Introduction
All admissions authorities for maintained schools in England must comply with the Schools Admissions Code (Dec. 2014) which is produced by the Department for Education and sets out the law relating to school admissions. Local authorities have an important role in monitoring compliance with the Admissions Code and are required to report annually to the Schools Adjudicator on the fairness and legality of the admissions arrangements for all schools in their area, including those for whom they are the admissions authority.

The Admissions Authority of St. Luke’s CEVA Primary determines their admission arrangements.

Where there are more applicants than places available, this Admission Authority will apply the published arrangements to determine which applicant’s children will be offered places.

St. Luke’s CEVA Primary School, as the admission authority, has formulated these admission arrangements to ensure they comply with the Equality Act 2010 and therefore do not unlawfully discriminate against pupils, parents or carers because of their sex, race, disability, religion or belief and sexual orientation, or pupils who are pregnant or undergoing gender reassignment.

Admission arrangements for other state funded academies/free schools (non fee paying) located in Newham are set by their own governing bodies who are the admission authority. They are responsible for drafting, consulting and determining their own admission arrangements.

The Local authority has the duty to provide suitable education or otherwise for all children of compulsory school age resident in the borough. All parent/carers of children of compulsory school age (5 to 16) are required by law to ensure that they receive suitable education by regular attendance at school or otherwise. Failure to comply with this duty can lead to prosecution.

To ensure all children of compulsory school age receive suitable education, their parent/carers must apply for a school place or notify the Local authority of the arrangements they have made. Newham residents will apply to London Borough of Newham, Pupil Services. They will liaise with other Admissions Authorities in Newham and outside of the borough where required. Pupil Services will notify the applicant in writing of the outcome of any application.
The Equality Act 2010 replaced all previous equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act. This act provides a single, consolidated source of discrimination law, covering all the types of discrimination that are unlawful. It simplifies the law by removing anomalies and inconsistencies that had developed over time in the existing legislation, and it extends the protection from discrimination in certain areas.

For Reception 2018, Newham residents will apply to London Borough of Newham, Pupil Services, for any school or academy in London where they want their child to be considered for a place. They will liaise with other Admissions Authorities in Newham and outside of the borough where required. Newham Pupil Services will notify the applicant in writing of the outcome of any application.

For ‘In Year’ admissions and from admissions to Reception 2018 entry where the application is being submitted after 31 August 2018:

• Newham residents wanting to apply for schools outside of the borough must check the website for the borough where the school is located to obtain details of the application process.

• Families from outside of Newham who want to apply for a school/academy located in Newham must apply direct to Newham Pupil Services. Newham Pupil Services will notify the family and their home borough of the outcome.

Parents/carers living in Newham have the right to name their six preferences for the schools/academies they would prefer their child to attend by completing a common application form relevant to the phase of education they are applying for:

Common Application Forms (CAF’s) are available at: www.newham.gov.uk/admissions and can be requested by phone on 020 8430 2000. They must be returned to:

Pupil Services
P.O. Box 69972,
London,
E16 9DG

Parents living outside of Newham who want their children to attend a community or trust school within Newham must apply using the Newham Common Application Form (CAF).

Newham Pupil Services will notify all Newham applicants of the outcome and the named school by letter using 1st Class post on National Offer day. The outcome for Newham residents will be sent by Pupil Services. Where families have applied online using the Pan London eAdmissions portal their outcome (named school) will also be electronically sent on the evening of National Day.

Special Education Needs
Children with an Education Health Care Plan (EHCP) or Statement of Special Educational will be placed under the latest SEND regulations.

All places in special schools and resource units located in Newham are placed outside of these arrangements using the SEN published protocols.

