Apply for a primary school place 2019

A BRIEF GUIDE FOR PARENTS OF 3 AND 4 YEAR OLDS

ACT NOW!

Visit schools
Headteachers welcome visits from parents. Experience schools first hand and have your questions answered.

WHO?
Apply if your child was born between 1 September 2014 and 31 August 2015

Make realistic preferences
Find schools near your home online at www.gov.uk/find-school-in-england
Read the admissions criteria for each school to figure out how likely you are to get a place – visit www.learningtrust.co.uk/admissionrules

WHEN?
Apply by 15 January 2019
Offer day is 16 April 2019

HOW?
Apply online at www.eadmissions.org.uk
Follow the step-by-step instructions in this guide

Get more information
Read this leaflet carefully and access the full 2019 admissions guide online at www.learningtrust.co.uk/primaryguide

Decide the order of your preferences
You should list more than one school (maximum 6). The order is important. List your favourite school as the first preference, then your next favourite school as your second preference and so on.

Make realistic preferences
Find schools near your home online at www.gov.uk/find-school-in-england
Read the admissions criteria for each school to figure out how likely you are to get a place – visit www.learningtrust.co.uk/admissionrules

Hackney learning trust
IMPORTANT DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 3 September 2018</td>
<td>Online applications open</td>
</tr>
<tr>
<td>Tuesday 15 January 2019</td>
<td>Closing date for applications</td>
</tr>
<tr>
<td>Friday 8 February 2019</td>
<td>Last date to explain why your application was late, request changes to your application submitted on time or provide evidence of a change of address</td>
</tr>
<tr>
<td>Tuesday 16 April 2019</td>
<td>National Offer Day</td>
</tr>
<tr>
<td>Tuesday 30 April 2019</td>
<td>Last date to respond to your offer</td>
</tr>
<tr>
<td>September 2019</td>
<td>Children start school</td>
</tr>
</tbody>
</table>

HOW TO APPLY

Applications open on 3 September 2018. You should complete Hackney Learning Trust’s Common Application Form (CAF) online at www.eadmissions.org.uk (see the next page for step-by-step instructions). You can list up to six state-funded primary schools, academies or free schools anywhere in London. List your favourite school as the first preference, then your next favourite school as your second preference and so on.

You must apply online before midnight on Tuesday 15 January 2019.

Religious schools will ask for extra information about your membership of a particular faith. You will have to complete a Supplementary Information Form (SIF) and/or a certificate of religious practise and return it to the school concerned if you want to be given priority under their faith based criteria. You can get the supplementary forms from Hackney Learning Trust or directly from any of the schools listed below.

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

- Holy Trinity, Church of England
- Lubavitch Boys, Jewish
- Lubavitch Ruth Lunzer Girls, Jewish
- Our Lady and St Joseph, Catholic
- Simon Marks, Jewish
- St Dominic’s, Catholic
- St John and St James, Church of England
- St John of Jerusalem, Church of England
- St John the Baptist, Church of England
- St Mary’s, Church of England
- St Matthias, Church of England
- St Monica’s, Catholic
- St Paul’s with St Michael’s, Church of England
- St Scholastica’s, Catholic

Children with special educational needs who have an Education, Health and Care Plan

There is a separate admission process for pupils who have or are likely to get an Education, Health and Care Plan before September 2019. If your child has a plan or has been issued with a draft plan by 4 January 2019 then your child should not apply through the general admission process explained in this leaflet. You will get separate information and a different form to complete from the Education, Health and Care Plan (EHCP) team. You should use this form to list the schools you prefer for your child. Visit www.hackneylocaloffer.co.uk/primarysend for more information or call 020 8820 7000 Option 4.

What documents do I need to send with my application?

You must upload a copy of your child’s birth certificate or passport showing their date of birth after completing your online application.

You do not need to submit proof of address. To confirm your address we will check your details against council tax and other council records. If it is not possible to confirm your address we will contact you directly to request further evidence.

