

# Apply for a secondary school place 2019

A BRIEF GUIDE FOR PARENTS OF CHILDREN IN YEAR 6

## ACT NOW!

### Visit schools

Open events are listed on the back page

## WHO?

Apply if your child was born between 1 September 2007 and 31 August 2008

## WHEN?

Apply by  
**19 October 2018**  
Offer day is  
1 March 2019

## HOW?

Apply online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk)  
Follow the step-by-step instructions in this guide

### Get more information

Read the full 2019 admissions guide online at [www.learningtrust.co.uk/secondaryguide](http://www.learningtrust.co.uk/secondaryguide)

### 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](http://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](http://www.learningtrust.co.uk/admissionrules)

## IMPORTANT DATES

<b>Monday 3 September 2018</b>	<b>Online applications open</b>
From Wednesday 12 September to Thursday 18 October 2018	Open days and evenings at Hackney secondary schools (see back page for more information)
From Monday 1 October 2018 to Friday 19 October 2018	Cognitive ability tests for children attending Hackney primary schools
<b>Friday 19 October 2018</b>	<b>Closing date for Hackney residents</b>
Wednesday 31 October 2018	Statutory deadline
Saturday 24 November 2018 and Saturday 1 December 2018	Cognitive ability tests for children attending primary schools outside Hackney
Friday 7 December 2018	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
<b>Friday 1 March 2019</b>	<b>National Offer Day</b>
Friday 15 March 2019	Last date to respond to your offer
September 2019	Children start secondary school

## HOW TO APPLY

Applications open on **3 September 2018**. You should complete Hackney Learning Trust's Common Application Form online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) (see the next page for step-by-step instructions). You can list up to six state-funded secondary 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 should apply by **Friday 19 October 2018**.

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 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 secondary schools in Hackney will ask you to complete a supplementary form:

- Cardinal Pole Catholic School, Catholic
- Lubavitch Senior Girls School, Orthodox Jewish
- Our Lady's High School, Catholic
- The Urswick School, Church of England
- Yesodey Hatorah Senior Girls School, Charedi Jewish

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

There is a separate transfer process for pupils who have an Education, Health and Care Plan. If your child has a plan or has been issued with a draft plan by **19 October 2018** then your child should not apply through the general admission process explained in

this leaflet. You will get a separate application 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/secondarysend](http://www.hackneylocaloffer.co.uk/secondarysend) for more information or call **020 8820 7000** Option 4.

### What documents do I need to send with my application?

You do not need to send any additional documents with your application. 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 address, 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/secondaryguide](http://www.learningtrust.co.uk/secondaryguide)

### BANDING AND COGNITIVE ABILITY TESTS (CAT)

Most Hackney secondary schools use a process of banding to ensure they admit a wide range of children of different abilities. Every child who applies must sit a cognitive ability test (CAT) and the results are used to group applications into different ability bands.

If your child attends a Hackney primary school (in Year 6) they will take the CAT at their school between

**Monday 1 October to Friday 19 October 2018.** The school will arrange the testing and advise you in advance.

If your child attends a school outside Hackney and you apply for a school that uses banding your child will be invited to sit the CAT at a Hackney secondary school on **Saturday 24 November or Saturday 1 December 2018.** We will contact you via email in November 2018 to tell you the date and venue for your child's test. The session will last about three hours.

For more information about CAT read the full 2019 admissions guide online at [www.learningtrust.co.uk/secondaryguide](http://www.learningtrust.co.uk/secondaryguide)

## IMPORTANT

There are no alternative test dates and it is your responsibility to make sure your child is available to take the test on your allocated date. Failure to take the test will result in your application being placed at the bottom of the list behind all applicants who have taken the test for that school.

## HOME ADDRESS

Your child's home address is the address where they are living on the closing date, **31 October 2018.** 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 [y6sectransfer@learningtrust.co.uk](mailto:y6sectransfer@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 each school that you apply for online at [www.learningtrust.co.uk/admissionrules](http://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 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 statutory closing date, **31 October 2018.** It may not be possible to consider evidence received after this date in time for National Offer Day (1 March 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.

