



**Determined School Admission  
Arrangements  
St. Luke's CEVA Primary School  
For entry from September 2020**

**Governors have set their admission arrangements in accordance with the Trust Deed by giving priority in category 2 to the children of families attending St Luke's Parish Church**

## Introduction and legal overview

All admissions authorities for state funded schools in England must comply with the Schools Admissions Code (Dec. 2014) which is produced by 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 School is required to draft, consult on and determine their admission arrangements including the oversubscription criteria.

The law requires that where applications exceed the Published Admission Number (PAN) this Admission Authority must strictly apply the published arrangements and oversubscription criteria to determine which applicant's children will be offered any places available.

These arrangements have been formulated to ensure they comply with the Equality Act 2010<sup>(1)</sup> 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.

*1 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.*

### 1. Consultation

Formal consultation took place between Monday 29<sup>th</sup> October 2018 and Monday 5<sup>th</sup> December 2018. St. Luke's Governing Board consulted with:

- a) parents of children between the ages of two and eighteen;
- b) other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
- c) all other admission authorities (primaries) within the relevant area (primary schools need not consult secondary schools);
- d) whichever of the governing body and the local authority who are not the admission authority;
- e) any adjoining neighbouring local authorities where the admission authority is the local authority.
- f) Diocese of Chelmsford.

### 2. Publication and availability

These determined arrangements will be published in hard copy and on the school's website. They can also be found on LB Newham website and LB Newham's composite prospectus Starting Primary School and Starting Secondary School autumn 2020 edition.

The arrangements including the oversubscription criteria are available upon request from St Luke's School.

### 3. Associated regulations, statutory guidance and information

This document should be read in conjunction with:

- School Standards Framework Act 1998
- School Admissions Code (2014)
- School Admission Appeals Code (2012)
- Advice on admission of summer born children (2014)

- Admission of Crown Servants (2015)
- Children Missing Education (2016)
- Pan London Scheme for 2019 entry
- Crime & Disorder Act (1998) section 16

#### **4. 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.

Where a person with parental responsibility fails to comply with the regulations in relation to their child receiving suitable education appropriate local or legal action will be taken.

#### **Parental Responsibility**

All parent/carers of children of compulsory school age 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.

#### **Local Authority responsibility**

The introduction of academy schools means that the local authority no longer maintains all state funded schools in their area, however the LB Newham still has the duty to provide sufficient school places or education otherwise for all children of compulsory school age resident in the borough, irrespective of their immigration status, including those from families with no recourse to public funds.

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 in writing of the alternative arrangements they have made. Where this does not occur or the alternative arrangements are found to be unsatisfactory, the child will be officially recorded as missing education and action will be taken against the person(s) with parental responsibility

Where a parent/carer of a school aged child who is residing in the LB Newham, fails to complete a 'common application form' (CAF) or provide suitable alternative education within 15 days of arrival in LB Newham, or the child being out of education, we reserve the right to apply on their behalf. This will result in their child being allocated a placement at the closest school to the child's home with a place available at that time. Where the child has a sibling at a Newham school, in the first instance LB Newham will try to allocate a place at the same school if a place is available at the time. If the school is full we will then allocate a place at the closest school to the child's home where a place is available. For any child with special educational or access needs that cannot be met in a mainstream school, the 0-25 SEND integrated service will provide information on the schools that can meet the child's needs. A place will then be offered at the school closest to their home that can meet their needs and has a place available.

#### **St Luke's School Responsibility**

St. Luke's CEVA Primary School, as the admission authority, will follow this policy to determine the placement of children in our school.

#### **5. 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.

The PAN is only applicable to reception but for St Luke's and the majority of school located in Newham the number of places available in other year groups is the same as the PAN.

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 admission number (AN) for St Luke's is 30.

## **6. Normal Admissions (also known as planned admissions)**

The law requires that all families with a child must apply to their home authority irrespective of the location of their preferred school(s). This means families living in Newham must apply to London Borough of Newham, Pupil Services and also complete St Luke's Supplementary form (SIP).

LB Newham's Pupil Services will communicate by a secure encrypted method with other Admissions Authorities in Newham and outside of the borough, where preferences named are not Newham maintained schools. This is to determine the outcome of each application (preference) and offer the highest single offer available to each family who apply.