If you have changed address in the last year and the school you wish to apply for is oversubscribed, you may be asked to complete a questionnaire to prove that you live permanently at your current address.

Failure to provide proof of your child’s date of birth or address evidence, if requested, may cause delays in processing your application. For more information about address checks and fraudulent applications read the full 2019 admissions guide online at www.learningtrust.co.uk/primaryguide

LATE APPLICATIONS

Applications open on 3 September 2018 and the closing date is Tuesday 15 January 2019. If you submit your application after this date it will be considered late unless there were exceptional reasons that prevented you from applying on time.

The last date that exceptional reasons can be considered and agreed is Friday 8 February 2019. After this date your application will be late regardless of the circumstances and will only be considered after all the applications that were sent in on time have been dealt with. This is most likely to be after 16 April 2019, but some late applicants may still be advised about the outcome of their application on this date.
HOME ADDRESS

Your child’s home address is the address where they are living on the closing date, 15 January 2019. Where parental responsibilities are equally shared, we will consider the home address to be the place where your child sleeps and spends most of their time, from Monday to Friday. This is the address that will be used to process your application and calculate home-to-school distance or confirm a sibling attending the school. If you’re not sure what address to use you should email reception.class@learningtrust.co.uk or call 020 8820 7000 before submitting your application.

PRIORITY APPLICATIONS

Some applicants have higher priority for places according to the admissions criteria of the school. Common priority criteria are outlined below. You should read the admission criteria for your preferred schools online at www.learningtrust.co.uk/admissionrules

Looked after children/previously looked after children

If you are completing the application for a looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order please tell us on the application form. You must name the council who looks after the child (or previously looked after the child) and provide a letter from the social worker to confirm this. In addition, if the child was adopted or became subject to a child arrangements or special guardianship order you must also provide a copy of the child arrangements order, special guardianship order or proof of adoption from the relevant local authority.

Children with a Child Protection Plan

If you are completing the application for a child that is the subject of a Child Protection Plan you must tell us directly by emailing reception.class@learningtrust.co.uk

Children with exceptional medical or social needs

Some schools and academies give priority to children who have an exceptional need to attend a specific school on medical or social grounds. If this is the case with your child you must tick the appropriate box on the online form and provide independent, professional evidence explaining why your child can only attend a particular school. Your own medical needs cannot justify a place at a particular school but your child could have a social need arising from your medical needs.

In every case you must provide detailed evidence from a GP, hospital consultant, social worker or any other agency or professional involved with your case. The evidence must be specifically about your child’s medical/social condition, the effects of the condition and why, in view of this, your child needs to attend a particular school. The evidence should demonstrate detailed knowledge of the school in terms of resources and organisation which demonstrate that your child can only be admitted to the specific school and why no other school is suitable.

It is your responsibility to provide evidence to support your claim and this should be submitted with your application by the closing date, 15 January 2019. It may not be possible to consider evidence received after this date for National Offer Day (16 April 2019) but it will be considered for offers made after this date. If you tick the box on the application form but do not submit evidence your application will not be considered under this criterion and you will not be reminded to submit evidence.

Brothers and sisters (Siblings)

Your child may have higher priority if they have an older brother or sister at the school you are applying for. You must tell us on the application form by ticking the box and giving the older child’s name and date of birth. If your child has more than one brother or sister at the school please provide the details of the youngest brother or sister. If you do not do this you may not be given the sibling priority.

Children of teachers

Some schools give priority to children of teachers/staff. If either of a child’s parents are teachers/staff at the school you wish to apply for you must tell us on the application form by ticking the box. Read the admission criteria available online at www.learningtrust.co.uk/admissionrules to find out if the school you work at gives priority to teachers/staff.

DELAYING YOUR CHILD’S START IN RECEPTION

After a school place has been offered you can delay your child’s start in reception class or request they go part-time initially by speaking to the headteacher of the school.

In very limited circumstances you can request to defer your child’s admission to reception class for a full year until September 2020. See page 14 of the full 2019 admissions guide online at www.learningtrust.co.uk/primaryguide for more information.

