

## SECTION 1 CHOOSING A SCHOOL AND APPLYING FOR A PLACE THERE



**REMEMBER** — MAKE SURE YOU LIST THE SCHOOLS IN THE ORDER YOU PREFER THEM.

### VISITING SECONDARY SCHOOLS

We recommend that you visit secondary schools to get an idea of their strengths and character. Here are some questions you may wish to ask yourself and the schools.

#### GENERAL ATMOSPHERE

Is the school welcoming? Does it give you the impression that the pupils and staff are hard working? Have they got examples of pupils' work on show?

#### ACADEMIC SUCCESS

What subjects does the school teach? How many pupils enter for public exams? Are they encouraged to do well and do they get good grades? How does the school recognise and celebrate the achievements of all pupils, regardless of their abilities?

#### BEHAVIOUR

What is the school's policy on behaviour? Do pupils behave well? What action does the school take if a child behaves badly? Does the school tell parents straight away if their child behaves badly?

#### EXTRA-CURRICULAR ACTIVITIES AND STUDY SUPPORT

Are there plenty of activities at lunchtime and after school? For example, do they have sports clubs or performance and dance groups? What does the school do for study support?

#### INVOLVING PARENTS

Successful schools encourage and expect you to be fully involved in your child's education. How does the school do this? Is there an active parent/teacher group or association? Think about how the answers to your questions meet your expectations and ambitions for your child's education.

#### SUPPORT FOR SPECIAL EDUCATIONAL NEEDS

How well does the school cater for children with additional needs?

### HOW TO MAKE YOUR PREFERENCES

When you have read this booklet and been to visit the schools, you will need to decide which schools you would like your child to attend. You can list up to six different schools, including those outside Hackney. You should list the schools in the order that you prefer them.

You don't have to list all six preferences, but the more schools you list, the more schools you will be considered for. For example, if you name only one school, and you are not offered a place there, you will have to wait until everyone else's six preferences have been considered before you are offered a place at the nearest school to you that have places available. If the closest alternative school to you is already full, your child may have to travel a long way to get to another school. If you want to put a number of schools on your list, make sure you put your favourite school first and your second preference as number two on the list and so on. This is because you will only get one offer of a place. If more than one school is able to offer your child a place, the offer will be for the school that you have ranked the highest.



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

There is a separate transfer process for pupils who have a statement of special educational needs (SEN). It is different from the transfer process for other children. If your child has a statement, you will receive an application form from the Special Needs Team. You can use this form to list the schools you prefer for your child. If you choose one of the academies or community schools your child will take the banding test. The transfer timetable for children with SEN statements may not be the same as the timetable in this booklet. You can call the Special Needs Assessment and Monitoring Team on 020 8820 7000 if you need more information.

### HOW DO I APPLY FOR A RELIGIOUS SCHOOL?

If you want to apply to religious schools such as Cardinal Pole RC, Hackney Free and Parochial CE, Our Lady's Convent High RC and Yesodey Hatorah Jewish, you must put the name of the school on The Learning Trust Application Form. If you want to be considered under the religious criteria you will be asked to provide extra information about your membership of that particular faith on a second (supplementary) form, which you can get from the school and The Learning Trust. You must return it to the school by 30 October 2009.

Don't forget to put the name of the school on the application form from The Learning Trust as well, or we will not be able to consider your application for a religious school.

Some LAs and schools outside Hackney will also ask you for extra information on a second form. Please check the rules for admissions for each school to make sure that you know exactly what they expect and need. You can get the supplementary form directly from the schools or LAs.

### HOW DO I APPLY TO SECONDARY SCHOOLS OUTSIDE HACKNEY?

It is important that you get information about schools in other boroughs if you are thinking of applying for a place there. Many Hackney children already go to neighbouring secondary schools. Depending on where you live, some of these schools may be closer to your home than schools in Hackney. If you want to apply for a place at any of the neighbouring schools, you should just list them on The Learning Trust application form in the order you prefer.

**REMEMBER** — IF YOU LIST MORE THAN ONE SCHOOL, YOU INCREASE YOUR CHANCES OF BEING OFFERED A PLACE AT ONE OF YOUR PREFERRED SCHOOLS.