Associated regulations, statutory guidance and information
This document should be read in conjunction with:

• School Standards Framework Act 1998
• School Admissions Code (2014)
• Admission Appeals Code (2012)
• Admission of Crown Servants (2015)
• Children Missing Education (2016)
In Year Admissions (previously known as late arrivals, mid term or mid phase admissions)

For 'In Year' admissions and for Reception 2018/19 entry where the late application is being submitted after 31 August 2018:

- Newham residents wanting to apply for St. Luke’s must use/apply LB Newham’s in year Common Application Form (CAF) and also complete the school’s supplementary information form (SIF)
- Families from outside of Newham who want to apply for St. Luke’s must apply direct to LB Newham Pupil Services www.newham.gov.uk/admissions

Newham Pupil Services will notify the family and their home borough of the outcome.

1. Compulsory school age

Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. From this date parent/carers must ensure their child receives suitable education until the last Friday in June of the year they become 16 provided their birthday is before the beginning of the next school year.

In Newham, if parents/carers of a school aged child who is residing in the borough fail to provide suitable education and refuse to complete a ‘Common Application Form’, LB Newham reserves the right to apply on their behalf and will allocate the child a place at the closest school to the child’s home with a place available.

2. Published Admission Number (PAN)

The Published Admission Number (PAN) is the number of places available in a school/academy for the year of entry. This is calculated using a Department for Education capacity formula. A child cannot be refused admission to the normal year of entry on the grounds of prejudice to the provision of efficient education and efficient use of resources unless the published admission number has been reached.

Outside of the year of entry it is expected that the PAN will continue to be applied for In Year admissions. However, if circumstances at the school have significantly changed since the publication of the admission number, a place may be refused even if the admission number has not been reached, as a cap on the PAN may have been introduced. The admissions number (AN) for entry in the academic year for St Luke’s is 30 children.

3. Children from overseas

Applications for children who have come from outside the UK are dealt with in accordance with the latest European Union law or Home Office rules for non-European Economic Area nationals.

In accordance with UK Border Agency Public Funds guidance, all children and young people of compulsory school age resident in Newham will be offered a school place or education otherwise irrespective of their immigration status. This includes children from families with no recourse to public funds. All applications will be processed at the time of the application, even if this is outside of the UK (except for children of service personnel and crown servants – see below). Future addresses in the UK will not be accepted even if contracts/rental agreements have been signed. For normal admission purposes (as applications must be made to the child’s
home borough, to enable an overseas family to apply) we will accept a future address in Newham to determine the home borough but the current home address for processing the application. Where an application is being made for a child who is living overseas at the time of submission, the application must be made on a paper form not the via Pan London eAdmissions portal.

Where a place can be offered using the child’s overseas current address, the expectation is that the child will be available to take up the place on the proposed start date, which could be as soon as the day after the place being offered. If a child cannot take up the place as they are not in the UK and is not expected for at least a week the place will usually be withdrawn.

For the children of service personnel with a confirmed posting to Newham, or crown servants returning from overseas to live in Newham, the Local authority will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a unit postal address or quartering area address.

4. School applications, offers and alternative allocations.

It is the responsibility/duty of all parents/carers to apply for a school place for any child they have parental responsibility for or arrange suitable alternative education and notify their home Local authority of these arrangements. St. Luke’s does not automatically reserve any child a place at the school and where a child has attended St. Luke’s Nursery or where there are other siblings there is no automatic right of a school place (see St. Luke’s School Admission Criteria). A child will only be considered for a place at the school where their parent/carer has applied by completing and submitting the appropriate common application form (CAF). This does not mean a child can only be offered a place at one of the schools named, as the Local Authority reserve the right to allocate an alternative placement if parental preferences cannot be met.

Newham parents/carers are given the opportunity to name up to a maximum of six schools as part of their common application. All of the schools/academies (up to a maximum of six) named by parents/carers on their application forms will be treated equally to assess whether a school place can be offered to their child based on places available or their oversubscription criteria where applications exceed places available.

All parent/carers are given the opportunity to supply their religious, philosophical, medical, personal or social reason for wanting a school place at the time of application.

Reception applications for admission in the next academic year received by the published national closing date will have priority above those who apply after that date, provided their preference for the school has not been withdrawn. A preference will be withdrawn if a change of preference is submitted before the deadline and the school is not included on the new form.

