered in the light of the school's admission criteria and a place offered accordingly.

EXPLANATION OF TERMS USED IN THE OVERSUBSCRIPTION CRITERIA

¹ **Looked after children** – A child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22 (1) of the Children Act 1989.

² **Church attendance** – Attendance confirmed by the Rector of Hackney or the Vicar of St James'.

³ **Live locally** – Within the parishes of St John's Hackney, St James' Clapton, the Hackney Marsh Team and St Luke's Homerton.

⁴ **Sibling** refers to brother or sister, half brother or sister, adopted brother or sister, or the child of the parent/carer's partner. In every case the child should be living in the same family unit at the same address.

⁵ **Acute medical or social needs** – Supporting evidence from a doctor or social worker must be provided at time of application setting out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school.

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

ST JOHN OF JERUSALEM - CHURCH OF ENGLAND

Admissions Policy 2014/15

St John of Jerusalem CE Primary School, in the parish of South Hackney (Diocese of London) will admit a total of 30 children in the Reception Class.

There will be one intake per year. The admission numbers and dates of admission were agreed in consultation with the Local Authority. All children who attend the nursery will be required to complete an application form as there is no automatic transfer from nursery to reception.

Admission criteria for oversubscribed classes

In the event that the school is oversubscribed in any one year group, the Governor's Admissions Committee will apply the following criteria in order of priority to reach a decision about a child's admission to the school:

01. A looked after child¹ or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.

- 02. Children whose Parent/s or Carer/s², are regular worshippers (at least once every three weeks, for one year) at St John of Jerusalem Church.
- 03. Children who have siblings³ attending St John of Jerusalem CE Primary School, and will continue to do so at the time of attendance.
- 04. Children who are already in the Nursery at St John of Jerusalem CE Primary School.
- 05. Children whose Parent/s or Carer/s² are regular worshippers (at least once every three weeks, for one year) at a nearby Anglican church, and for whom this is their nearest church school.
- 06. Children whose Parent/s or Carer/s² are regular worshippers (at least once every three weeks, for one year) at a nearby Christian church, and for whom this is their nearest church school.
- 07. Children whose Parent/s or Carer/s² are regular worshippers (at least once every three weeks, for one year) of other faiths/beliefs, and for whom this is their nearest church school.
- 08. Children who live nearest to the main entrance of the school.



In the event of oversubscription in all above criteria, the distance from home to school will be determined the child's admission. The distance will be measured in a straight line from the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system. Those living closer to the school will receive the higher priority. If two applicants live exactly the same distance the allocation will be determined by lottery which will be carried out by the Admissions Committee in the presence of an independent witness.

Any child who attends a place of worship will only be considered if the minister of religion has confirmed regular worship on the attached form. Should this form not be received, this will reduce the possibility of the child's admission being accepted.

If you are making your admissions application in relation to criteria points 2, 5, 6, or 7, please ensure you provide the Supplementary Information Form (SIF) as confirmation of Church/other faith membership duly signed by your Vicar, Pastor or Religious Leader.

Twins and children of multiple births

If only one place is available for more than one child, who are twins or of a multiple birth within the same family, the Governing Body will establish if the school is able to admit above numbers. If this is not possible the allocation of the place will be determined by lottery which will be carried out by the Admissions Committee in the presence of an independent witness.

Waiting list

The school maintains a waiting list and children are ranked on the list in accordance with the school's oversubscription criteria. The list is maintained by the Local Authority for one term after which it will be maintained by the school. We will contact you on a regular basis to enquire whether you want your child to remain on the waiting list.

EXPLANATION OF TERMS USED IN THE OVERSUBSCRIPTION CRITERIA

¹ **Looked after children** – A child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22 (1) of the Children Act 1989.

² **Parent/Carer** – A parent or carer is any person who has parental responsibility for, or is the legal guardian of the child. Where admission arrangements refer to "parents' attendance at church", it is sufficient for just one parent to attend.

³ **Siblings** refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent or carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.



ST JOHN THE BAPTIST - CHURCH OF ENGLAND

Admissions Policy 2014/15

St John the Baptist is a one and half form entry Church of England primary school with a nursery. The governors welcome applications for admissions from all parents¹ knowing that this is a Church of England school, and hoping that they will support the Christian ethos of the school.

The school has an admission limit of 45 places. In the case of there being more applications than places available the governors will apply the oversubscription criteria as set out below.

EXPLANATION OF TERMS USED IN THE OVERSUBSCRIPTION CRITERIA

¹ **Looked after children** – A child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22 (1) of the Children Act 1989).

² **Acute medical or social needs** – Supporting evidence from a doctor or social worker must be provided at time of application setting out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school.

³ **Sibling** refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of a parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

⁴ **Parent** – Any person who has parental responsibility for or is the legal guardian of the child.

⁵ **Practising** means a parent who attends a Sunday worship service on at least 26 occasions within the 12 month period prior to the application deadline (equivalent to fortnightly attendance). It is sufficient for just one parent to attend.

⁶ **Christian denominations** – Churches who are members of Churches Together in Britain and Ireland (CTBI) or the Evangelical Alliance (EA).

Oversubscription criteria

In accordance with the oversubscription criteria, the governors will give 23 Foundation places and 22 Open places or in the same ratio after places have been given in order to:

01. A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order¹.
02. Children who have a Child Protection plan.
03. Children whose acute medical or social needs justify the allocation of a place at the school.²
04. Children who have a sibling³ at the school at the time of their proposed entry.

Foundation places

01. Children of parents⁴ who are practising⁵ Anglicans and attend St John the Baptist Church, Hoxton and St Leonard's Church, Shoreditch.
02. Children whose parents⁴ are practising⁵ Anglicans and attend Holy Trinity Church Hoxton; St Anne's Church, Hoxton; St Chad's Church, Haggerston; and St Peter's Church, De Beauvoir.
03. Children whose parents⁴ are practising⁵ members and attend other Christian denominations.⁶

Open places

01. Children whose parents⁴ belong to another world faith or no faith and wish to attend St John the Baptist School because of its Christian tradition and education based on Christian values.