Newham Pupil Services will notify all Newham applicants of the outcome and the named school by letter and in an electronic communication where the family have applied using the Pan London eAdmissions portal.

The outcome for Newham residents will be sent by Pupil Services.

## **7. In Year Admissions (also known as late arrivals, mid term or mid phase admissions)**

For 'In Year' admissions to all year groups and for Reception 2020 entry where the application is being submitted after 31 August 2020:

- Newham residents wanting to apply for St Luke's must use LB Newham's In Year common application form and also complete St Luke's Supplementary form (SIP)
- Families from outside of Newham who want to apply for St Luke's 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 applying for –

The In Year online eform can be completed at [www.newham.gov.uk/admissions](http://www.newham.gov.uk/admissions) or requested by phone on 020 8430 2000. or requested by post from

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

## **8. 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.

### **Normal Admissions**

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 via the Pan London eAdmissions portal.

## **In Year Admissions**

For In Year applications these will be processed using the child's home address 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.

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.

## **9. Application Dates**

The UK Government has set national closing and offer dates for applications for normal admissions. These dates only apply to applications for reception.

**National closing day** – 15th January preceeding the academic year of entry. Applications received by LB Newham Pupil Services by midnight on this date will be processed as on time and those received after will be processed as late. It is important to understand that late applications cannot be considered for a place until all on time applicants have been provided with places. This means families who apply late are greatly reducing their opportunity to gain a place at one of their preferred schools.

**National offer day** – 16 April or first working day after this date where it falls on a weekend or a bank holiday. This is the date when outcomes are issued to all on time applicants. All applicants are posted an outcome letter using 1<sup>st</sup> class post on national offer day. Where the application was made online, via the Pan London eAdmissions portal the outcome will be available online during the late afternoon/early evening.

### **Late applications** (received after national closing date)

Applicants whose common application form (CAF) is received by the third Friday in March in the year of expected admission will be sent their outcome on national offer day.

Applicants whose common application form (CAF) is received after the third Friday in February in the year of expected admission will be sent their outcome within 10 days of their application – with the first offer day being five days after national offer day.

## **In Year applications**

For In Year admissions there are no statutory or local closing or offer dates

## **10. School applications – common application form (CAF)**

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 St Luke's 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 or St Luke's cannot meet the child's needs.

Newham parents/carers are given the opportunity to name up to 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.

To guarantee delivery of your application the Council recommends that you apply online.

If you apply online you will receive an application reference to confirm receipt.

All school places are offered based on the child's date of birth, their academic ability cannot be taken into account at the application.

### **11. Supplementary information form (SIF)**

For both normal and In Year, applications can only be considered under one of St Luke's criterion of the school's oversubscription criteria where the applicant has completed and submitted the schools SIF. These are available from the school and must be returned directly to the school not Pupil Services and not as an attachment to your eAdmissions applications. Where a SIF is not received the application can only be considered under the non faith criterion. SIFs without the correct common application form (CAF) cannot be considered as the CAF and not the SIF is the actual application.

### **12. 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 not their stage of academic development. 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 their child's normal academic year group but all offers or alternative allocations will be based on the child's age not ability or educational history. At the point of application the schools' Admission Committee will consider any parental representations to support their request for their child to be educated a year group higher or lower than for their age group. In all cases the Admission Committee'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 a parent/carers rights of an appeal for a place at their preferred school where they have applied and been refused.

### **13. Looked After and Previously Looked After Child**

For the purposes of school admissions, looked-after children are children who are looked after by an English local authority within the meaning of section 22 of Children Act 1989, and previously looked-after children are those who were looked after by a local authority in England and leave care due to an adoption, special guardianship or child arrangements order. This does not include children adopted from 'state care' outside England.

## 14. Worship

St. Luke's CEVA Primary School recognises:

Christian churches who are members of:

- Churches Together in Britain and Ireland
- Churches in the Evangelical Alliance
- Any other faiths are those eligible to serve on the Newham Standing Advisory Council on Religious Education (SACRE) other faiths panel.

## 15. Practising

St. Luke's CEVA Primary School recognises Practise as at least fortnightly attendance at the place of worship. This must be supported by receipt of a fully completed School's Church Attendance Confirmation form from a Church leader or relevant faith leader.