Each application form submitted for a child for the same academic year will supersede the last except where a change of preference is received for reception after the deadline (see above). In this instance the latest application received before the closing date will be used to determine the initial allocation and the change of preference will be processed as a late application.

Applications that have been sent to Newham Pupil Services but not received will only be back dated if the parent/carer has proof of submission from the Head Teacher/Business Manager or Office Manager of their child’s current school, no other proof of postage or delivery will be accepted.

All school places are offered based on the child’s DOB, their academic ability cannot be taken into account at the application or offer stage of the process.

5. Gifted and talented children and those who have missed part or whole school years.

All school places in Newham are offered for a particular year group based on the Child’s date of birth. However the law does not prescribe the year group a child should be admitted to. There is no statutory barrier to children being educated outside their normal year group.
Parents/carers can seek in writing at the point of application, places outside the school’s normal academic year group but all offers or alternative allocations will be based on the child’s age not ability or educational history. Prior to the admission meeting the head teacher will, on behalf of the Admission Authority, consider any parental representations to support their request for their child to be educated in a year group higher or lower than for their age group. In all cases the head teacher’s decision is final and there is no right of appeal for a place outside a child’s academic year group. This does not affect parent/carers rights to appeal for a place at their preferred school where they have applied and been refused.

6. Siblings
For admission purposes a sibling is defined as:

Brother and sister first, adopted siblings, step-children, common law step-children, half-siblings, children subject of a residence order and foster children (only those “looked after” by any local authority).

Examples of those who will not be considered as siblings:
- Cousins, friends, other family members living in the same home
- Other children living in the same household who are not included in the list above
- Children who share the same child minder.

This connection does not count when the sibling is attending the school’s nursery class irrespective of their age.

Sibling priority will only apply to children if they live in the same home as another sibling attending the named school who is reasonably expected to still be in attendance when the child is admitted. Sibling priority can only be granted where it forms part of the oversubscription criteria and the applicant has supplied the full name and date of birth of the sibling on the school SIF form in the appropriate section and where the sibling is and will be reasonably expected to be on roll at the school when the child for whom a place is being sought is due to start.

If a child awaiting a school offer from St. Luke’s CEVA Primary School, or is on the school waiting list, has a sibling who has started at the school since the submission of their application form, their parent/carer must notify the school in writing of the sibling’s enrolment details for the child’s priority for a place from the waiting list to be changed to include their sibling priority.

7. Change of home address
If a child awaiting a school offer or on a waiting list, changes their home address their parent/carer must notify the school in writing and provide the school approved proof of that change. Any change of home address will not on its own be considered as a fresh application. If the school has not been notified of an address change, the school and the Local Authority cannot be held responsible for letters being sent to a child’s previous address or the child’s priority for a placement being incorrect.

If a child changes home address to live temporarily or permanently with another person other than their parent/carer named on the application, even if this person is a family member, school and Pupil Services will need proof of the change of parental responsibility before the address change will be applied.

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1 An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A ‘residence order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians). Note; in order to be given highest priority for admission, a child has to fall within the definition of ‘looked after’ in section 22 (1) of the Children Act 1989. As this Act applies to England and Wales, a child has to be looked after by an English or Welsh local authority in order to be given highest priority.

In addition, in order to fall within the definition of a previously looked after child, an adopted child must have been adopted under the Adoption and Children Act 2002 but as this Act did not come fully into force until December 2005, it is not possible for a child to have been adopted under that Act prior to then. This means that children adopted between 1989 and December 2005 under the Adoption Act 1976 will not be entitled to be prioritised in Group 1. However, as residence orders and special guardianship orders were brought into force by the Children Act's 1989 and 2004 and there was no applicable legislation before these Acts all children subject to a special guardianship order or residence order in place immediately after being looked after will be placed in priority group 1 above.
8. Equal Preference - Single Offer Scheme
The Local authority operates an equal preference system in line with the School Admissions Code. This means all schools (up to a maximum of six) named by the parent/carer on their common application form (CAF) will be treated equally to assess whether a school place could be offered to their child based on the published admissions criteria for each school named. In cases where more than one school place could be offered to a child, the ranked order (the preference order) on the CAF will be taken into account and the school place offered will be in the school that was ranked highest of those that could be offered.