### Siblings (sisters/brothers)

Your child will 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 you do not do this you may not be given the sibling priority.

A brother or sister must live permanently at the same address as the child for whom the application is being made. This includes a half brother or sister and a step brother or sister who lives permanently as a family unit at the same address.

## 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/secondaryguide](http://www.learningtrust.co.uk/secondaryguide) for more information about:

- Applying from overseas (see page 14)
- Twins, triples and multiple birth children (see page 13)
- Home-to-school distance (see page 13)
- Late applications (see page 14)
- Moving house (see page 14)
- Changing your preferences (see page 14)

# APPLYING ONLINE – STEP BY STEP GUIDE

## 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 March 2019. If you don't have one go to [www.googlemail.com](http://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](http://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'.

**Apply for a USO account**

Please enter your name and contact details, then click Next.

Title:

First name:

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'.

Thank you for completing the setup of your USO account.

To confirm: your username is **court0104.uso**

Please be sure to remember the password which you set. If this password is forgotten, you will be able to generate a new one but it will not be possible to recover the existing one.

**When you login to the eAdmissions website you will be sent a validation email. You must complete the validation process immediately to be able to start your application.**

[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.

**In this section**

- School admissions home
- Information & Guidance
- Register to apply online
- Edit your account
- Login to your account**
- Find your nearest school
- Local Authority details
- eAdmissions tutorials

**Login**

Username

Password

[Forgotten your username or password?](#)

[Not registered yet?](#)

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'.

**In this section**

- School admissions home
- Information & Guidance
- Register to apply online
- Edit your account
- Login to your account
- Find your nearest school
- Local Authority details
- eAdmissions tutorials

**Validation** Currently logged in as: court0104.uso

**Thank you for validating your email address**

Please **Login** to start your application.

The ParentComms mobile app is an additional way for you to receive the outcome of your online application, it is designed to help parents stay connected with their child's school.

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'.

My personal details are correct

I agree to the [privacy policy](#)

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'.

- Repeat steps 12 & 13 to list more schools until you have listed all your preferences.
- Change the order of preferences by clicking 'Move up'/'Move down'.
- Once all your preferred schools are listed click 'Next'. You will also need to click 'Continue' if you have listed fewer than six schools.

## FINAL CHECK AND SUBMIT

- Check your application carefully. To make changes click 'Back' at the bottom of the page.
- Read and agree the declaration and Hackney terms and conditions by clicking in the boxes.

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 supporting information up to the statutory 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.

## 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](mailto:support@eadmissions.org.uk)

If you have any other problems or questions please contact us on **020 8820 7000** or email [y6sectransfer@learningtrust.co.uk](mailto:y6sectransfer@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:

## BEFORE YOU APPLY...

**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.**

### OPEN

#### VISIT SCHOOLS

You should visit schools to get an idea of what they can offer. Details of the open events at Hackney secondary schools are on the back page of this leaflet. 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](http://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](http://www.gov.uk/find-school-in-england)

The distance from home to school of the last child offered a place at Hackney secondary schools from last year is included in the full 2019 admissions guide online at [www.learningtrust.co.uk/secondaryguide](http://www.learningtrust.co.uk/secondaryguide) 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 will change every year. We can never guarantee any child will be offered a place at any school.

Note that, in addition to distance, Mossbourne Community Academy and The Petchey Academy also include an element of random allocation

(a computerised lottery) to determine who gets a place.



#### HOW WILL YOUR CHILD TRAVEL TO SCHOOL?

Hackney has a great network of buses, London overground and rail links making it easy to get to any of our local schools. Children of secondary school age would generally be expected to travel to school independently using public transport. However a very long journey to school on public transport may not be the best choice for your child.