General principles

When deciding between applicants who appear to have equal entitlement to admission under any criteria, the Governors will offer the place to the applicant who lives nearest to the main entrance of the school on Crondall Street measured by a straight line.

It should be understood by parents that a place in the nursery does not give a child automatic entry to a reception class.

Twins and children of multiple births

If only one place is available for more than one child, who are twins or of a multiple birth within the same family, the Governing Body will establish if the school is able to admit above numbers. If this is not possible the allocation of the place will be determined by lottery which will be carried out by the Admissions Committee in the presence of an independent witness.

Waiting list and late applications

The school maintains a waiting list. Children are ranked on the waiting list in accordance with the school oversubscription criteria as set out above.

Late applications made after the applications deadline will be considered in accordance with the school's oversubscription criteria. Late applicants will be added to the waiting list if the year group is oversubscribed. In the event of a place becoming available all applicants on the waiting list are considered in line with the schools admission criteria and the place is offered accordingly.



In-Year admissions

Applications for In-Year admissions are made on Hackney Learning Trust's in-year application form. You will also have to complete a Supplementary Information Form (SIF) and return it to the school if you wish to be considered under the religious priorities. If a place is available and there is no waiting list then the local authority will communicate the governors' offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria, with the following modifications:

- children without an offer of a school place are given priority immediately after other 'looked-after' children.

If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria (as modified above) and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list so that the LA can inform the parent that the school is making an offer.



ST MARY'S - CHURCH OF ENGLAND

Admissions Policy 2014/15

The governors, who are responsible for the admissions to this Church of England Voluntary Aided School, have agreed with Hackney Learning Trust to admit 30 pupils for each year group. These arrangements and the admission criteria below are reviewed every year.

Each application should be supported by the relevant documentary evidence. Parents applying for a Foundation place do so on the understanding that the Governors ask their Minister of Religion to complete the supplementary form. The governors will need to be satisfied that the family has been regularly attending church for at least one year. The Governors will interpret 'regularly' to mean at least once a month.

We aim to provide an education based on Christian principles. Parents applying for a place at the school need to be aware that all children will be expected to take part in religious education and in the Christian acts of worship in the school and in the church.

Where there are more applications than places available, the Governors will admit pupils according to the following criteria. It should be understood by parents that a place in the nursery does not give a child automatic entry to the Reception Class.

Foundation Places

15 places will be offered to:

01. Church of England looked after children in public care, or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
02. Children at least one of whose parents are regular worshippers at St. Mary's Stoke Newington.
03. Children at least one of whose parents are regular worshippers at any other Anglican church.
04. Children at least one of whose parents are regular worshippers at other Christian denominations as recognised by Churches Together in England.

For the purposes of these applications, parent should be taken to include carer, guardian or foster parent/carer. Applications for Foundation places will need to be supported by a church reference.

When deciding between applicants who appear to have equal entitlement to admission under the criteria, places will be allocated firstly to applicants who will have a sibling in the school at the time of admission to the school's register, and secondly to applicants living nearest to the main entrance to the school in Barn Street as measured by Hackney Learning Trust's GIS system.

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

Open Places

15 places will be offered according to the following criteria:

01. Looked after children in public care, or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
02. Children who will have a sibling (defined as above) in the school at the time of admission to the school's register.
03. Children with documented acute social or medical needs supported by professional references. The supporting evidence should set out the particular reason why St. Mary's school is the most suitable school and the difficulties that would be caused if the child had to attend another school.
04. Children already at St. Mary's Nursery school.
05. Children living closest to the school.

When deciding between applicants who appear to have equal entitlement to admission under the criteria, the governors will offer the place to the applicant who lives nearest to the main entrance to the school in Barn Street as measured by Hackney Learning Trust's GIS system.

Unsuccessful applicants for Foundation places will automatically be considered for Open places. Any unfilled Foundation places will become Open places.

Children with statements of Special Educational Needs (SEN)

Children who have a statement of Special Educational Needs naming the school have automatic right of entry.

Appeals

An impartial Appeals Committee exists to examine any appeals from parents unsuccessful in gaining a place for their child.

Waiting List

The school maintains a waiting list. Children are ranked on the waiting list in accordance with the school's over-subscription criteria.

In Year admissions

Admissions outside the normal admissions round will be considered in accordance with the school's oversubscription criteria.

Students with disabilities

The school does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities for pupils with physical disabilities. The school consists of several interlinked buildings, with little level access. As far as possible the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.



ST MATTHIAS - CHURCH OF ENGLAND

Admissions Policy 2014/15

St Matthias' school will admit 45 pupils to each year group. In the event that the school receives more applications than places available, the priorities listed below will be applied.

Children who have the school named in their Statement of Special Educational Needs are required to be admitted to the school and will be counted against the admission number.

01. A looked after child¹ or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
02. Children who have brothers and sisters² on the current roll at the time of attendance.
03. Children whose parent(s)³ regularly⁴ worship at St Matthias Church.
04. Children whose parent(s) are committed members of, and regularly worship in local churches⁵ and chapels of other Christian denominations.
05. Children living within the Parish of St. Matthias. A map of the parish boundary is available from the school or Hackney Learning Trust.
06. Children living outside the Parish of St Matthias.

When deciding between applicants who have equal entitlement to admission under the criteria, the Governors will offer the place to applicants who live nearest to the main entrance of the school, measured in a straight line, using Hackney Learning Trust's GIS system.





Waiting List

All unsuccessful applicants will be placed on a waiting list and children will be ranked on the list in accordance with the above admission policy.