FURTHER INFORMATION

This leaflet has all the key information you need to make your application. You should read the full 2019 admissions guide online at www.learningtrust.co.uk/primaryguide for more information about:

- Applying from overseas (see page 13)
- Twins, triples and multiple birth children (see page 12)
- Home-to-school distance (see page 12)
- Late applications (see page 12)
- Moving house (see page 13)
- Changing your preferences (see page 12)
- Sibling definition for community schools (see page 16)
BEFORE YOU START

- Decide the order of your preferences before you start the online application.
- Get an email address – you need one to apply and you need to be able to access it in April 2019. If you don’t have one go to www.googlemail.com and click ‘Create an account’.
- Get a friend, a relative or your child to help you make the application if you have trouble with computers.

LOGIN OR REGISTER

01. Go to www.eadmissions.org.uk

02. If you have applied before (e.g. for an older child) choose ‘Login to your account’. Enter your email and password from your previous application and click ‘Login’. Skip to step 09.

03. If this is the first time you have applied you must register your details and choose your password. Click ‘Register to apply online’.

04. Enter your name and contact details then click ‘Next’. Select your address from the list then click ‘Next’. Create a password then click ‘Next’. Note down your password in the space provided on the opposite page. Set up your security questions and answers then click ‘Next’.

05. Note down your email address and username in the space provided on the opposite page. Choose ‘Click here to login to the eAdmissions website’.

06. Enter your username or email and your password then click ‘Login’

TIP: If you can’t remember your username or password click the ‘Forgotten your username or password?’ link.

07. After you log in for the first time you will be sent a confirmation by email. Open the email and click the link to confirm your email address. You MUST confirm your email address before you can make your application.

08. After you click the link in your email you will see the email validation webpage. Click ‘Please Login to start your application’.

09. After you log in you must check and update your details if they have changed. Tick the boxes to confirm your details are correct and that you agree to the privacy policy, then click ‘Save and Continue’

10. Click the ‘Start a new application for a child that is not listed below’ button.

CHILD DETAILS AND PREFERRED SCHOOLS

11. Enter your child’s details and click ‘Save and continue’.

12. Choose your preferred school from the list. Change the local authority if the school is outside Hackney. Click ‘Add this school’.

13. Add specific information about the school. Indicate if your child has brothers or sisters already attending, if they have medical/social reasons to attend the school or if you are a staff member, then click ‘Next’.
19. Click ‘Submit Application’. Note your Application Reference Number in the space provided on this page.

20. You will receive a confirmation email with your application reference number (e.g. 204-2019-09-E-001234). This email is proof that you have submitted your application successfully.

MAKE CHANGES AND ATTACH DOCUMENTS
- You can make changes and attach proof of your child’s date of birth up to the closing date by logging into the system with your username or email address and your password.
  - Each time you make a change you must resubmit your application. You will receive a confirmation email each time you successfully change your application.
  - You will also receive a confirmation email for each document you attach.
- NEW: You do NOT need to provide proof of your address. We will confirm your address against council tax and other council records.

FINAL CHECK AND SUBMIT
17. Check your application carefully. To make changes click ‘Back’ at the bottom of the page.

18. Read and agree the declaration and Hackney terms and conditions by clicking in the boxes.

14. Repeat steps 12 & 13 to list more schools until you have listed all your preferences.

15. Change the order of preferences by clicking ‘Move up’/’Move down’.

16. Once all your preferred schools are listed click ‘Next’. You will also need to click ‘Continue’ if you have listed fewer than six schools.

HELP AND SUPPORT
If you need help logging into your online application or registering to apply online you can contact the London eAdmissions support helpdesk on 020 8255 5555 (option 1 or 4) or email support@eadmissions.org.uk

If you have any other problems or questions please contact us on 020 8820 7000 or email reception.class@learningtrust.co.uk

YOUR APPLICATION DETAILS
Note your application details below for future reference and keep this leaflet safe and secure

Email address:

Username:

Password:

Application Reference Number:
Schools and Academies in Hackney are very popular and not all applicants can be offered a place. You should follow the advice below and think carefully about which schools you list on your application before you apply.