### NEIGHBOURING ADMISSION TEAM CONTACTS

<b>CAMDEN</b> T 020 7974 1625	<a href="http://www.camden.gov.uk">www.camden.gov.uk</a>
<b>ENFIELD</b> T 020 8379 5501	<a href="http://www.enfield.gov.uk">www.enfield.gov.uk</a>
<b>HARINGEY</b> T 020 8489 3181	<a href="http://www.haringey.gov.uk">www.haringey.gov.uk</a>
<b>ISLINGTON</b> T 020 7527 5516	<a href="http://www.islington.gov.uk">www.islington.gov.uk</a>
<b>NEWHAM</b> T 020 8430 2000	<a href="http://www.newham.gov.uk">www.newham.gov.uk</a>
<b>TOWER HAMLETS</b> T 020 7364 4306	<a href="http://www.towerhamlets.gov.uk">www.towerhamlets.gov.uk</a>
<b>WALTHAM FOREST</b> T 020 8496 5102	<a href="http://www.walthamforest.gov.uk">www.walthamforest.gov.uk</a>
<b>WESTMINSTER</b> T 020 7641 1817	<a href="http://www.westminster.gov.uk">www.westminster.gov.uk</a>

You can also find out more about schools in other boroughs by visiting [www.yourlondon.gov.uk](http://www.yourlondon.gov.uk)

### ADVICE AND SUPPORT FOR PARENTS

You can get independent advice to help you make sense of the process and make the right decisions about your final list of schools. The Choice Adviser, Ian Hodges is based at The Learning Trust. Ian can be contacted on 020 8820 7510 or by email at [iodges@learningtrust.co.uk](mailto:iodges@learningtrust.co.uk)

### THE APPLICATION FORM

All Hackney residents have to complete The Learning Trust's Common Application Form. If your child attends a Hackney primary school, their Headteacher will invite you to complete the application on-line at the school from 22 September to 16 October 2009. The closing date for applications is 23 October 2009.

Parents whose children don't attend a Hackney primary school can apply online at – [www.eadmissions.org.uk](http://www.eadmissions.org.uk)

You will need to send two items of proof of address when you apply. These can be:

- a copy of this year's council tax bill or a housing benefit letter;
- an original utility bill that is not older than two months. This can be a gas, electricity, water or landline phone bill.

Failure to send us the proof we need may cause delays in processing your application. We will match each address with the one we have on our database. If you have changed address in the last year, we may ask for further proof that your current address is your home address.





**HOW DO YOU PROCESS MY APPLICATION FORM?**

The Admission Team at the Learning Trust has full details of your application on their pupil database. Each of your preferences will be considered equally and separately as listed on your application form. The Admission Team will consider your preferences for community schools and apply the rules for admissions that are shown on page 20. If you have listed a religious school or academy within Hackney as a preference, the admissions team will forward your details to that school. These schools will not know how you have ranked their school. If you have listed any schools outside the borough, your details will be sent to the appropriate Admissions Team through the Pan-London Register.

We will record all potential offers before allocating you a place at the highest available ranked school on your list. For example, if there are places at your third and fourth preferred school - as listed on your application form - we will offer you a place at your third preferred school. Offers at schools ranked lower on your list will be declined.

**WHAT IS BANDING?**

Banding is a way of grouping children according to their ability. After taking the tests, the child's test results will place them in a band group. This means that children of all abilities are considered for school places. Academies and schools have the same number of places for each band, and they make their offers in accordance with the rules for admissions within each band.

The banding test is not a selective test. The results are not used to offer places to children who score the highest. Children who are not offered places will be put on the application list for their band.

**HOW WILL MY CHILD BE TESTED?**

Year 6 children (including those with SEN statements) will have to take the test in three parts: verbal, quantitative and non-verbal. These tests have been designed to assess the child's ability. Each child will be given a score that belongs to a particular band group. Your child may not be in the same band for each school.

This year, all primary school children in Hackney will take the banding tests at their school on 29 and 30 September and 1 October 2009. Each test will last for about an hour on the day. Your child's test scores will be used by all academies and secondary schools in Hackney, apart from Hackney Free and Parochial, Our Lady's Convent High and Yesodey Hatorah.

If you live in Hackney, but your child attends a primary school outside the borough, and you apply for one of the schools that use banding, your child will be tested at one of the test venues for children who attend primary schools outside Hackney. The test venues are The City Academy, Hackney and The Bridge Academy. Parents will get a separate letter in November 2009 inviting their child to take the test at one of these venues. Your child will have to sit all three parts of the test in one session (morning or afternoon). The session will last two to three hours.