If a child was not initially offered a place at the school named as their parent/carer's first preference and a place can be offered from the waiting list at a school that was ranked higher than the school currently offered, the existing offer will be automatically withdrawn even if it was previously accepted unless the child has started at the school or the parent/carer has notified Newham in writing that they no longer want their child to be considered for places at school ranked higher than the school offered. This notification will mean that the child will be removed from the waiting list for those schools and the child can only be considered for a place if the parent/carer submits a fresh application.

9. Schools offers and alternative allocations
All school places are offered conditionally, they can be withdrawn if the parent/carer does not or cannot provide the originals of the required documents as listed on the offer letter or the parent provided false information on the application form. If the parent/carer is unable to provide the required documents, a home visit may be required to confirm residence/parental responsibility.

Newham will make every effort to offer every child a place at one of a parent/carers preferred schools. Where this is not possible and the child is out of education because they are not on roll at a school or where no previously allocated placement is available to them, an alternative placement will be allocated unless the child does not live in Newham. This alternative will be the closest to their home address that had a place available at the time of their application. If the child does not live in Newham their home borough will be responsible for providing a suitable alternative placement.

Newham cannot guarantee that any alternative allocation will be close to the family's home but it will be within the borough boundary.

The Authority will not allocate a second alternative placement, as a result of a placement becoming available at a school closer to their home unless they are number one on that school's waiting list. The only exception to this is where a Newham parent/carers secure education otherwise and later want a school place. It is possible that subsequent alternative allocation may be further from the school's home address than the last and each allocation will be for the closest school to their home at the time of application.

10. Start date
The normal month for admission for infant/junior/primary schools is September. For Reception offers made on National Offer and through May & June, St. Luke’s will contact families to arrange transition day and admission meetings. For Reception offers made from July onwards parents/carers must contact the school direct to arrange admission. ‘In Year’ applicants, those outside the normal admission rounds, usually start within 10 school days of the parent/carers contact with St. Luke’s school following receipt of the conditional offer/allocation letter. If the parent/carer is unable to provide the required admission documents, the school may arrange an unannounced home visit to confirm residence.

11. Deferred start and part time arrangements
Children due to start reception in September can have their admission deferred up to but not beyond the term in which the child reaches compulsory school age. Any offered placement will only be reserved for deferred entry if the parent/carer has applied for deferment in writing to the
head teacher of the school offered, has exceptional circumstances and the head teachers agrees to their request.

Children born between 1 April and 31 August will reach compulsory school age on 31 August, that is, during the summer term.

Children being admitted to reception can be admitted on a part-time basis, until the child reaches compulsory school age or full-time basis, or choose a place at a nursery or other early learning setting if the parents prefer. Any placement will only be considered on a part-time basis if the parent/carer has applied for the hours they prefer in writing to the head teacher of the school offered and the head teacher agrees to their request.

12. Summer born children and request for admission outside of a child’s year group
Children are educated in school with others in the same year group. A year group is based on a child’s date of birth, not their ability or the amount of schools they have already received. However, parents may request that their child is exceptionally admitted outside their age group. St. Luke’s must decide whether or not the child’s individual circumstances make this appropriate on educational grounds. Such requests will only be agreed in exceptional circumstances.

If a place is not offered in the year group of the applicant’s choice, there is no right to independent appeal. However, they may make a complaint about an admission authority’s decision not to admit their child outside their normal age group. To make a complaint follow the procedure published on the school’s website.

All requests must include the applicant’s reasons. These can be supported by recent professional evidence of the child’s circumstances which make education outside the age group necessary but this is not essential. Each Admission Authority must make its own decision, but all will expect to see evidence of an individual child’s educational needs, rather than general factors which relate to a wider group of children born at a similar time. They will want to discuss with parents the impact of the child being educated with children of a different age, both within primary school and at transition to secondary school when admission outside the age cohort cannot be guaranteed.