Information about which streets and residences are included in the Parish of St Matthias can be found from the Church Finder section of the Diocesan website: www.london.anglican.org/ChurchFinder

Twins and children of multiple births: Key Stage 1

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, only one child can be offered a place. This is because at Key Stage 1 it is against the law to admit more than 30 children into one class. In this instance the parent will be consulted as to whether they wish to accept the place at the school and then place the sibling(s) on the waiting list. Under these circumstances the school will contact the Local Authority so they may support the family and assist them to identify suitable alternative places.

EXPLANATION OF TERMS USED IN THE OVERSUBSCRIPTION CRITERIA

¹ **Looked after children** – A child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22 (1) of the Children Act 1989.

² **A brother or sister** must live permanently at the same address as the child for whom the application is being made. This includes a half brother or sister, a step brother or sister and a foster brother or sister who lives permanently as a family unit at the same address.

³ **A parent** is any person who has parental responsibility or care of the child. It is sufficient for just one parent to attend.

⁴ **Regularly** – twice in a calendar month for at least one year. Your priest/minister will be required to complete a church attendance form in support of your application.

⁵ **Local Church** – A Church within two miles of the school and which is a member of Churches Together in Britain and Ireland (CTBI) or the evangelical alliance.

Twins and children of multiple births: Key Stage 2

If only one place is available at the school and the next child who qualifies for a place is one of multiple births we will consider whether we go over our published admission number in order to support the family.

In Year admissions

Applications for In-Year admissions are made on Hackney Learning Trust's in-year application form. You will also have to complete a Supplementary Information Form (SIF) and return it to the school if you wish to be considered under the religious priorities. If a place is available and there is no waiting list then the local authority will communicate the governors' offer of a place to the family. If more applications are received than there are places available then the applications will be ranked by the governing body in accordance with the oversubscription criteria, with the following modifications:

- children without an offer of a school place are given priority immediately after other 'looked-after' children.

If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria (as modified above) and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list so that the LA can inform the parent that the school is making an offer. It should be understood by parents that a place in the nursery does not give the child an automatic entry into the reception class.



ST. MONICA'S - CATHOLIC

Admissions Policy 2014/15*

The school serves the Catholic Parish of St Monica's in Hoxton and its adjoining parishes, St John the Baptist and Our Lady and St Joseph in the Hackney Deanery.

We aim to provide a Catholic education for all our pupils. Catholic doctrine and practice permeates every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

Pupil numbers

The Governing Body will ensure that the number of pupils admitted to each year group will conform to statutory legislation. It will admit 30 pupils to each year group. If there are more applications than places available, places will be awarded in accordance with the over subscription criteria below.

Reception places

Applicants should be aware that nursery education is a non-statutory service and that accordingly a child's attendance in the school's nursery does not guarantee a future place in the reception, infant and junior classes.

Reception year deferred entry

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferment is requested. The place will then be held until the first day of the spring or summer term. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application.

Applicants whose children have birthdays in the summer term should be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September and if the school is oversubscribed they are unlikely to gain a place.

*NOTE

This policy does not apply to the nursery class.

Reception class applications

In order to make a full application for a place in the school's reception class you should complete:

- The Common Application Form (CAF) available from primary schools or Hackney Learning Trust, 1 Reading Lane, London E8 1GQ and return it as per the instructions to Hackney Learning Trust's admission team by **15 January 2014**.
- Catholic parents and carers should fill in the Supplementary Information Form (SIF) and return it directly to the school by the stipulated closing date along with the original or a certified copy of the child's Baptismal certificate. If no certificate exists applicants should indicate in writing the reasons for this being the case.

The Supplementary Information Form (SIF) is obtainable from the school or Hackney Learning Trust.

Waiting list

Applicants not offered a place in the reception class will be placed on a waiting list ranked in accordance with the oversubscription criteria. Names are normally removed from the list at the end of the academic year unless parents/carers submit a written request asking for their application to remain on the waiting list.

In-Year admissions

Applications for in-year admissions are made to the Hackney Learning Trust. The application form is available from Hackney Learning Trust's admission team.

If a place is available and there is no waiting list then the governors will offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria, with the following modifications:

- Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic 'looked-after' children;
- similarly, other children without an offer of a school place are given priority immediately after other 'looked-after' children.

If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the

opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria (as modified above) and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list so that the LA can inform the parent that the school is making an offer.

Special Educational Needs (SEN)

The admission of pupils with statements of Special Educational Needs is dealt with by a completely separate procedure. The procedure is integral to making and maintaining statements by the pupil's home local education authority. Details of this separate procedure are set out in the DfE Special Educational Needs Code of Practice.

Oversubscription criteria

Children will be admitted to the school in the following order of priority:

01. Catholic looked after children and Catholic children who have been adopted (or subject to residence orders or special guardianship orders).
02. Catholic children whose parents or legal guardians are resident in the parish* of St. Monica's.
03. Catholic children whose parents or legal guardians are resident in neighbouring parishes* of St John the Baptist (Hackney) and Our Lady and St Joseph (Kingsland).

*NOTE

A map of the parishes is available from the school or Hackney Learning Trust.



04. Other Catholic children not covered by criteria 1 to 3.
05. Other looked after children and other children who have been adopted (or subject to residence orders or special guardianship orders).
06. Catechumens and members of the Eastern Christian Churches.
07. Children from other Christian denominations whose parents wish them to have a Catholic education and whose application is supported by a Priest, Minister or Church Leader.
08. Children of other faiths whose application is supported by a religious leader.
09. Any other applicant.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription, the following provisions will apply:

- The Governing Body will give top priority to an application within a category where compelling evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can only be met at this school. The Governing Body will require written evidence from an appropriate professional such as priest, doctor or social worker as to why the school is the most suitable and the difficulties that would be caused if the child had to attend another.
- The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an applicant within each category.