### WHAT FACTORS CAN AFFECT MY CHANCES OF GETTING THE SCHOOL PLACE I WANT?

Hackney schools have become increasingly popular, but there are only a limited number of places available. This has led to more pupils applying for places than there are places available. You may need to think about how well you meet the admission criteria for the schools you are considering. You also need to find out how many applications the school had in previous years, and whether children living in your area were able to get a place there.

You should take a look at the priorities listed in the flow chart on page 20, before you apply for a Hackney community school, such as Stoke Newington, Haggerston School for Boys & Girls and Clapton Girls' Technology College, because these schools often have more pupils applying for places than there are places available. Academies and religious schools have different criteria for admissions. Please look at the tables on pages 22-25 to see how these might apply to you. Children with SEN statements will be the first to be offered places. Offers for the remaining places are made in line with the admissions criteria.

When you have visited your preferred schools, and decided which ones you want to apply for, we strongly recommend that you look carefully at the tables and allocation maps for each school to work out your chances of being offered a place. Most places are offered on the basis of how far away the child lives from the school.



The 'cut-off' distances for last year are shown in the tables on page 22. These tell you how far away the last child who was offered a place at a particular school lived. For the academies, community and Cardinal Pole School, you need to check the cut-off distances for all bands, as these will vary and you will not know your child's band group when you apply.

There are websites that can help you work out distances between postcodes to give you an idea of how far your home is from any Hackney school. The sites are [www.freemaptools.com/distance-between-uk-postcodes](http://www.freemaptools.com/distance-between-uk-postcodes) and [www.dfes.gov.uk/cgi-bin/inyourarea/dis.pl](http://www.dfes.gov.uk/cgi-bin/inyourarea/dis.pl)

### OVERSUBSCRIBED SCHOOLS

If a school receives more applications than it has places available, only those children who best meet the admissions criteria (up to the maximum intake number) will be offered a place. Information about the admissions criteria and cut-off distances for schools in Hackney are listed in the tables on page 22-25. This will give you an idea of whether your child is likely to be offered a place at a school and it will help you decide whether to apply to a particular school.

### ALLOCATION MAPS

Parents should study the maps for each school as they show where the pupils live who were successful and unsuccessful in gaining school places last year. Please look at these maps carefully and find where you live. If your address falls within the green dotted area, this means that your child may get a place at



**REMEMBER** — ACADEMIES AND SCHOOLS USE BANDING TO ENSURE THAT CHILDREN OF ALL ABILITIES ARE PLACED IN A BAND AND OFFERED PLACES IN ACCORDANCE WITH THE ADMISSIONS CRITERIA.

that school or academy. If your address falls within the red dotted area, then you are unlikely to get a place at the academy or school under the rules governing distance.

### WHAT HAPPENS IF MY APPLICATION IS LATE?

The closing date for applying for schools is 23 October 2009. We will only consider late applications if they are late because of exceptional reasons. This can be where a single parent has been ill, a close relative has died, or if the family has just moved into the area or has just returned from abroad (proof of ownership or tenancy of a property within Hackney will be required in these cases). In all other cases, late applications will have to wait until all the applications that were sent in on time have been dealt with. This will be after 1 March 2010.

### WHAT HAPPENS IF I CHANGE MY ADDRESS?

If you change your address during the admissions process you will need to give us proof of your new address before 31 December 2009 if you want to use that new address for your child's transfer. Please see page 13 to find out what we accept as proof of address. If you change your address after this date, we will use your new address to work out your child's position on any lists where they are named. If we find out that a school place was obtained using a wrong or false address, we will withdraw the offer of a place.



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

If you have asked for your child to be given priority for a place at a particular school on medical or social grounds, you will need to provide proof of this. The kind of proof we need would be a letter from a GP, hospital consultant, social worker or any other agency or professional involved with your case. These documents must show a need for your child to attend a particular school and why they can not attend no other school. The documents should be received by The Learning Trust by 8 January 2010.

### WHEN WILL I KNOW THE OUTCOME OF MY APPLICATION?

You will be sent a letter on 1 March 2010 telling you the outcome of your application and the name of the school where a place has been offered to your child. You will only get one offer at one school, and this will be the highest ranked school on your list that was able to offer your child a place. Children who have not been offered a place at any of their preferred schools (including late applicants) will be receive a letter in March 2010 telling them which schools still have places left.

### HOW DO I ACCEPT MY CHILD'S SCHOOL PLACE?

The above letter you have received from The Learning Trust has a reply slip attached. You have to complete and return the reply slip confirming that you are accepting the offer by 16 March 2010. If you don't do this, we may withdraw the offer. We also need to know if your circumstances have changed and the place is no longer required.