Summer born children can be admitted to the Reception class in the September following their fifth birthday, if their parent/carers indicate this on their common application form. It is expected that parent/carers discuss this as soon as possible with the schools they are interested in applying for and the local authority and consider the impact of this application on their child’s future educational career.

Each such application will be considered on an individual basis with both the admission authority and in conjunction with the Local Authority. Factors that may be considered include:

• the needs of the child and the possible impact on them of entering year 1 without having first attended the reception class;
• in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
• whether delayed social, emotional or physical development is adversely affecting their readiness for school;
• relevant research into the outcomes of summer born and premature children – some links are provided in the LBN’s Determined School Admission Arrangements 2018-19.

This is not an exhaustive list.

When to apply - Option A
Parents requesting admission to an age group below the child’s actual age should submit an application for the child’s actual age group before the closing date on 15th January proceeding the September of the desired year of entry. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child’s actual age group if the request is refused by the Admission Authority.

Example – For a summer born child due to start in Reception 2015 if a parent wants them to start Reception in 2016 they can submit their application by 15th January 2015 with a request for 2016 start date

When to apply - Option B
Parents seeking admission to an age group below the child’s actual age should submit their request in the September of the year before the year when children of the same age are due to start school. This enables a parent to apply for a school place in the actual age group before the closing date on 15 January (proceeding the September of the usual year of entry) if the request for later admission is refused by an Admissions Authority.

Example – For a summer born child due to start in Reception in Sept. 2015, if a parent wants them to start Reception in Sept. 2016, they can submit their application by 30th Sept. 2014 with a request for a 2016 start date.

Where a child was not living in Newham on 15th January preceding the start of the academic year, Parents must submit a letter expressing their wishes along with the professional evidence with their 'In Year’ application common.

If the Admission Authority approves the request, the parent will be advised to re-apply in the following year and provide a copy of the decision. However there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year. It is not possible to reserve a place for the following year. Parents are therefore advised to have alternative arrangement in place.

Parent/carers must consider this decision carefully as it may result in a child being educated below their age group for the whole of their time in school, not just primary school.

*The Local Authority is the Admission Authority for community and voluntary controlled schools. The Governing Body of St. Luke’s is the Admission Authority for St. Luke’s CEVA Primary School. Any decision is applicable only to the school for which the Admission Authority is responsible.

13. Waiting lists
Waiting lists open on the first day of the new academic year in September and are closed and cleared on the last school day of each academic year, except where the application was received by the School on or after the first day of the month in which the school holiday starts, then the application will be automatically rolled forward to the school waiting list for the new academic year. For reception the child will remain on the waiting list until the last day of school year when they are due to start school.

If a child cannot be offered a place at any of their parent/carers preference as detailed on their application, a child’s name will be automatically added to the waiting list.

Waiting lists are organised in accordance with the published criteria (below), not on a first come, first served basis. Children added to a waiting list are added in their rightful place based on their priority for a place.

Tie Break
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 of 30 will be offered to those living nearest to the school.

Where applicants have identical distance measurements using this method, places will be decided by an adult independent of the school and the admissions processes which will be responsible for drawing the name of the successful applicant and the draw will be overseen by an independent adjudicator who will not work or have any involvement with the admissions process.

The local authority uses an industry leading and council approved Geographical Information System (GIS) to calculate shortest walking distance measurements. This system provides distances in miles and yards to three decimal places using a routing database system, based upon two dimensional maps. Contour, elevation or terrain is not taken into account when the distances are measured. As a result of waiting lists being organised in accordance with published criteria, it is possible for a child to move down a list as well as up.

A child added to a waiting list will remain on that list until:

- The child is offered a place at a school ranked higher, or...
- The parent/carers request their child to be removed from the list, in writing, or...
- The child is offered a place at the school and the place is refused, or...
- The parent/carer submits a fresh CAF and has not named the school as one of their current preferences, or...
- The application was found to be fraudulent or completed to deliberately mislead.

Where a child has been removed from a waiting list to be added again their parent/carer must confirm this in writing.