Tie-breaker

Where the offer of places to all the applicants in any of the criteria listed above would lead to oversubscription, places up to the admission number will be offered to those children whose parents'/carers' residential address is the shortest distance from the main door of St. Monica's Catholic Primary School to the front door of the parents/carer's residential address when measured in a straight line on a map. For the purpose of calculating distances the address is identified by using the geographical reference as determined by Hackney Learning Trust.

Twins and children of multiple births

If only one place is available for more than one child, who are twins or of a multiple birth within the same family, the application will be considered by the governing body.

Admission appeals for unsuccessful applicants to the Reception Class and Years 1- 6

Unsuccessful applicants have the right to appeal to an independent panel. Parents wishing to appeal should obtain a form from the school. This should be completed and returned to the school, marked for the attention of Clerk to the Admission Appeal Panel, within 21 days of receipt of the letter confirming that the application has been unsuccessful.

If an appeal is unsuccessful no further appeal may be made within the same school year unless there have been significant and material changes in the applicant's circumstances.

Fair access protocol

The school is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of



admissions, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement both of the Governing Body and the Diocese for the current admission year. The Governing Body has this power even when admitting such a child would exceed the normal admission number.

EXPLANATION OF TERMS USED IN THE OVERSUBSCRIPTION CRITERIA

Applicants – The parents and/or legal guardians submitting an application for a place on behalf of a child.

Brother or sister – Brothers and sisters include half brothers and half sisters and step-brothers and step-sisters and must live permanently at the same residential address as the child for whom the application is made.

Catechumen – Acceptance into the catechumenate is demonstrated by a certified copy of the entry in the Register of Catechumens.

Catholic – A baptised person who is a member of any Catholic Church in full communion with the See of Rome. For the purposes of this policy it also includes a "looked after child" in the process of adoption by a Catholic family or made subject to residence orders or special guardianship orders.

Christian – A member of one of the Churches that is a member of "Churches Together in Great Britain and Ireland" and of Christian Evangelical and Pentecostal churches.

Eastern Christian Church – Membership of an Eastern Christian Church is shown by a certificate of baptism or a certificate of reception from the authorities of that Church.

Looked after children – A child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22 (1) of the Children Act 1989.

Parent – The person or persons who have legal responsibility for the child.

ST PAUL'S WITH ST MICHAEL'S - CHURCH OF ENGLAND

Admission Policy 2014/15

The Governors, who are responsible for the admissions to this Church of England Voluntary Aided School, have agreed with the Local Education Authority to admit 30 pupils for each year group (plus up to 25 full-time or part-time places in the nursery). This number has been agreed between the Governors and Hackney Learning Trust and applies to the school year.

The school does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities for pupils with physical disabilities. There are three buildings. The nursery and infant building are on a level site and on one floor but the junior building is on two floors with a basement area. As far as possible the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

These arrangements and the admissions criteria (below) are reviewed annually. Each application should be supported by the relevant documentary evidence. When there are more applications than there are places available the Governors will admit pupils according to the following criteria, which are listed in order of priority. These criteria will be applied in accordance with the school's duties under the Disability Discrimination Act.

NOTES

¹ A child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22 (1) of the Children Act 1989.

² As defined by the 'Churches together in Britain and Ireland' and the 'Evangelical Alliance'.

³ This criterion is applicable on admission to the Reception class and above.

⁴ This includes half brothers and sisters, step brothers and sisters, and foster brother and sisters who live at the same address.

⁵ Definition of 'practising': attending Church at least once a month for a year or more.

01. A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order¹.

02. Children subject to a child protection plan.

03. Children of parents who are on the church electoral roll of St. Michael and All Angels, London Fields, or the children of parents who are prohibited from membership of the church electoral roll (because of their role in the Church of England, i.e. clergy), who can demonstrate that they are regular worshippers at St. Michael and All Angels London Fields.²

04. Children who are attending St Paul's with St Michael's Nursery.³

05. Children who have a brother or sister⁴ at the school at the time of their proposed entry. i.e. on the day the child is entering the school, not when applying for entry.

06. Children of parents who are practising⁵ members of a Christian denomination², who live in the Parish of St. Michael and All Angels, London Fields.

07. Children of parents who live in the Parish of St Michael and All Angels, London Fields, but who are not practising members of a Christian denomination, with priority given to those who live nearest to the school, as measured by a straight line.

08. Children of parents who are practising⁵ members of a Christian denomination, who live outside the Parish of St Michael and All Angels London Fields, for whom this is the nearest Church of England school.

09. Any other applicant.



Information about which streets and residences are included in the Parish of St Michael and All Angels London Fields can be found from the Diocesan website at www.london.anglican.org/ChurchFinder. Alternatively, applicants can enter their postcode to discover if they live in the parish.

The decision on admissions rests with the Governors of St Paul's with St Michael's Church of England Primary School. Parents who are unsuccessful in gaining admission have the right of appeal, with the exception of the Nursery, which is non-statutory.

Appeals should be addressed to the Clerk of the Governors at the school office.

In the case of over-subscription in criteria 5 or 7, a tie break of straight line distance from the school will be applied, using Hackney Learning Trust's GIS system. If two applicants live exactly the same distance the allocation of the place will be determined by lottery which will be carried out by the Admissions Committee in the presence of an independent witness

Twins and children of multiple births

If only one place is available for more than one child, who are twins or of a multiple birth within the same family, the Governing Body will establish if the school is able to admit above numbers. If this is not possible the allocation of the place will be determined by lottery which will be carried out by the Admissions Committee in the presence of an independent witness.

In-Year admissions

Applications for in-year admissions are made to the Hackney Learning Trust. The application form is available from Hackney Learning Trust's admission team.

ST SCHOLASTICA'S - CATHOLIC

Admission Policy 2014/15

St Scholastica's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. As a Catholic school, we aim to provide a Catholic education for all our pupils. As a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

Pupil numbers

The Published Admissions Number (PAN) for the reception class at St Scholastica's is 30. The Governing Body has sole responsibility for admissions to the school and intends to admit 30 children in the school year which begins in September 2014.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the criteria listed below.