BEFORE YOU APPLY...

VISIT SCHOOLS
You should visit schools to get an idea of what they can offer. Headteachers are more than happy for parents to visit their schools. If you cannot visit schools you can get more information from their websites.

ARE YOUR PREFERENCES REALISTIC?
Consider how likely it is that your child will be offered a place at your preferred schools.

Read the admissions criteria for each school and figure out which criteria apply to your child. If you list a school as a preference on your application you should read the full admissions policy which is available online at www.learningtrust.co.uk/admissionrules or on the school’s website.

If you are unsure whether you will qualify for a place you can call the admissions team for impartial advice on 020 8820 7000.

DO YOU LIVE CLOSE ENOUGH TO GET A PLACE?
Some schools use home-to-school distance as part of their admission arrangements. You can find out the approximate distance to your preferred schools using the GOV.UK schools finder online at www.gov.uk/find-school-in-england

The distance from home to school of the last child offered a place at Hackney schools from last year is included in the full 2019 admissions guide online at www.learningtrust.co.uk/primaryguide

Remember that although this information can be used to give you an idea of how likely it is that you will be offered a place, the cut-off distance will change every year. We can never guarantee any child will be offered a place at any school.

HOW WILL YOUR CHILD TRAVEL TO SCHOOL?
It is very important that your child arrives on time to school each day. A long journey at peak times could make it difficult and may not be the best choice for your child. Hackney has a great network of buses, London overground and rail links making it easy to get to any of our local schools.

Travel to school is free on Transport for London (TfL) buses. Parents accompanying children must pay the normal fare. Some families may be eligible for help with the cost of tube and/or train journeys. See page 52 of the full 2019 admissions guide online at www.learningtrust.co.uk/primaryguide for further information.

RESEARCH SCHOOL PERFORMANCE AND INSPECTION OUTCOMES
All schools in Hackney are inspected regularly by Ofsted. You can access the latest Ofsted reports at www.reports.ofsted.gov.uk

Headteachers will be happy to talk to you about any part of the Ofsted report for their school.

You can get information about an individual primary school’s performance results from the Department for Education (DfE) website at www.compare-school-performance.service.gov.uk

GET ADVICE
Remember that the right school for your friend’s child may not be the right school for your child. Seek advice from teachers, other parents and the school admissions team. Don’t judge a school based solely on what others say – visit the school and make up your own mind.
**MYTH BUSTERS – GET THE FACTS!**

It is easy to make assumptions about how school admissions works. Here are some of the common assumptions and misunderstandings as well as the facts.

