

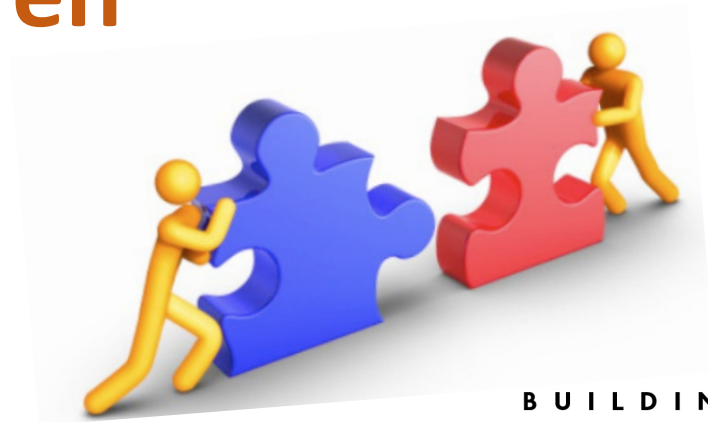
# WELCOME



**Working in partnership  
with Newham parents and carers  
to achieve the best possible outcomes for  
Newham children**



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BUILDING A  
**FAIRER**  
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A guide for parents/carers of:  
Year 6 children living in Newham



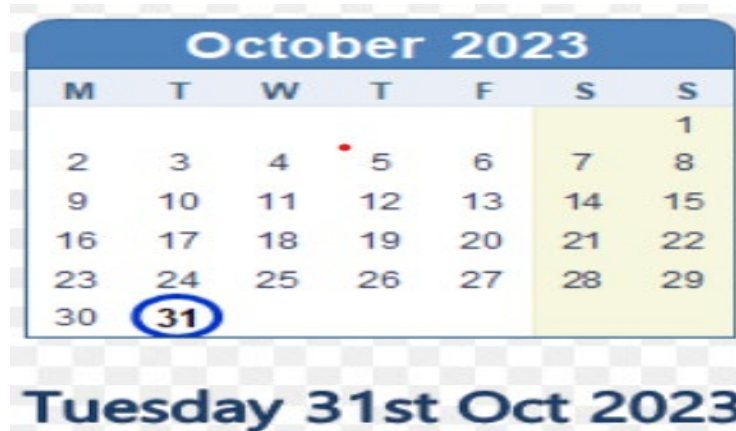
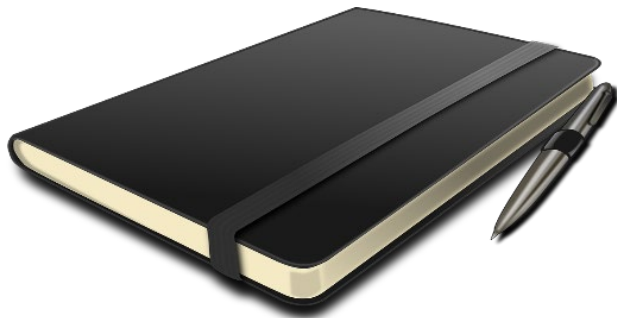
How to apply for a  
secondary school place for  
**September 2024 entry**



# NATIONAL CLOSING DAY

- **Step 1**

Add a reminder for at least 3 days before the closing date!



- National closing date for on time applications:

**Tuesday 31 October 2023**

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# OUR COMPOSITE PROSPECTUS AUTUMN 2023 EDITION



## Step 2

In early September primary schools will issue the autumn 2023 edition of:

### **'We are going to secondary school' guide**

Officially known as our composite prospectus

Take time to read this guide from cover to cover, it explains the process in detail and includes important information about going regularly attending school.

**Note:** Families who do not live in Newham whose child attends a junior or primary school in Newham we are happy to give you a copy of our guide but you must still follow your own borough's processes detailed in their guide.

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# WE ARE GOING TO SECONDARY SCHOOL



The Full Digital Version Available Newham website [www.newham.gov.uk/](http://www.newham.gov.uk/)  
A Shorter Paper Version Will Be Issued To All Parents/Carers of Year 6 Children.