Where the final place is offered to a child who has other siblings (e.g. twins) applying for a place in the same class/year, these siblings will also be admitted.

Reception places

Applicants should be aware that Nursery education is a non-statutory service and accordingly a child's attendance in the school's Nursery does not guarantee a future place in the Reception, Infant and Junior classes.



Oversubscription Criteria

Pupils will be admitted to St Scholastica's School in the following order:

01. Catholic looked after children and Catholic children who have been adopted (or made subject to residence orders or special guardianship orders) immediately after having been looked after..
02. Baptised Catholic children who have a sibling at the school and whose parents reside in the Parish of St Scholastica's at the proposed date of admission.
03. Baptised Catholic children who have a sibling at the school and whose parents reside in the Parish of St Jude, Clapton Park or Our Lady of Good Counsel, Stoke Newington at the proposed date of admission.
04. Other baptised Catholic children who have a sibling at the school at the proposed date of admission.
05. Baptised Catholic children from practising Catholic families who are resident in the Parish of St Scholastica's.
06. Baptised Catholic children from practising Catholic families whose parents/legal guardians are resident in the Parish of St Jude, Clapton Park or Our Lady of Good Counsel.
07. Other baptised Catholic children from practising Catholic families.
08. Other Baptised Catholic children.
09. Other looked after children and Catholic children who have been adopted (or made subject to residence orders or special guardianship orders).
10. Children of families who are Catechumens or members of an Eastern Christian Church.
11. Christian of other denominations whose application is supported by their Minister of Religion.
12. Children of other faiths whose application is supported by their Religious Leader.
13. Any other applicant.

Priority will be given to children of staff, where the staff member has been employed at the school for at least two years at the time of application.

Practising Catholics

Parents wishing to apply for a place as 'Practising Catholic' will need to supply a Diocesan Priest's Reference Form. This can be obtained from the school on request or from the Diocesan website.

Part A must be completed by the parent and given to the Priest who will then complete Part B. Part B only must be submitted to the school.

Exceptional need

The Governing Body will give top priority, after the appropriate category of looked-after children, to an application where compelling written evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school. Compelling written evidence must be supplied by the closing date of application. Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

Last year the school was heavily oversubscribed. We received 93 applications for 30 places (see table 5 on page 44). As the school is usually oversubscribed by Catholic candidates, it is very unlikely that applicants who are not Catholics will obtain a place. In the past five years, the governing body has only been able to offer a place to two applicants who were not Catholic.



Tie-Breaker

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school by a straight line, from the front door of the child's residential address (including flats) to a point at the school.

For the purpose of calculating distances the address is identified by using the geographical reference as determined by Hackney Learning Trust. In the case of flats, distances will be measured to the front door of the flat within the building. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.

Fair access protocols

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

In-Year admissions

In-year applications are made to Hackney Learning Trust. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the over-subscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the over-subscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year.

When a place becomes available the Governing Body will decide who is at the top of the list so that an offer can be made.

Reception year deferred entry

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application. Applicants whose children have birthdays in the summer term should be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September and if the school is oversubscribed they are very unlikely to obtain a place.

Application procedure

In order to make an application, you must complete a Common Application Form (CAF) from your local authority. Parents applying under priorities 1, 2, 3, 4, 5, 6, 7, 8, 10, 11 and 12 should also complete the School's Supplementary Information Form (SIF) and return it directly to the school by the stipulated closing date.

The information on the SIF enables the Governing Body to assess your application fully against the school's criteria in the event of oversubscription. Please return the SIF (in person or by post) to St Scholastica's School, Kenninghall Road, London, E5 8BS together with all other relevant paperwork required for your application.

If you do not complete both of the forms described above and return them by **15 January 2014**, the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place.



Right of appeal

If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel.

Twins and children of multiple births

If only one place is available for more than one child, who are twins or of a multiple birth within the same family, the application will be considered by the Governing Body. If the application is unsuccessful no further appeal may be made within the same year unless there have been significant and material changes in circumstances.

Special Educational Needs (SEN)

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has a Statement of SEN you must contact your local authority SEN officer.

Waiting List

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. Names are removed from the list after one year, unless applicants request to remain on the list.

Change of details

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you must inform the school and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the school.

EXPLANATION OF TERMS USED IN THE OVERSUBSCRIPTION CRITERIA

Applicant means the person making an application on behalf of a child.

Candidate refers to the child on whose behalf the application is being made.

Catholic means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion of the Catholic Church.

Distance from school means distance as measured in a straight line, from the front door of the child's residential address (including flats) to a point at the school. For the purpose of calculating distances the address is identified using the geographical references as determined by Hackney Learning Trust. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.

Looked after children has the same meaning as in Section 22 of the Children Act 1989 and means any child in the care of a local authority, or provided with accommodation by them (eg children with foster parents).

Parent means the adult or adults with legal responsibility for the child.

Parish boundaries for the purpose of this policy, parish boundaries are shown on specific maps available from the school.

Practising Catholic means a Catholic child from a practising Catholic family where this practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese. Family includes the Catholic or Catholics who have legal responsibility for the child.

Resident – A child is deemed to be resident at a particular address when he/she resides there for more than 50 per cent of the school week.

Sibling means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step-brothers and step-sisters and must live permanently at the same residential address as the child for whom the application is being made. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

THE OLIVE - MUSLIM

Admission Policy 2014/15

The Olive School, Hackney, is a primary free school. The school was founded by the Tauheedul Free Schools' Trust and is conducted as a Muslim Faith School. The admission number for the Reception intake in 2014 will be 90.

The admissions process is part of the Hackney Local Authority's primary co-ordinated scheme for reception admissions. All applications will be considered equally.