## 16. Religious Membership

Membership must be affirmed by the Priest/Leader and would be for at least 6 months prior to national closing date for admissions to Reception or 6 months prior to date of submission for late or In Year applications. For people recently moved into the area previous membership is taken into consideration including overseas. Governors will consider evidence of attendance from your previous faith leader.

## 17. Staff child

A child whose parent/carer (with legal parental responsibility) is directly employed by the school meaning not contracted via a third party.

For normal admissions: reception starting in September of the new academy year the parent/carer must have been in the school's employment or have a contract to start in the schools employment on the national closing date 15 January 2019 for the application to be considered an on time 'Staff Child'. Where the start date or employment commences after the national closing day the applicant must submit proof of employment for verification by the headteacher/principal to Newham Pupil Services for application to be considered as a staff child.

For In Year admissions the parent/carer must have be in the school's employment at the time of application for the application to be considered as a 'Staff Child'. Where employment commences after the application date the parent/carer must notify Pupil Services so their priority for admission can be updated.

For both normal and In Year admissions proof of employment must be verified in writing by the headteacher to Newham Pupil Services. Proof of employment cannot be accepted from the applicant.

## 18. Siblings

Only siblings reasonably expected to be on roll at St Luke's when the child for whom a place is being sought is due to start. 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 application form in the appropriate section.

The named sibling must be living at the same address as the child for whom the application is being made and at the time of application.

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

For admission purposes a sibling is defined as each of two or more children having one or both parents in common. This includes: brother and sister; adopted siblings<sup>1</sup>; step-children through marriage; 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, aunties, uncles, 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 or private fosterer.

<sup>1</sup> 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.

If a child awaiting a school offer from St. Luke's CEVA School or is on the school waiting list, has a sibling who has started at the school since the submission of their application their parent/carer must notify 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.

## 19. Service child

For Newham school admission purposes a child is recognised as a service child when:

- one of their parents is serving in the regular British armed forces, at the national closing date for primary to secondary transition or the application date for In Year applications.

**OR**

- one of their parents died whilst serving in the British armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme.

## 20. Twins and children of 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 a child from a multiple birth may not be allocated a place over the school's 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 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.

## 21. Home address and change of home address

A child's home address is where they reside for the majority of the school year, being September to July.

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 admissions will be the one from which the child goes to school in the morning most often on week days.

For families who own more than one property, where any of these properties is occupied by a third party through a rental, family or friendship agreement, it cannot be considered as the child's home address. If the family have more than one property and full Council tax is paid for both properties the address that has been registered for the child for the preceding three months will be used for admissions purposes.

- Any 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 for the child's daycare arrangements,

**OR**

- Their child-minder's address,

**OR**

- A PO Box address

**OR**

- Second or other additional property's owned by the child's family, which do not have 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.

## **22. Verification of home address**

All offers and alternative allocations in Newham are conditional on the information being provided on the application was accurate at the time of submission. This means that address and date of birth checks are not made until the admission meeting, at which point they are mandatory.

See appendix 1 for full details of the documentation required for admission.

In addition to the conditional offer scheme LB Newham may also operate internal verification programmes using other Council databases such as Council Tax, Electoral Register and Licensed Landlords. Where any allegation of using a false address is made, a thorough investigation using all available resources will be carried out.

It is an offence to provide false address information when applying for a school place. If a family are found to have provided a false address or other information, that was considered as a deliberate act to mislead, the school place offered maybe withdrawn. In some instances this can lead to prosecution and the child being removed from the roll of a school.

## **23. Change of home address**

If a child awaiting a St Luke's school offer or who is on the 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. On receipt of any change of address Pupil Services will recalculate the home to school distances for St Luke's.

If Pupil Services and the school have 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. If a child is moving address with their family or they are moving to live with another member of

their family, the address on the application must be the address they were living at, at the time the application is signed by the applicant, not their future address.

#### **24. 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.

All other children with recognised SEN will be placed under these arrangements.

#### **25. School placements**

All placements are determined by the school's admissions committee, not LB Newham but the London Borough of Newham will determine the highest single offer that can be made to all applicants and send the offer letters on behalf of the admission authority as part of co-ordination.