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# WHO NEEDS TO APPLY?

Parents/carers of every child with a date of birth inclusive of:

**01/09/2012 to 31/08/2013**

**Must all submit a school application for a Year 7 place.**

Unless their child attends an All Through School and they want to stay at that school for Year 7  
OR they have an Education, Health and Care Plan

## **Important**

The law does not allow Local Authorities to reserve a places at a child's local school or even the school where their sibling or siblings attend or used to attend. Parents/carers must apply for a place

# FAMILY AND CHILD WELLBEING



Moving from primary to secondary school is a really big step for most children and their families.

The process can be overwhelming for some so it is really important that you remember to think about everyone's mental health and wellbeing throughout the process.

It is important that you start the conversation as early as possible to help deal with any questions or worries they may have.

Carefully manage expectations, don't make promises that cannot be delivered.

Ask for any help and advice you need from your school early in the process.

Don't set yourself up to fail by not following advice or naming unachievable preferences

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# COMMON CHILD AND FAMILY CONCERNS



To prioritise your child's wellbeing and promote good mental health when discussing moving from year 6 to year 7 parent(s)/carer(s) should ask for help about any concerns:

**My child will only do well if they attend an 'Outstanding' school:** all schools deliver a great education and children do well in all schools. Attending all open evening and other events will give a good view of each school.

**Missing old friends and teachers:** talk about making great new friends and the new teachers they will meet.

**Getting lost on the way to school and in school:** complete practice runs, home to school journeys and request an actual or virtual guided tour of the school.

**Too much to learn:** remind children they had loads to learn at primary school as well and they succeeded.

**Secondary schools are so big with so many children:** remind children primary school seemed very big when they joined but that was soon ok.

**Emphasis secondary school will bring big, new and fun opportunities!**

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# PAN LONDON CO-ORDINATION



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# PAN LONDON APPLICATION PROCESS



All families living in London and many of the Home Counties will be applying through the Pan London co-ordinated application and offer process.

This means parents/carers need to think about all schools they are considering applying for both in Newham and out of Newham.

All parents/carers must apply through their home local authority (where you live), even where their child attends an out borough primary.

If parents/carers are considering schools outside of Newham they need to follow the same process as they would for schools in Newham.

Where parents/carers are considering multiple schools outside of Newham we strongly recommend they use some preferences to name local schools.

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# BEFORE NAMING YOUR PREFERENCES

- **Open events and virtual tours:** attend or view as many events as possible, not just the schools you were first thinking about. It is important that you attend whether in person or remotely, as many open events as possible in Newham even if you were not considering the schools. Sometimes schools may be very different when you visit to what you may have read or heard about from other people. **Judge for yourself!**
- **Location and travel:**
  - Where are the schools you are interested in?
  - Remember home to school distance is the tie breaker for many schools.
  - Will travelling there be easy so your child can arrive on time everyday?
  - Would they be able to walk or cycle to the school even in bad weather?
  - Can you afford the cost of your child's travel to the school?
  - Remember ZIP Oyster only gives free travel on buses and trams.



All this information is really important especially if you are thinking of applying for schools that are not local to your home.

# POPULAR OVERSUBSCRIBED SCHOOLS



In every local authority some schools are extremely popular and are likely to have a large local school aged population.

For many schools there are at least three applications applying for every place available. This means not every child whose family applies will be able to be offered a place.

Before naming any school as a preference, especially those that are popular you should check to determine the likelihood of your child being offered a place.

Check the 'We are going to secondary school' guide and visit School Finder <https://www.newham.gov.uk/homepage/171/secondary-school-fact-finder>

It is not possible to guarantee that offers will be made the same every year but data shows they are usually very similar.

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# UNACHIEVEABLE PREFERENCES

The law supports open enrolment – this means any family can apply to attend any state funded school.

However many schools receive many more applications than they have places available – this is known as oversubscription.

When a school has more applicants than places available their Admission Authority must strictly apply the school's published oversubscription criteria, which is published as part of their Admission Arrangements, to decide which children should be offered the places.