14. Independent admission appeals

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

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

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

If a parent/carer has had an unsuccessful appeal, a second appeal application for a place in the same academic year, for the same school, will not be considered unless there have been significant changes in circumstances relevant to the application. The LA will make their decision as to whether to grant the second appeal based on the significance of the change.

15. Fair Access Protocol

The Council is legally required to have a fair access protocol. This explains that children who come under certain vulnerable groups will be given priority admission to the school if necessary. For example;

- Children in the care of the local authority without a school place
- Children who are the main carer in their family
- Children with physical disabilities
- Children from Traveller families
These children will be given priority over the children on the school's waiting list, you can see the full fair access protocol at. www.newham.gov.uk

Where a Newham child cannot be placed in any school in the borough due to a shortage of school places, a place will be offered in accordance with this protocol. A copy of this protocol is available on the Newham website or by calling 0208 430 2000.

As specified in the DFE Schools Admission Code (Feb 2012) consideration is given to all vulnerable and hard to place pupils, which must include

- Children from the Criminal justice system or pupil referral units who need to be re-integrated into mainstream education
- Children who have been out of education for 2 months or more
- Children of Gypsies, Roma, Travellers, refugees and asylum seekers
- Children who are homeless
- Children with unsupportive family backgrounds for whom a place has not been sought
- Children who are carers
- Children with SEND needs and disabilities or medical conditions (but without a statement or EHC)
- Newham also considers the following vulnerable groups under this protocol
  - Children identified by their Head teacher or the Police as being victims of recent serious crimes or major school incidents
  - Children who have been identified by the Police or the criminal justice system who cannot return to their current school
  - Children of UK service personnel.

St. Luke’s CEVA Primary School
Admission Over Subscription Criteria for entry from September 2018

The Church of England has always regarded education for all children as desirable even when this was not the unanimous view of influential taxpayers and those who benefited from employing children. St Luke’s Parish Church or as a Sunday school ‘to meet the needs of the poor of show that the Diocese opened a Boys and Girls School in 1863 to provide education for the children living in St Luke’s Parish and its environs.

Governors have set their admission criteria in accordance with the Trust Deed by giving priority in category 2 to the children of families living in the catchment area attending St Luke’s Parish Church, in category 3 children of families living in the school catchment area who attend the 3 Christian Churches in the Parish then in category 5 the children of families who live in the school catchment area attending the neighbouring Church of England Parish Churches.

In consultation with the Local Authority, the Governors of the school intend to admit 26 fte (full-time equivalent) children to the Nursery and 30 to the Reception Class each academic year until further notice. The Governing Body is required to abide by the maximum limits for Key Stage 1 and Reception Class (pupils aged 5 –7 years old) as prescribed by the DfE.

The school is part of the locally and Pan London agreed co-ordination scheme and timescales for when applications are received and processed are those agreed with the Local Authority. For all applications other than Nursery, parent/carers must complete the Local Authority Common Application Form (CAF) and return this direct to the Local Authority. If applying for a place at the school, parent/carers must name the school as one of their preferences on the CAF.
An offer of a place to the Nursery class does not guarantee a place in the Reception class. Parent/carers of children attending Nursery must therefore make a CAF application by the published deadline if they wish to be considered for a place in the Reception class.

Parents wishing to apply for a place at St. Lu supplementary (Religious reference) form and return it to the school. Failure to do so will mean that the school is unable to consider the application under the church criteria; in which case the application will be considered against the next most appropriate criteria based on the information provided on the CAF.

Late applications received by the Local Authority after the deadline date will be treated according to the procedures published in the booklet: Starting School.

Over subscription criteria
St Luke’s is a Church of England voluntary aid pupils to each year group. If there are more applications for places than the number of places available places will be offered according to the following order of priority: Children with Statements of Special Educational Needs or Education Health Care Plans who name the school will be admitted to the school before any other applicants are considered ahead of the following categories and will count towards the 30 places available. If there are more applicants than places the g according to the following over subscription criteria – in order of priority

1. Children Looked After and all previously looked after children (Note 1).

2. Children whose parent/carer have a practising membership of St. Luke’s Church Victoria Dock and who live within the school catchment area. A church reference must be provided (Note 2, 3, 6, 7).