#### **26. 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.

#### **27. School offer and alternative allocations**

Where St Luke's has places available applicants will automatically be offered a place unless they have been permanently excluded in the last year, or have an Education Health Care Plan or Statement of Special Educational Needs. For these children LB Newham follows the SEND and Exclusion regulations and local protocols.

All school places are offered on condition that the information provided on the application form is accurate at the time of submission.

If at any time St Luke's has more applications than places available the oversubscription criteria will be applied to determine which children can be offered a place or the child's waiting list position where the school is full.

For normal admissions starting primary school, up to 1st September in the year of entry, offers will be made under the Pan London co-ordinated scheme.

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 schools 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 a subsequent alternative allocation may be further from the child's home

address than the last and each allocation will be for the closest school to their home at the time of application.

St Luke's cannot guarantee that siblings will be placed in the school. If this is the case and an alternative allocation is required for all of the children as parental preference cannot be met, or the parent has agreed via their application form, the Authority will attempt to place all the siblings or the majority of the siblings in the closest school that can accommodate the maximum number of the children, even if individually they could have been placed in separate schools closer to their home address.

If a parent/carer of a compulsory school aged child is unhappy with the school offered they must still ensure their child is admitted to and regularly attends that school unless they can provide evidence they have suitable alternative education for their child, or they no longer need a school place in Newham as they have moved away and can prove they are in the process of securing education for their child outside of Newham

## **28. Acceptances and refusals**

For normal admissions where a place for St Luke's is offered Pupil Services will automatically register your acceptance on their records – unless you fully complete and return the refusal section of the offer letter. This means parent/carers can be confident that their offered place is secured.

If a parent/carer completes and submits the refusal form, if a satisfactory reason is supplied the place will be withdrawn and Pupil Services will write confirming the place will no longer be available for their child. Where the reason is unsatisfactory and indicates the child may be missing education an officer for the named school or the Local Authority will contact the family to seek further information and provide advice on next steps.

For starting primary school, where a parent indicates on the Pan London eAdmissions portal they are refusing the place offered, Pupil Services will contact the family to determine why the child no longer requires the place and what alternative education is being provided.

## **29. Start date**

The normal month for admission for both primary and secondary school is September. Children usually start on the first day of term as published on the school's website or at a date agreed with the head teacher. For reception classes it is common for schools to offer staggered start dates so all the new children do not start together so they have time to settle.

'In Year' applicants, being those outside the normal admission rounds, usually start within five school days of the parent/carers following receipt of the conditional offer/allocation letter.

Parent/carers will be informed in the school offer letter of the date of the admission meeting. At this meeting parent/carers must provide acceptable proof of their child's date of birth and address which must correspond with the details supplied on the application form. If a child's address has changed since the form was completed, the school will require proof of the address on the application form and the new address.

If the parent/carer is unable to provide the required documents, the school may arrange an unannounced home visit to confirm residence.

## **30. 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.

### **31. Summer born children and request for admission outside a child's year group.**

Children are educated in school with others of their year group. This group is based on their date of birth and 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 individual child's 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 applicants 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 reason. 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 need, 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 Newham's School Admission Arrangements.

#### **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 15 January preceding 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.

##### *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 their child's actual age group before the closing date on 15 January (preceding the September of the desired year of entry) if the request for later admission is refused by an Admissions Authority.

Where a child was not living in Newham on 15 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' common application.

In St. Luke's CEVA Primary the head teacher will normally meet with any parent who requests summer born entry with, where possible, their early years provider to determine the outcome.

If the St Luke's 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 CEVA Primary School is the Admission Authority. Any decision is applicable only to the school for which the Admission Authority is responsible.*

### **32.Waiting lists**

For reception entry in the next academic year, the waiting list will open on the day following national offer day in April. For all other year groups 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 St. Luke's 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 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 for each of the schools named. The offer of a preferred school will automatically result in lower ranked schools being withdrawn unless the applicant notifies Pupil Services of their requirement.

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.

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.

### **33.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.

Accepting/attending another school does not have a detrimental impact on the outcome of an independent appeal. Irrespective of the families view of the likely outcome of their appeal, as there is no guarantee that any appeal will be successful the LB Newham strongly recommends that families accept and attend the school offered whilst awaiting the outcome of any appeal. Failure to ensure a child receives suitable education may result of formal attendance proceeding being initiated.