If a school is always oversubscribed parents/carers should determine the likelihood of their child getting a place by working out their priority group and home to school distance; compare this to last year's outcomes.

Every year many parents/carers name schools which are historically really oversubscribed even knowing their child has a very low priority for a place – this is an **unachievable preference**.

# NEWHAM'S SCHOOL FINDER

Parents/carers can calculate their home to school distance whether home to school shortest walking or straight line by using.

The system shows you the exact routes the Council uses to calculate accurate distances for schools admissions – do not use Google or Bing maps, as that may not use the Council approved routes.

All schools in Newham except Stratford School Academy use home to school distance as their tie break for oversubscription.

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**School Finder**  
Routes to Schools  
Discover how far you live from the schools in your area.

Your Selected Address  
LONDON BOROUGH OF NEWHAM  
NEWHAM DOCKSIDE  
NEW DOCKSIDE ROAD  
WEST SECTION  
LONDON  
NEWHAM  
E16 2NU

Information about this address  
View on Map

Your Selected School  
Newham School  
Schooling Phase  
London  
E16 2NU

1.250 miles View Route  
2.100 miles View Route  
3.200 miles View Route

Additional Information  
School Website

Do you need help deciding which school to apply for?  
The School Finder can help you.  
You can use the Newham School finder to find:  
• the six secondary schools closest to your home located in Newham  
• the home to school distances to any school located in Newham  
• if your home address is in the Newham Catholic Deanery

[www.newham.gov.uk/schoolfactfinder](http://www.newham.gov.uk/schoolfactfinder)

4 Starting secondary school Apply online – it's quick, safe and secure

# IS IT IMPORTANT TO DO RESEARCH ABOUT SCHOOLS?

**Research is not essential but parents/carers may choose to look at:**

**School websites and news articles:** school websites are an excellent source of information, you can see how the school presents themselves and find lots of important up to date information about what is going on in the school.

**Gather views from those you respect and will have the child's best interest at heart:** speak to the child, family, friends and the child's class teacher to get their views and opinions. But remember parents/carers themselves have the final say not other people!

**Ofsted reports:** Ofsted reports are important but remember they are only a reflection of the inspection day. Some reports may have been written over ten years ago so may not reflect the current position.

# OPEN EVENING AND DAYS

We strongly recommend that every family attends as many open evenings and open days as they can – if possible attend all events.

This is to ensure they have a full picture of all the schools in Newham and what they can offer their child.

Don't just focus on schools you have heard or read about!

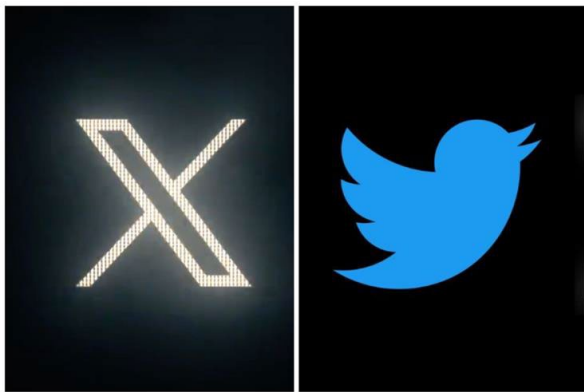


# IMPORTANT DON'TS

Do not use social media or local gossip when making your preference decision making!  
With the exception of school official websites and other online accounts. It is likely to present a biased view so could adversely impact on your personal decision!



facebook



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# BEST ADVICE: WHAT NOT TO DO!

For all parents/carers, the priority should be to achieve the best outcome for your child's future needs without creating an impossible task.

## Don't

- Miss the deadline for on time applications – late applications don't often get one of their preferences and all popular schools are filled with on time applicants.
- Ignore the advice of the local authority and schools – they have done it for many years so really do know the process.
- Choose only to attend the open evening of a few schools
- Pay for advice, any questions you have can be answered by your primary school – when they don't know they will find out.
- Name unachievable preferences.
- Listen to rumours and gossip.
- Convince yourself the local schools aren't good enough for your child.