3. Children whose parent/carer have a practising membership of Fife Road (Keir Hardie) Methodist Church, the River Church or St. Margaret’s & All Saints RC Church and who also live within the school catchment area. A church reference must be provided (Note 2, 3, 7).

4. Children who live within the school catchment area and have a sibling (brother or sister) on roll at St. Luke’s School when they start (Note 4).

5. Children of parent/carer who live within the school catchment area and have a practising membership of the adjoining Parish Churches of the Church of the Ascension, Victoria Dock; St John the Evangelist, North Woolwich; St Martin, St Mary, St Matthias, St Philip and St James, Plaistow and North Canning Town. A church reference must be provided (Notes 2, 3, 7).

6. Children of parent/carer who live within the school catchment area who have a practising membership of other Christian Churches in the area. A church reference must be provided (Notes 2, 3, 8).

7. Children whose parent/carer live within the school catchment area who have a practising membership of another Christian church outside the school catchment area or practice another faith. A religious reference must be provided (Notes 2, 3, 8).

8. Children whose parent/carer live within the school catchment area and attend worship at least monthly or are new members. A religious reference must be provided. (Notes 2, 3, 8).

9. All other children whose parent/carer lives within the school catchment area.

10. All other children. (Note 13).
Notes 5, 9, 10, 11, & 12 apply to all applicants

Parent/carers will be informed of the result of their application as soon as possible in the case of a mid-year application or within the specified dates outlined in The Starting School Booklet if they are applying for a Reception place. Page 13 of 17

Notes:

1. Looked-After children who are in the care of local authorities as defined by Section 22 of the Children’s Act (1989). Children-term who are under an agreed series of short-term placements (such as respite) are excluded.

An adopted child is defined by Section 46 of the Adoption and Children’s Act

A residence order is defined by Section 14A of the Children’s Act (1989)

Previously Looked-After children, or children who were Looked-After but cease to be so because they were adopted or became subject to a Child Arrangements order or Special Guardianship order

Governors will require written confirmation.

Any pupil admitted under category number1 count towards the school’s standard number for to each year group of 30.

2. Membership must be affirmed by the Faith Leader and would be for at least 6 months. For people recently moved into the area previous membership is taken into consideration. Governors will consider evidence of attendance from your previous faith leader. Membership of less than 6 months would be classed as ‘a new member.’

3. ‘Practising’ would be considered attendance at least twice a month attendance at a place of worship.

4. Sibling (brother or sister) –for admission purposes please refer to definition in main document

5. In all categories priority will be given to the proximity of the front entrance of the home address to the front entrance of the school by the shortest walking distance as measured by the Local Authority computerised system. The straight line measurement will be determined using the policy published by Newham council in the book ‘Starting School’. Where applicants have identical distance measurements the decision will be made by a casting lot conducted by an adult independent of the school (eg, police or community worker).

6. Governors have set their admission criteria in accordance with the Trust Deed by giving priority in category 2 to the children of families living in the catchment area and attending St Luke’s Parish Church, in category 3 children of families living in St. Luke’s Parish who attend the 3 Christian Churches in the parish and in category 5 the children of families who live in the school catchment area and attend any of the neighbouring Church of England
7. Other Christian churches are those who are members of:
   i. Churches Together in Britain and Ireland
   ii. The Evangelical Alliance
   iii. Other faiths are those eligible to serve on the Newham Standing Advisory Council on Religious Education (SACRE) other Faith panel.

8. All applicants should provide proof of residence. See Newham website for details.

9. A map of the Parish and School Catchment areas will be included in the admission pack and can be accessed through the school finder on the Newham website.

11. The address used is defined as the main address where the pupil lives.

12. If a twin is listed as the 31st child for admission they will be offered a place at the school. In the case of multiple births a random allocation would be used to determine which of the children will be offered the place available and this will be conducted by an adult independent of the school (e.g. police, community worker).