Travel to school is free on Transport for London (TfL) buses. Some families may be eligible for help with the cost of tube and/or train journeys. See page 50 of the full 2019 admissions guide online at [www.learningtrust.co.uk/secondaryguide](http://www.learningtrust.co.uk/secondaryguide) 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](http://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 school's performance results from the Department for Education (DfE) website at [www.compare-school-performance.service.gov.uk](http://www.compare-school-performance.service.gov.uk)



#### TALK TO YOUR CHILD & OTHERS

What school does your child want to attend? Seek advice from teachers, other parents and the school admissions team. Remember that the right school for your friend's child may not be the right school for your child. 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.

My child has a right to a place at one of my preferred schools.

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.

I don't need to apply because I have an older child already at the school.

Not true!...everyone must apply for their child even if they have a brother or sister already at the school. Most schools give priority to brothers and sisters but if you don't apply you could miss out on a place.

If I list only one school then I have to be offered a place.

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.

I live nearer to the school than the last child offered under the distance criterion last year so I'm guaranteed a place.

Not true!...the home-to-school distance of the last child offered a place will change every year. The information about offers in 2018 for each school is in the full 2019 admissions guide online at [www.learningtrust.co.uk/secondaryguide](http://www.learningtrust.co.uk/secondaryguide) This information is a guide only and no child is guaranteed a place at any school.

Children in my road go to the school so my child will too.

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.

If I apply to a school in another borough, their residents will have priority over me.

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.

It does not matter if my application is late.

It matters!...If you apply after **31 October 2018**, 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.

I can only apply for Hackney Schools.

Not true!...you can apply for both Hackney and out of borough schools by listing them on the Hackney application form.

## OPEN EVENTS in 2018

These open mornings and evenings at Hackney secondary schools are intended for students who will transfer from primary to secondary school in September 2019.

### CARDINAL POLE CATHOLIC SCHOOL

**E9 6LG** 020 8985 5150  
[www.cardinalpole.co.uk](http://www.cardinalpole.co.uk)

Tuesday 25 September, 5-8pm  
(Executive Headteacher speech at 5.30pm and 6.30pm)

Thursday 27 September through to Friday 5 October from 9-10.15am

### CITY OF LONDON ACADEMY, SHOREDITCH PARK

**E2 8QH** 020 7332 1432  
[www.shoreditch.cola.org.uk](http://www.shoreditch.cola.org.uk)

Wednesday 3 October, 4.30 -7.30pm  
(last entry 7pm)

Thursday 11 October, 9am and 11am

Friday 12 October, 9am and 11am  
(open mornings by appointment only)

### CLAPTON GIRLS' ACADEMY

**E5 0RB** 020 8985 6641  
[www.clapton.hackney.sch.uk](http://www.clapton.hackney.sch.uk)

Saturday 15 September, 10-12.30pm

Thursday 20 September, 9.15-10.30am

Tuesday 25 September, 9.15-10.30am

Wednesday 3 October, 9.15-10.30am

Thursday 11 October, 5-7.30 pm

### HACKNEY NEW SCHOOL

**E8 4DL** 020 7617 7181  
[www.hackneynewschool.org](http://www.hackneynewschool.org)

Tuesday 18 September, 5-9pm

Friday 21 September, 9-11am

Friday 28 September, 9-11am

Friday 5 October, 9-11am

(Please book at [goo.gl/7Nu9b3](http://goo.gl/7Nu9b3))

### HAGGERSTON SCHOOL

**E2 8LS** 020 7739 7324  
[www.haggerston.hackney.sch.uk](http://www.haggerston.hackney.sch.uk)

Wednesday 12 September, 9.15-10.30am

Wednesday 19 September, 9.15-10.30am

Wednesday 26 September, 9.15-10.30am

Monday 1 October, 5-7.30pm

Wednesday 3 October, 9.15-10.30am

### LUBAVITCH SENIOR GIRLS SCHOOL

**N16 5RP** 020 8800 0022 ext 128  
[www.lubavitchseniorgirls.com](http://www.lubavitchseniorgirls.com)

Tuesday 9 October (Contact the school for further information)