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# BEST ADVICE: WHAT YOU SHOULD DO

Deciding on your school preferences is a challenge but remember there are many reliable information sources available to parent and carers to help decide your school preferences:

- Open days and open evenings
- Online virtual school tours
- Official schools websites
- Ofsted reports – remember to check the date
- Family and close friends
- Newham's School finder: to calculate home to school distances
- Oversubscription criteria: to determine a child's priority for a place
- Last year's offer tables: see - We Are Starting Secondary School



**Your child's primary school is the best source of good advice!**

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# WHAT'S NEXT? NOW YOU HAVE DECIDED ON YOUR PREFERENCES

Once parents/carers have decided which schools to apply for they have other important factors to consider before starting an application.

## What order?

The order schools are named in is known as **Rank** order.

1<sup>st</sup> preference must be the school the applicant most wants and so on. The law does not allow local authorities to reserve places even if a family has other children attending a school or it is their local school. To be considered you must apply!

## How many preferences?

The Local Authority strongly recommends that all applicants name six preferences. This means we can consider a child for more schools if we cannot offer places at their highest preferences. If multiple preferences are not named it limits the number of schools we can consider a child for but does not increase their chances of getting a school.

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# PREFERENCE ADVICE

Parents/carers have the freedom to name any state funded schools as their preferences.

The local authority strongly recommends that all applicants name their **local**, non faith, school as one their preferences or the school where they have other children currently on roll. These are the schools, in most cases, are where children will have the highest priority for a place.

## Siblings

Sibling priority can only be given where the:

sibling is named on the application;

school has sibling as a priority group in their oversubscription criteria;

sibling connection meets the published definition;

sibling is reasonably expected to still be on roll when the child is due to start in September 2024.

# EQUAL PREFERENCE

Every preference is an individual school application and each application is considered without the rank information at the initial stage of the process. This means every preference is treated equally, without rank prejudice.

In the 33 London local authorities and some of the Home Counties we operate a Pan London equal preference scheme, meaning all preferences from any of these local authorities are considered when determining what school will be offered.

## Step 1

All on time preferences are sorted into schools – this will be the schools pot of applications.

## Step 2

Schools then order all the applications by applying their published admissions criteria also known as the oversubscription criteria.

This ordering is officially known as ranking, the child with the highest priority will be rank number one and so on until every application for every school has a rank number.

At this stage, the preference order is not used and is not even known by schools.

# TRUE OR FALSE

**1) It is my daughter's Human Right to be given a place at a girls only school, if that is what we want.**

**False** - Protocol 1, Article 2 protects your right to an effective education. Parents also have a right to ensure that their religious and philosophical beliefs are respected during their children's education. The right to education does not give you the right to learn whatever you want, wherever you want.

**2) I do not have to send my child to school until they get a place one at one of my preferred schools.**

**False** - parents must ensure their child is educated so they must ensure their child attends the school they have been offered or make suitable alternative arrangements.



# MYTH BUSTING

**1) Naming only one preference means you can only be offered that school.**

**False** – every preference is considered using the same rules.

**2) You don't need to name the school where your older children are on roll because they save your child a place.**

**False** – the law does not allow places to be reserved, to be considered you must apply.

**3) All applicants must be offered one of their preferred schools.**

**False** – the local authority must provide every child living in the borough with a school place, but we only offer a place at a preferred school where it is possible based on supply and demand.