13. Applications for children living outside the catchment area who have a sibling (brother or sister) in St. Luke’s at the time of admission will have priority.

Twins and children from multiple births
For reception for the following September twins and children from multiple births will be admitted over the 30 class limit if one of the siblings is the 30th child admitted. For ‘In Year’ admissions outside the normal admission round twins or child from a multiple birth may not be allocated a place over the schools admission number if only one sibling can be offered. Random allocation would be used to determine which of the children will be offered the place available. An adult independent of the school and the admissions processes will be responsible for drawing the name of the successful applicant and the draw will be overseen by an independent adjudicator who will not work in St. Luke’s CEVA Primary School or have any involvement with the admissions process.

Home address
An address supplied as the child’s home address will not be considered if it is:

• An address registered with the Council as commercial property, OR...
• An address registered with the Council as empty or derelict OR
• A tenant's address, where the property owned by the parent/carer and rented to a third party OR...
• Another family members/friends address who does not have parental responsibility for the child, even if the tenant is responsible OR...
• Their child-minder's address, OR...
• A PO Box address OR...
• Second or other additional property’s owned other tenants and where the child is not resident for at least 6 months of the academic year.

OR..

• Future addresses even if contracts have been exchanged or the Council have offered the property in writing

And these will not be used for the purposes of allocating school places.

Where a child’s natural parents are not living together and the child spends a few days in both households on week days, then the address that will be used for measurement purposes will be the one from which the child goes to school in the morning most often on week days.

**Shortest walking distance.**

**Start point of calculation (home address)**

For calculation purposes the local authority uses the best address database available to determine the location of the address start point. This start point is the centroid point of within the property building boundary. The property buildings used are based upon the definitive map base supplied by the UK’s national mapping agency – Ordinance Survey OS

This means if a child lives in a block of flats where a communal entrance is used as an entry point the LA will use the centroid of the block and not the individual flat for these calculations.

All calculations are based on the child’s home correct at the date of parental/carer’s signature and the address being classified as a residential property on the Council’s database.

**Shortest walking distance**

**End point of calculation (school nominated entrance)**

The school’s nominated entrance (Ruscoe Road E16 1JB) used school’s for calculation purposes is the main gate at the official postal address of the school unless their governing body has officially notified the LA by 31 August every year of a different entrance for measurement purposes. No other entrance will be used to calculate the distance.

**Route (shortest walking distance)**

The shortest walking route is calculated using the LA’s adopted Highways and approved footpaths available to the best of our knowledge at the time of the calculations.

The route starts and is measured from the pupils home address centroid, links to the nearest point on the Ordnance Survey Master- Map Integrated Transport Network (ITN), then follows the shortest available walking route (see below) to link to the nearest ITN point to the schools nominated entrance and then ends at that nominated entrance.

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

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

• Unlit areas
• Parks/recreational areas (The Greenway is included in our calculations)
• Unofficial crossing points of the A12/3 and Newham docks
• Footpaths not approved by the LA

**Second stage tie break**
St. Luke’s School adopts the LA system of calculation where two or more pupils applying for the same school in the same year group have the same home to school distance (to three decimal places) the following criteria is used to determine their priority.

For pupils who live in a flats, whether they are within a block or a house, priority will be given based on the floor the child lives, with the lowest floor having priority over higher floors. In all other cases random allocation would be used to determine which of the children will be offered the place available. An adult independent of St Luke’s CEVA Primary School and the admissions processes will be responsible for drawing the name of the successful applicant and the draw will be overseen by an independent adjudicator who will not work in St. Luke’s CEVA Primary School or have any involvement with the admissions processes.

**For applications from outside of Newham**

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

The entrance (gates) used for home to school distance tie break purposes are the main entrance of the school using the official postal address.

*Note: to ensure continuity for all applicants only the LA council approved system can be used to calculate home to school distance tie breaks.*

*Other GIS systems such as Google Maps or personal Satellite Navigation Systems will not necessarily calculate the same route as the LA approved system as they may not be able to accommodate our approved routes.*