### MOSSBOURNE COMMUNITY ACADEMY

**E5 8JY** 020 8525 5200  
[www.mca.mossbourne.org](http://www.mca.mossbourne.org)

Thursday 27 September, 4.30-7.30pm  
(Last entry at 7.15pm. Last Principal's speech at 7.30pm. Evening ends at 7.45pm)

### MOSSBOURNE VICTORIA PARK

**E9 7DH** 020 8510 4550  
[www.mvpa.mossbourne.org](http://www.mvpa.mossbourne.org)

Thursday 27 September, 4.30-7.30pm  
(Last entry at 7.30pm. Evening ends at 8pm)

### OUR LADY'S HIGH SCHOOL

**N16 5AF** 020 8800 2158  
[www.ourladys.hackney.sch.uk](http://www.ourladys.hackney.sch.uk)

Monday 17 September through to Friday 28 September from 9.30-10.30am

Thursday 20 September, 4-8pm (Last entry: 7.30pm. Headteacher's speech at 5pm and 6.30pm)

Saturday 29 September, 10am-12noon

### SKINNERS' ACADEMY

**N4 1SY** 020 8800 7411  
[www.skimmersacademy.org.uk](http://www.skimmersacademy.org.uk)

Wednesday 19 September, 4.30-6.30pm  
(Principal's presentation at 4.45pm and 5.45pm)

Wednesday 10 October, 5-7pm  
(Principal's presentation at 5.15pm and 6.15pm)

Thursday 11 October, 9-10am (Principal's presentation at 9.35am)

### STOKE NEWINGTON SCHOOL AND SIXTH FORM

**N16 9EX** 020 7241 9600  
[www.sns.hackney.sch.uk](http://www.sns.hackney.sch.uk)

Monday 17 September, 5-7.30pm

Monday 24 through to Thursday 27

September, 9.45-10.45am

Monday 8 October, 5-7.30pm

Monday 15 October, 9.45-10.45am

(Open mornings by appointment only, telephone Linda Perkola to book)

### THE BRIDGE ACADEMY

**E2 8BA** 020 7749 5240  
[www.bridgeacademy.hackney.sch.uk](http://www.bridgeacademy.hackney.sch.uk)

Thursday 13 September, 4.30-7.30pm.  
(Last admission 7pm)

Thursday 27 September and Thursday 4 October, 9-10am (Last admission at 9.15am)

### THE CITY ACADEMY, HACKNEY

**E9 6EA** 020 8525 5440  
[www.thecityacademy.org](http://www.thecityacademy.org)

Tuesday 2 October, 5-8pm (Last entry: 7.30pm. Evening ends at 8pm)

Thursday 11 October, 9.45-11am and 10.20 -11.30am

Friday 12 October, 9.45-11am and 10.20-11.30am

(Open mornings by appointment only, book via school website)

### THE PETCHEY ACADEMY

**E8 2EY** 020 7275 1500  
[www.petcheyacademy.org.uk](http://www.petcheyacademy.org.uk)

Monday 24 September, 5.30-8pm (last entry at 7.30 pm)

Open Mornings every Thursday 8.30am in September (by appointment only, book by emailing [mail@petcheyacademy.org.uk](mailto:mail@petcheyacademy.org.uk))

### THE URSWICK SCHOOL

**E9 6NR** 020 8985 2430  
[www.theurswickschool.co.uk](http://www.theurswickschool.co.uk)

Thursday 4 October, 5.30-7.30pm  
(Headteacher speaks at 6.15pm and 7pm)

Tours commence at 9am and 10am every Tuesday and Thursday between 13 September and 18 October.

Contact the school for further information.

### YESODEY HATORAH SENIOR GIRLS SCHOOL

**N16 6UB** 020 8826 5500  
[www.najos.org/yesodey-hatorah-senior-girls-school](http://www.najos.org/yesodey-hatorah-senior-girls-school)

Open mornings are held in September and October by appointment only.