Applications for admission to the school for September 2014 must be made on the Hackney Learning Trust Common Admissions Form (CAF) by **15 January 2014**.

Parents wishing to be considered under the faith priority group are also required to complete a Supplementary Information Form (SIF). This needs to be returned separately to the school by the closing date of 15 January 2014. The SIF form is available from Hackney Learning Trust and the school.

Letters informing parents of whether or not their child has been allocated a place will be sent out by their home LA's Admissions team on 16 April 2014.

NOTES

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

² **Siblings** refers to full sister/brother, half-sister/brother, adopted sister/brother, step sister/brother, foster sister/brother, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

Oversubscription criteria

If undersubscribed, the school will admit all applicants. If oversubscribed, the school will admit children under the two priority groups below once all children with a statement of Special Educational Needs naming the school have been admitted.

Faith priority group

A maximum of 50 per cent of the remaining places will be allocated to children who are members of the Muslim faith in the following order:

01. Looked after Muslim children¹ (children in public care) or a Muslim child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
02. Muslim children with a sibling² who is a pupil already attending The Olive School, Hackney, at the time of admission.
03. Muslim children of staff employed at The Olive School, Hackney for at least two years or who have been recruited to fill a post where there is a skills shortage on the date that they are due to start.
04. Muslim children for whom the Governing Body accepts that they have proven exceptionally strong special medical or social circumstances, which are directly relevant to attendance at The Olive School, Hackney.
05. Muslim children who live nearest to The Olive School, Hackney.



Community priority group

A maximum of 50 per cent of the remaining places will be allocated to community applicants in the following order:

01. Looked after children¹ (children in public care) or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
02. Children with a sibling² who is a pupil already attending The Olive School, Hackney, at the time of admission.
03. Children of staff employed at the school for at least two years or who have been recruited to fill a post where there is a skills shortage on the date that they are due to start.
04. Children for whom the Governing Body accepts that they have proven exceptionally strong special medical or social circumstances, which are directly relevant to attendance at The Olive School, Hackney.
05. Children who live nearest to The Olive School, Hackney.

Exceptional special medical and social needs

For criterion four of the above two groups, professional supporting evidence should be provided from e.g. a consultant, doctor, psychologist, social worker or others as requested by the school. It is essential that this evidence should set out the reasons why The Olive School, Hackney, is the most suitable school for this child and the difficulties that would be caused if the child had to attend another school.

Tie-breaker

If any categories are oversubscribed, then the geographical proximity (as set out in criterion 5 of both groups), will be used as a tie-breaker.

The distance will be measured in a straight line using geographical information provided by the local council. If a number of addresses have the same geographical property reference (such as a block of flats), or if there are a number of applicants living the same distance away from the school, random allocation by The Olive School will then be used to decide which of the children can be offered a place.

Allocation of places if either groups are undersubscribed

If after the admission of children with a statement for special educational needs, there are fewer than 50 per cent of the remaining children qualify for admission under the faith priority group, additional places will be offered using the criteria listed under the community priority group until the admission number of 90 is met.

If after the admission of children with a statement for special educational needs, there are fewer than 50 per cent of the remaining children qualify for admission under the community priority group, additional places will be offered to applicants who were not allocated a place under the faith priority group. These applicants will be considered without reference to faith in line with the oversubscription criteria in the community priority group until the admission number of 90 is met.

Twins and children of multiple births

Where there are twins or more wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits. This may also apply to siblings who are in the same year group.

Waiting List

Children who are not admitted will have their names placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria.

Appeals

Where the Governing Body is unable to offer a place, parents have the right to appeal to an Independent Appeal Panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002.

In-Year admissions

Applications for in-year admissions are made in the same way as those during the normal admission round. The only difference is that Hackney Learning Trust's in-year form is used for all applicants.

SECTION FOUR

useful information and services

PUPIL BENEFITS

Children whose parents receive certain Department for Work and Pensions (DWP) benefits and Inland Revenue Tax Credits may qualify for Pupil Benefits from Hackney Council. Parents can get free school meals when their child starts nursery class (full-time) or school and help with home to school travel fares.

To apply for any of the above pupil benefits you will need to complete specific application forms available from our office in Reading Lane and online from our website.

For more information please contact Pupil Benefits on **020 8820 7248**, or at www.learningtrust.co.uk.

FREE SCHOOL MEALS

Your child can have free school meals if you get:

- Income Support;
- Income-based Jobseeker's Allowance;
- Child Tax Credit, and your annual income is no more than £16,190, and you don't get Working Tax Credit;
- the guarantee element of Pension Credit;
- support under part VI of the Immigration and Asylum Act 1999; or
- Income-related Employment and Support Allowance.

If you are not entitled to pupil benefits, school meals are available for a standard charge. Schools can also arrange meals for children who have special diets for religious or health reasons. You can ask the Headteacher about this.



HELP WITH HOME TO SCHOOL TRAVEL FARES

Hackney Learning Trust can help with tube and/or train fares for pupils living in Hackney. Pupils will be entitled to free transport if there is no suitable, alternative, nearer school place on offer, and they cannot reasonably be expected to travel by bus. Bus fares are currently free for primary aged children (see "Transport for London's pupils" on page 82).

Children who are entitled to free transport will be given a travel card or warrant each term. This will allow them to travel to and from a state-funded school. We will pay for the cheapest form of suitable transport from home to school. You can apply at any time, but you must live in the borough of Hackney. If you have been assessed on your income, you will have to re-apply every year to check that you are still entitled to this help. You have the right to appeal if you are refused help with travel costs.

Children can qualify for free transport if any of the below circumstances apply.