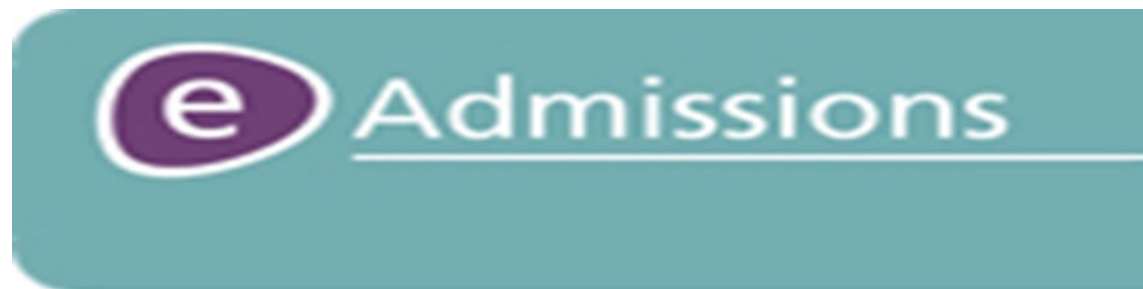
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# MAKING AN APPLICATION

All local authorities are required to co-ordinate admissions for children moving from primary to secondary schools. In London the 33 local authorities and many of the Home Counties work together to deliver Pan London co-ordination. All London Boroughs use the same application system that you can access direct or via your home local authority.

<https://www.eadmissions.org.uk/eAdmissions/app>



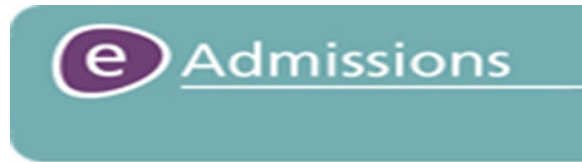
# USE ANY DEVICE TO APPLY ONLINE



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# ADVICE ON HOW TO USE THE PAN LONDON PORTAL



## Registration Information:

<https://www.youtube.com/watch?v=o2WXUD8Fido>

## How to create an account video:

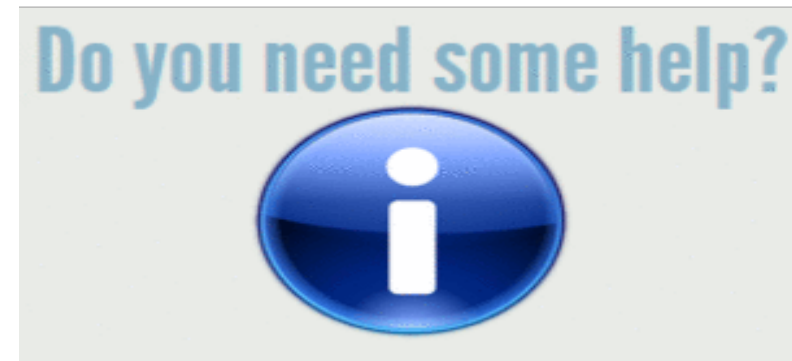
<https://www.youtube.com/watch?v=o2WXUD8Fido>

## eAdmissions Helpdesk

Call 0208 255 55 55 option 1  
8am - 6pm Monday to Friday

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**Great support is also available from all schools in Newham.**



# NATIONAL CLOSING DATE

## 31<sup>st</sup> OCTOBER 2023



**If you apply after this date your application will be processed as late!**

**Remember by law late applicants can only be offered the places remaining after the on-time applicants have been given their schools.**



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# APPLYING FOR A FAITH SCHOOL



If parents/carers are applying for a faith school they must remember most require a supplementary application form (SIF) for the child to be considered under the faith based criteria.

**This is in addition to the main application, not instead of!**

In Newham the closing date for the submission of a SIF direct to the schools is

**31 October 2023**

If a parent/carer names a faith school as a preference and does not submit a SIF their application will automatically be considered under the lowest priority category 'All Other' as the admissions committee will not have any information to add the child to a higher priority group.

These forms must be sent direct to the school not the Local Authority and must not be attached to an online application.

Remember for the process and dates for faith schools outside of Newham this may be different, so check the school website or call them.

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# WHAT HAPPENS NEXT?

Once your application has been successfully submitted through the eAdmissions portal an application reference will be issued which will look like this.

**316-2024-09-E-001234**

Families then need to wait until national offer day 1 March 2024



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# NATIONAL OFFER DAY - 1<sup>st</sup> MARCH 2024



All families who applied by the national closing date and many late applicants will be notified of the school their child has been offered for year 7 for September 2024.