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.

### **34.Fair Access Protocol**

The Council is legally required to have a fair access protocol. This explains that children who come under certain vulnerable groups, for example, children in the care of a local authority; without a school place; who are the main carer in their family; with physical disabilities; and those who are from traveller families, will be given priority admission to a school if necessary. These children will be given priority over the children on a school's waiting list. 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. As specified in the Department of Education's School Admissions Code – December 2014 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 reintegrated into mainstream education;
- Children who have been out of education for two 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 special educational needs, disabilities or medical conditions (but without a Statement or Education Health Care Plan)

Newham also considers other vulnerable groups under this protocol and may add new vulnerable and hard to place groups as agreed by the council's Admission Forum and the CYPS Pupil Placement Panels.

A copy of this protocol is available on the Newham website or by calling 020 8430 2000.

### **35.Home to school distance – Tie Break**

If we have to decide between applicants in any of the above admissions criterion the tie break will be: home to school shortest walking distance, starting with the nearest address. In the event of two or more children living equidistant from the school, the place will be decided by drawing lots, the first name drawn will be offered the place.

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.

## **Home to school distance calculations:**

### **Tie break for each oversubscription criterion where there are more applicants in that criterion group than places**

#### **Shortest walking distance and straight line measurement**

##### **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 being the building on the site. The property buildings used are based upon the UK's definitive map base supplied by the UK's national mapping agency Ordnance 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 address supplied on the application form being 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 and straight line measurement**

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

The school's nominated entrance (the school's nominated gate is Ruscoe Road) used 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 MasterMap 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. Doglegs are added to the start and end points to join the centroid point of the property to the start point of the ITN route to give a full and accurate measurement.

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)

- 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's 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 block of flats, whether they are within a multiple home block or a flat within a single 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 the 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 MasterMap Integrated Transport Network (ITN), then follows a straight line measurement (as the crow flies) to the nearest point on the Ordnance Survey MasterMap 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 entrance and then ends at that nominated entrance.

### **Gate and entrances**

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.*

## **St Luke's Admission Oversubscription Criteria For entry from September 2020**

St Luke's is a Church of England voluntary aided primary school. The governors admit 30 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 an 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 governors' Admission Panel allocate places according to the following over subscription criteria – in order of priority:

1. Children Looked After and those who ceased to be looked after because they were adopted, or because they became subject to a residence order or a special guardianship order. **(Point 15)**
2. Children whose parent or carer who have a practising membership of St Luke's Church, Victoria Dock. **(Points 15 &16)**
3. Children whose parent/carer have a practising religious membership of a Church of England church. **(Points 15 &16)**
4. Children who have a sibling on roll at the school who is reasonably expected to still be on roll when they start. **(Point 18)**
5. Children of parent/carer who are directly employed by the school. **(Point 17)**
6. Children whose parent/carer have a practising membership of another Christian church or practice another faith. **(Points 14,15 &16)**
7. Service children **(Point 19)**
8. All other children

*The points highlighted in red refer to the numbered paragraphs in the Determined Admission Arrangements.*

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.

# 1Appendix 1

## Documents for Admission

All school offer and alternative allocations for educational establishments for compulsory school aged children are conditional. This means they are made on the condition that the information provided on the application was accurate at the time of signing and submission. If it is found to be fraudulent or deliberately misleading the school place made be withdrawn. For a child to be admitted their parent/ carer must provide Newham acceptable proofs as specified below. Where these documents cannot be provided further action maybe required before admission can take place. This does not mean any child will be refused a school place, but it does mean they may not be offered a place at an oversubscribed school where they cannot prove they have priority.

Only original copies of documents can be accepted at the school admission meeting, photo copies are not permissible. Both sides of the documents will be checked for authenticity as photo-copies and scanned images can now capture watermarks.

Certified, dated photo/scanned copies will be taken in all cases of all documents and added to pupil file.

## School admissions - children from overseas

Parents who have moved from overseas to reside in England with their children may express a preference for their children to attend a maintained school or academy under the normal admission arrangements described in this Code **regardless of their immigration status**. This includes the children of asylum seekers; parents who have limited leave to enter or remain in the UK; and teachers coming to the UK with their children on a teacher exchange scheme.