**HOW DO PLACES THAT BECOME AVAILABLE GET RE-ALLOCATED AFTER 1 MARCH 2010?**

All reply slips returned by parents will be entered on to the database and the secondary schools will be notified. If you tell us that you no longer want the place, we will offer it to other pupils on the application list. Any child, who has been refused a place at a higher ranked school or academy, or at all of their preferred schools or academies, will be on this list. Their position on the list will be worked out according to the admissions criteria for each school. The Learning Trust will continue to offer places and maintain the lists until the end of December 2010. This booklet also contains information about lists for religious schools and academies in Hackney. This can be found under the individual entries for each school.

Application lists for schools outside Hackney are maintained by the Admission Teams based in the boroughs where the schools are situated.

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

If you have not had any school offers, you will be sent a letter telling you which schools are still available in Hackney and neighbouring boroughs. You should reply to the letter saying whether you would like a place at one of these schools by ranking your new preferences in order of 1st, 2nd and 3rd. The Admission Team will then apply for a place for you. When we know that a place can be offered, we will write and tell you. You can only have one offer of a school place. If you need to discuss your situation in more detail, you can contact either the Admission Team on 020 8820 7489/020 8820 7197 or the Choice Adviser, Ian Hodges, on 020 8820 7510. He will be able to give you help and advice about your options.

**HOW DO I APPEAL?**

If you are unhappy because you haven't been able to get a place at one of your preferred secondary schools, you can appeal. You can get an appeal form from the Admission Team. When we get your form, we will contact you to let you know when the appeal hearing will take place.

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

If your child has a statement you can appeal to an independent appeal tribunal (SENDT) under the 1996 Education Act against a named school's decision. This is different from the normal appeals tribunal. You should contact the Special Needs Assessment and Monitoring team on 020 8820 7000 to discuss this.

**SECONDARY IN-YEAR ADMISSIONS FROM SEPTEMBER 2010**

In-year admissions are applications received after 1 September 2010 from Hackney residents for places in all year groups after the primary to secondary school transfer process. The Admissions Team at The Learning Trust will help you complete the application form. We will process your application for a place at one of the academies, community and religious schools in Hackney as well as in other boroughs. These will be offered in accordance with the school's admissions criteria. Parents living outside Hackney should contact their home LA to apply for a school place in Hackney. If you can be offered a place at more than one school, you will be offered a place by The Learning Trust at the school you have listed highest on your application form. If a place can not be offered we will also let you know about your right of appeal. The admission criteria for in-year admissions to the academies, community and religious secondary schools in Hackney are the same as described in each school's section, but banding does not apply except for admission to The Petchey Academy. The admissions criteria for schools outside Hackney are available from the admissions team for the area where the school is situated.

**HOW DO I GET A SCHOOL PLACE IF MY CHILD HAS BEEN PERMANENTLY EXCLUDED?**

If your child has been permanently excluded from a previous school, their papers will be sent to the Head of Daniel House, Pupil Referral Unit. They will arrange for your child to go to the Pupil Referral Unit temporarily while they talk to you about whether your child should:

- go back to a mainstream school straight away;
- be registered at one of the Pupil Referral Units; or
- continue at the unit for a period of time while undergoing continuous assessment.

The Head will decide when to refer the child to the In-year Fair Access Protocol Panel for a place at a Hackney mainstream school.

**IN-YEAR FAIR ACCESS PROTOCOLS 2010/11**

All schools have signed up to this protocol. The Fair Access Protocol Panel meets once a month to allocate school places to pupils who are covered by the protocol. These pupils are admitted to schools or academies before other pupils. You can get a copy of the In-year Fair Access Protocol Policy, which includes the admissions criteria, from the Admission Team on 020 8820 7402.

**INFORMATION ON APPEALS FOR 2009 ADMISSION TO SECONDARY SCHOOLS**

Name of School	NUMBER OF APPEALS	
	Lodged	Successful
Cardinal Pole Catholic School	5	2
Clapton Girls' Technology College	9	2
Mossbourne Community Academy	134	6
Our Lady's Convent High School	5	0
Stoke Newington School and Sixth Form	40	6
The Bridge Academy	74	8
The City Academy	110	10
The Petchey Academy	85	5
<b>TOTAL</b>	<b>462</b>	<b>39</b>