Non-income assessed parents

- 01.** Children with special educational needs, disability or mobility problems without suitable, alternative, nearer school place on offer. Also, children who cannot be expected to walk to school, even though it is within the normal walking distance of two miles from school (if aged 5 -7) or three miles (if aged 8 or over). Evidence of the child's disability or mobility difficulties will need to be provided.
- 02.** Children that cannot reasonable be expected to walk a particular route because of the nature of the route – even though the school is within the normal walking distance of two miles from school (if aged 5 -7) or three miles (if aged 8 or over). Routes through parks, cemeteries and along towpaths would normally be considered unreasonable.
- 03.** Children attending a school outside the distance (two miles if aged 5 to 7 and three miles if aged 8 or over), where there are no suitable arrangements for boarding at or near school and who do not have a suitable alternative nearer school place available to them.

04. Children attending a school outside the distances (two miles if aged 5 to 7 and three miles if aged 8 or over) on grounds of religion or belief who do not have a suitable alternative nearer school available to them. Parents will need to prove that they have applied and been refused a place at other equivalent nearer schools.

Income assessed parents

The below criteria applies only to children who are either eligible for Free School Meals or have parents in receipt of their maximum level of Working Tax Credit.

01. Children aged 8 but under 11, where there are not three or more suitable nearer school places, and where the school place is more than two miles but not more than six miles from home.

Disabled parents

(Non-income assessed and income assessed)

Hackney Learning Trust may provide free travel to support children to attend a school or other education provision within the normal or even within the statutory walking distance if the parent has a disability that may prevent them from accompanying their children to school. However if the parent is in receipt of transport assistance as part of their disability living allowance they will not receive this support. Parents would be expected to meet the above eligibility criteria.

Hackney Learning Trust will consider the safety of the route when measuring statutory walking distance.

Please note that Hackney Learning Trust has the right to make changes to the existing grants and travel policies at any time.



TRANSPORT FOR LONDON'S PUPILS

Hackney has a great network of buses, London overground and rail links making it easy to get to any of our local schools.

5-10 Zip Oyster photocard scheme

Transport for London (TfL) issues 5-10 Zip Oyster photocards for under-11s to get free travel on tube, DLR, London overground and some national rail services.

To apply for a 5-15 Zip Oyster photocard, you will need to complete an application either online or a printed form available from any post-office. You will need to provide proof of identity and a passport-type photo of your child. A £10 administration fee is payable for first time applicants.

Your child doesn't need a 5-10 Zip Oyster photocard

- To travel free on buses and trams.
- To buy child-rate cash singles, returns and Day Travelcards.
- If travelling with an adult who has a valid ticket, Freedom Pass or Veterans photocard or who is using pay as you go (up to four children per adult).

Under 5s

Children under five travel free at any time on buses, tube, trams, DLR, London overground, national rail and the Emirates Air Line (cable car).

They must be with an adult who has a valid ticket, Freedom Pass or Veterans photocard or who is using pay as you go (up to four children per adult).

For more information please contact Transport for London on 0343 222 1234 (8am-8pm seven days a week) or visit www.tfl.gov.uk/photocard.



SCHOOL ATTENDANCE SERVICE

Our school attendance service helps with problems relating to a child's attendance at school and can advise on a range of issues relating to particular educational needs or difficulties. The school may refer your child to us if their attendance is poor, or if there are any problems or difficulties that affect their attendance. The school will contact you first to try to resolve these problems before referring your child to us. You are welcome to contact the school attendance service on 020 8820 7288, or go directly to the school.

ADVICE AND SUPPORT FOR PARENTS OF CHILDREN WITH SPECIAL EDUCATIONAL NEEDS (SEN)

Hackney maintained schools have delegated resources set aside for these children which are called School Action. There is a range of services which helps schools meet pupils' special educational needs. These services include the Educational Psychology Service, the Inclusion Team and the Children's Integrated Speech and Language Therapy Service. When children have support from one or more of these services, in addition to support from the school's delegated resources, this is called School Action Plus.

Special Educational Needs Assessment and Monitoring Team (SENAMT)

SENAMT are responsible for making statutory assessments of children who have SEN beyond that which can normally be met by maintained mainstream schools with School Action Plus. A statutory assessment usually results in a statement of SEN that provides extra support for the school to meet the child's needs. SENAMT are responsible for determining school places for children with statements. SENAMT case managers provide information and advice on all aspects of special educational needs. You can contact them on 020 8820 7183.

Educational Psychology Service (EPS)

Educational psychologists are specialists in how children learn and behave. The psychologist will never see your child without your permission. You will always be involved when a psychologist is considering how best to help your child. If your child is having difficulties at school, you should first talk to their teacher or Headteacher. The school may involve the educational psychologist if they feel that your child is not making progress, even though they have had extra help.

If you would like to discuss your child's special educational needs, you can have a free, confidential 30-minute consultation with an educational psychologist. These take place at Hackney Learning Trust, every Wednesday during term time from 2pm to 4pm. To book an appointment, call 020 8820 7519.

Inclusion Team

Specialist teachers and early years support officers from the Inclusion Team work in schools and early years settings in Hackney. They support children and young people with special educational needs, including sensory impairments. They offer training in all aspects of SEN to support your child's inclusion in their new school. For more information, call 020 8820 7326.

Hackney Parent Partnership Service

The Hackney Parent Partnership Service is an arms-length confidential service offering information, advice and support to parents or carers whose children have special educational needs and disabilities. The service is based at Hackney Ark, Downs Park Road (corner of Cecilia Road), E8 2HY. You can contact the service on 020 7014 7123 and at parxxx.xxxxxxxxxx@xxxxxxxxxxxxxx.xx.xx or at parxxx.xxxxxxxxxx@xxxxxxxxxx.xxx.xx.



ADDITIONAL INFORMATION

Hackney Learning Trust and neighbouring Local Authorities useful contact details.