## Extract from UK Border Agency Public Funds Guidance - April 2013

The law requires all children of compulsory school age to have access to education. Because of this, compulsory school age education does not count as public funds for the purposes of the Immigration Rules.

If a person has been granted leave to study at an independent fee-paying school but studies at a local education authority (LEA) funded state school instead, they may have breached their conditions of stay in the UK. You must consider refusing on general grounds.

This means even if a Passport or Visa is stamped 'No Recourse to Public Funds' the child must still be admitted by the named school, if all other admission requirements are met.

## Proof of the child's legal name and date of birth:

- **UK Birth Certificate** – short or long versions (non UK birth certificates cannot be accepted as they may be in a language other than English)  
OR
- **Valid Current Passport** (the child maybe included on their parents' valid current passport)  
OR
- **European Economic Area\* (EEA) Identity Cards**  
OR
- **Official Documentation from the National Asylum Seeker Service** indicating they are supporting the family e.g. ARC application registration card<sup>(1)</sup>

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<sup>1</sup>**Application registration card (ARC)** ARC is a credit card sized document issued to asylum applicants after screening to show that they have applied for asylum. It is also used as evidence of identity, immigration status and entitlements in the UK. It holds identifying information including fingerprints and reporting arrangements in a microchip within the card.

**Note:** only Adoption or Deed Poll documentation can be accepted as proof of a child's official name change following the issue date of any of the above documents.

**Proof of the child's main address:**

Documentation to confirm the child's current home address must be addressed to at least one of the parent/carers detailed on the Common Application Form (CAF) who must live at the same address as the child.

If the child has moved since the application form was completed proof of both their new address and the address on the application form must be provided. Pupil Services must be notified of any address change since the Common Application Form CAF was completed in case the place may have been secured by fraudulent means.

If a child's parents are not living together and the child spends a few days in both households on week days, then best practice is to take proof of both addresses, but for admission as a minimum, they must provide proof of the address registered on the CAF which should be the one from which the child goes to school in the morning most often on week days.

- Council Tax Bill for the current financial year (residential not commercial)

**OR**

- Current Housing Benefit Entitlement Letter (financial details should be deleted on the copy in their presence)

**OR**

- Current Tenancy Agreement for Council Housing or Housing Association Property

**OR**

- Tenancy Agreement for Private Accommodation from Newham Accredited Landlord (acceptable to December 2012) or Tenancy Agreement from a Newham Licensed Landlord (accepted from January 2013 onwards)

**OR**

- Letter from the National Asylum Support Service (NASS) Team informing the family of the address of the accommodation being provided for the family.

**OR**

- A letter from Adult/Children's Services Asylum Team informing the family of the address of the accommodation being provided for the family

Note: Tenancy Agreements from landlords who are not accredited (licensed from January 2013) by Newham and documents relating to house/flat purchase must not be accepted. If you are provided with a child's home address that is Private Sector Housing and the property is unlicensed, the case must be reported by the school via the **Private Sector Housing – Report an Unlicensed Private Rented Property** page of the Newham website.

**AND** one of the following Utility Bills (this is not required for families supported by NASS or a Social Care Asylum Team). In all cases the amount due and their balance should be deleted from the copy in the parent/carers presence).

- Gas Bill/Payment Schedule/Reminder – dated for the current financial year

**OR**

- Electricity Bill/Payment Schedule/Reminder – dated for the current financial year  
OR
- Water Bill/Payment Schedule/Reminder – dated for the current financial year  
OR
- Telephone Bill/Reminder – dated for the current financial year  
OR
- Mobile Phone Bill/Reminder – dated for the current financial year

**Medical Contacts**

Doctor's Surgery Name, Surgery Address and Telephone Number, GP Name (optional)

AND

Dentist's Surgery Name, Surgery Address and Telephone Number, Dentist's Name (optional)

**Emergency Contacts**

For all children you must hold at least two Emergency Contacts who must be aged 18 or over

(If possible at least one of the contacts should be able speak English).

Full Name

Address

Language

Relationship to the Child

Home Number

Mobile Number

**Proof of parental responsibility:**

Documents should be provided by the person living with child to confirm their parental responsibility and details of other persons with parental responsibility for this child.