<table>
<thead>
<tr>
<th>Myth</th>
<th>Facts</th>
</tr>
</thead>
<tbody>
<tr>
<td>My child has a right to a place at one of my preferred schools.</td>
<td>Not true! … your child will only be offered a place if they qualify according to the school’s admission criteria. If your child does not qualify for any of your preferred schools (e.g. because your preferences were unrealistic) they will be offered a place at the nearest school to your home with a vacancy remaining after all on-time applicants have been offered places.</td>
</tr>
<tr>
<td>My child is in the nursery so they will automatically go into Reception.</td>
<td>Not true! … you must apply for your child even if they already attend the nursery. Schools must consider applications from children in the nursery in the same way as all other applicants, i.e. in accordance with the admission criteria for the school. <strong>Children in the Nursery are NOT given priority.</strong></td>
</tr>
<tr>
<td>If I list only one school then I have to be offered a place.</td>
<td>Not true! … listing only one school does not increase your child’s chances of being offered a place. You are strongly advised to include your nearest schools amongst your preferences.</td>
</tr>
<tr>
<td>I live nearer to the school than the last child offered under the distance criterion last year so I’m guaranteed a place.</td>
<td>Not true! … the home-to-school distance of last child offered a place will change every year. The information about offers in 2018 for each school is included in the Primary guide, available online at <a href="http://www.learningtrust.co.uk/primaryguide">www.learningtrust.co.uk/primaryguide</a>. This information is a guide only and no child is guaranteed a place at any school.</td>
</tr>
<tr>
<td>Children in my road go to the school so my child will too.</td>
<td>Not always … the number of pupils offered under each criterion at each school can change every year. Just because you know pupils living near you that go to a certain school, it does not mean that your child will be offered a place there.</td>
</tr>
<tr>
<td>If I apply to a school in another borough, their residents will have priority over me.</td>
<td>Not true! … an admissions authority cannot give preference to its own residents and published admissions criteria cannot include the borough of residence. Hackney schools do not discriminate between applicants who live in the borough and those who do not.</td>
</tr>
<tr>
<td>It does not matter if my application is late.</td>
<td>It matters! … if you apply after <strong>15 January 2019</strong>, we will look at your application after all those that applied on time have been processed. In this case it is very unlikely that you will be offered a place at a popular school.</td>
</tr>
<tr>
<td>I can only apply for Hackney schools.</td>
<td>Not true! … you can apply for both Hackney and out of borough schools by listing them on the Hackney application form.</td>
</tr>
</tbody>
</table>
Community Primary Schools

1) Baden Powell, E6 8DN
2) Benthal, N16 7AU
3) Berger, E9 6HB
4) Betty Layward, N16 9EX
5) Colvestone, E8 2LG
6) Daubeney, E5 0EG
7) De Beauvoir, N1 4BS
8) Gainsborough, E9 5ND
9) Gayhurst, E8 3EN
10) Grasmere, N16 9PD
11) Grazebrook, N16 OQP
14) Harrington Hill, E5 9EY
15) Holmeleigh, N16 5PU
17) Hoxton Garden, N1 5JD
18) Jubilee, N16 6NR
19) Kingsmead, E9 5PP
20) Lauriston, E9 7JS
21) London Fields, E8 3RL
24) Mandeville, E5 0BT
25) Millfields, E5 0SH
26) Morningside, E9 6LL
29) Nightingale, E5 8PH
31) Orchard, E9 7BB
33) Parkwood, N4 2HQ
34) Princess May, N16 8DF
35) Queensbridge, E8 4ET
36) Randal Cremer, E2 8JG
37) Rushmore, E5 0LE
38) Sebright, E2 8QH
39) Shacklewell, E8 2EA
40) Shoreditch Park, N1 5UN
42) Sir Thomas Abney, N16 5ED
43) Southwold, E5 9NL
44) Springfield, N16 6DH
55) Thomas Fairchild, N1 7HA
56) Tyssen, N16 6LR
57) William Patten, N16 0NX
58) Woodberry Down, N4 1SY

Academies & Free Primary Schools

12) Hackney New, N1 5AA
13) Hailey House, E8 2DQ
27) Mosbourne Parkside, E8 1AS
28) Mosbourne Riverside, E15 2GW
30) Northwold, E5 8RN
54) The Olive, Muslim, E2 8AB

Religious Primary Schools

16) Holy Trinity, CE, E8 3DY
22) Lubavitch Boys, Jewish, E5 9AE
23) Lubavitch Ruth Lunzer Girls, Jewish, N16 5RP
32) Our Lady & St Joseph, Catholic, N1 4JB
41) Simon Marks, Jewish, N16 6PD
45) St Dominic’s, Catholic, E9 5SR
46) St John and St James’, CE, E9 6DX
47) St John of Jerusalem, CE, E9 7JF
48) St John the Baptist, CE, N1 6JG
49) St Mary’s, CE, N16 0JT
50) St Matthias, CE, N16 8DD
51) St Monica’s, Catholic, N1 6NT
52) St Paul’s with St Michael’s, CE, E8 4PB
53) St Scholastica’s, Catholic, E5 8BS

Addresses and contact details for all schools are available online at www.learningtrust.co.uk/primaryschools

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