HACKNEY LEARNING TRUST

1 Reading Lane, London E8 1GQ
T. 020 8820 7000
E. xxxx@xxxxxxxxxxxxxx.xx.xx
www.learningtrust.co.uk

SCHOOL ADMISSIONS TEAM

Harriett Young
Head of Admissions and Pupil Benefits
T. 020 8820 7402

Simone Bowen
Deputy Head of Admissions and Pupil Benefits
T. 020 8820 7501

Donna Anthony
Senior Reception Class Admissions Officer
T. 020 8820 7401

Carla De Lemos
Reception Class Admissions Officer
T. 020 8820 7105

Mitzie Miller
In-Year Admissions Co-ordinator
T. 020 8820 7197

Adebola Ajao
In-Year Admissions Officer
T. 020 8820 7489

Bilal Batha
In-Year Admissions Officer
T. 020 8820 7150

Joni Lockwood
In-Year Admissions Officer
T. 020 8820 7398

Kim McMillan
Senior Pupil Benefits Officer
T. 020 8820 7246

Rashida Bibi
Admissions Officer
T. 020 8820 7247

EARLY YEARS AND PLAY, AFTER SCHOOL CLUBS

T. 020 8820 7583 / 7439

EDUCATION ATTENDANCE SERVICE (EAS)

T. 020 8820 7288

EDUCATIONAL PSYCHOLOGY SERVICE (EPS)

T. 020 8820 7518 / 7519

HACKNEY FAMILY INFORMATION SERVICE (FIS)

T. 020 8820 7590
www.learningtrust.co.uk/fis

INCLUSION TEAM

T. 020 8820 7326

SPECIAL EDUCATIONAL NEEDS ASSESSMENT AND MONITORING TEAM (SENAMT)

T. 020 8820 7000

HACKNEY PARENT PARTNERSHIP SERVICE

Hackney Ark, Downs Park Road (corner of Cecilia Road), London E8 2HY

T. 020 7014 7123
E. parent.partnership@homerton.nhs.uk

SCHOOL ADMISSIONS CONTACT DETAILS IN NEIGHBOURING LOCAL AUTHORITIES

ISLINGTON

Laycock Street, London N1 1TH
T. 020 7527 5515
E. xxxxxxxxxxx@xxxxxxxxx.xxx.uk
www.islington.gov.uk/services/schools-learning/5-16/admissions/primary

HARINGEY

48 Station Road, London N22 7TY
T. 020 8489 1000
E. schooladmissions@haringey.gov.uk
www.haringey.gov.uk/index/children_and_families/education/schooladmissions

TOWER HAMLETS

Mulberry Place, 5 Clove Crescent, London E14 2BG
T. 020 7364 5006
E. school.admissions@towerhamlets.gov.uk
www.towerhamlets.gov.uk/lgs/1-50/13_primary_school_places.aspx

WALTHAM FOREST

Sycamore House, Town Hall Complex, Forest Road, London E17 4JF
T. 0845 200 1551
E. primary.admissions@walthamforest.gov.uk
www.walthamforest.gov.uk/Pages/Services/Schools-places-primary.aspx

GLOSSARY

Explanation of educational terms used in this guide.

Academies

Academies are state-funded schools independent from the local authority and responsible for their own admission arrangements.

Allocated / Allocation

The offer, or the process of offering, a school place.

Applicant

It's the person (parent, carer or family member) who has parental responsibility or care of the child.

Application lists

These lists are created in order to offer places to children when there is a vacancy. They are similar to a waiting list.

CAF (Common application form)

It's the local authority admission form to secondary schools applications. The CAF must be submitted to the local authority of the area in which you live by the published closing date.

Community schools

State-funded schools whose admission arrangements are set by the local authority.

Contextual value added

A method for including certain factors when measuring the effectiveness of a school or the progress made by individual pupils.

Cut-off distance

The last pupil admitted under the distance criterion.

DfE

Department for Education (www.education.gov.uk).

Fair Access Protocol

A process for admitting pupils to school outside the normal admissions process.

Free schools

Free schools are all-ability state-funded schools independent from the local authority and responsible for their own admission arrangements.

GIS system

Geographical Information system, a computerised way of calculating distances from a child's home address to the main entrance of the school.

Home local authority

A child's home local authority (local council) is the local authority where they live ie the council you pay your council tax to.

Key Stage

A period of study relating to a particular age group. Key Stage 1 (KS1) covers reception, school years 1 to 2 (ages 5 to 7), and Key Stage 2 (KS2) covers school years 3 to 6 (ages 8 to 11).

Ofsted

Office for Standards in Education (www.ofsted.gov.uk)

Oversubscribed

The school has more applications than places available.

PAN (Published Admission Number)

The number of school places that the admission authority must offer in each relevant age group.

Pan-London Register

London-wide computerised database, used to exchange applicant details and preference outcomes

Parents and family members

A parent or family member is any person who has parental responsibility or care of the child.

Preferences

Choice of preferred schools.

Pupil database

A computerised system for holding pupils' details, preferences and outcomes.

Religious or faith schools

These schools practise a particular faith and the governing body is responsible for their own admission arrangements.

SATS

Statutory Assessment Tests.

SEN

Special Educational Needs.

SENCO

Special Educational Needs Coordinator.

SIF (Supplementary Information Form)

This is an additional form that may also have to be completed for applicants considered under the criteria of faith schools. The completed SIF form must be signed by a religious leader and submitted directly to the faith school by the published closing date. SIF forms are available from faith schools and Hackney Learning Trust.

Statement of Special Educational Need (SEN)

This is a legal document issued by the local authority under section 324 of the Education Act 1996 detailing the particular needs, resources and provision required to support the child, and can include a named school that is suitable for providing education for that child.

Voluntary-aided schools

Voluntary-aided schools are often religious schools funded by the local authority. The governing bodies of Hackney's religious schools set and apply their own admission criteria.

Hackney Learning Trust
1 Reading Lane
London E8 1GQ
T. 020 8820 7000
www.learningtrust.co.uk