Online applicants via the eAdmissions portal will be sent an email in the evening of 1<sup>st</sup> March 2024 showing their offered school and will be advised to log into their account.

Paper applicants will be sent a letter that is posted on 1<sup>st</sup> March 2024.

The offer will be the highest offer that could be made from the preferences named.

For some families it is possible that none of their preferences can be offered. If this happens their home local authority will allocate an alternative which will be named in the letter.

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# ALTERNATIVE ALLOCATIONS

When it has not been possible to offer a child a place at any of an applicant's named preferred schools the child's home local authority must allocate (provide) a school place for September.

In Newham, when preference cannot be met, our resident children will automatically be allocated an alternative place at the closest school to the family's home that has a suitable place remaining:

## **The alternative school place will be:**

Located in Newham;

The closest to their home, using shortest walking distance, with a place available.

Note: the allocated school may not be really close to home as their local schools may not have any places remaining.

This is why it is important to name six schools and not naming all unachievable preferences, so you have more opportunities of getting a place at a preferred school.

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# WAITING LISTS

For schools located in Newham children are automatically added to the waiting list for any of their parents/carers named schools that they ranked higher than the preference offered.

For example: if a child is offered their third preference they will be added to the waiting list for their 1<sup>st</sup> and 2<sup>nd</sup> preferences but not their 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>.

If a family want their child to be added to the waiting list for a lower preference school they must contact [schooladmissions@newham.gov.uk](mailto:schooladmissions@newham.gov.uk)

The law requires that all children must be added to a waiting list in their rightful place based on the oversubscription criteria NOT first come first served.

This means that a late applicant can go direct to number one on the waiting list above all on time applicants if they have a higher priority than all others based on the oversubscription criteria.

Newham Pupil Services will issue weekly electronic notifications, to those families for whom we have current contact details, providing the current waiting list position and information about how waiting lists are managed.

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# INDEPENDENT SCHOOL APPEALS

If you don't get a place at the school you prefer you still have the opportunity to lodge an independent appeal.

Everyone who applies for a school and is refused a place has the right of appeal.

Appeals are managed by Newham Independent Admission Appeals Service (NIAAS) and heard by an independent (community volunteer) panel.

## Two stage hearing process:

**Stage one:** to determine if a mistake stopped your child being offered a place.

**Stage two:** is about any personal, social and medical reasons the appellant provides.

Although we have high volumes of hearings very few are successful.

**For secondary transfer for September 2023 entry we held heard 273 appeals to date and only 5 were successful, so only 1.83%.**



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# SCHOOLS OUTSIDE OF NEWHAM AND SELECTIVE SCHOOLS



We recognised that some may be considering selective schools or other school outside of Newham.

**Newham would prefer for all our residents choose to stay local for their secondary education!**

## What are selective schools?

Schools that offer places based on ability and aptitude require each applicant's child to be tested. These include:

- grammar schools;
- partially selective ('bilateral') schools;
- schools which band applicants by ability to achieve a comprehensive intake;
- schools which select up to 10% of their cohort by aptitude in a prescribed subject.

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# FREE SCHOOL MEALS



## DO NOT FORGET

Only children eligible for free school meals get a lunch free of charge in secondary school.

## EAT FOR FREE

All year 6 children in a primary school in Newham are given a free lunch every day.

Children at secondary school do not eat for free unless they are eligible for free school meals, so you may need to budget for the cost of a lunch from September 2024.

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## APPLY FOR FREE SCHOOL MEALS

If you have not already applied for free school meals apply as soon as possible.

Your primary school can tell you if you have already applied and if your child is eligible.

Pupil Services review all applications in the system every week to see if any not eligible becomes eligible.

If you are not eligible you will have to give your child dinner money or provide packed lunch.



# FINAL WORDS OF SUPPORT

**Manage everyone's expectations from the start, including your own!**

Never forget not getting your 1<sup>st</sup> preference is not the end of the world.  
Always remember a child who wants to learn will achieve their best in any school

Ensure your child is happy and confident about any school they will be attending, whichever school that is.



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