

ADMISSION ARRANGEMENTS FOR
REDBRIDGE
COMMUNITY PRIMARY AND SECONDARY SCHOOLS
2019/20

Revised 4/5/18 following Schools Adjudicator determinations ADA3354/ADA3356/ADA3358

Admission Arrangements for Community Primary Schools for 2019/20

- 1.1 Each school has a designated size based on the "admission number" which is the number of pupils per year group that can be accommodated.
- 1.2 The normal month of admission to infant/primary schools is September.
- 1.3 Children being admitted to reception can have their admission deferred beyond the date given in 1.2 above, but not beyond the beginning of the term after the child's fifth birthday or the academic year in which admission is sought. Parents must inform the school if they wish to defer entry.
- 1.4 Children being admitted to reception can be admitted on a part-time basis (until the child reaches compulsory school age) or full-time basis, or choose a place at a nursery or other early learning setting if the parents prefer.
- 1.5 Summer Born Children (born between 1 April 2015 and 31 August 2015). School admission authorities are required to provide for the admission of all children in the September following their fourth birthday. While most parents are happy for their child to start school in the September following their fourth birthday, some parents will have concerns about whether their child will be ready for school at this point, and will consider delaying their entry until compulsory school age – for this group, that would be September 2020. Parental requests for summer born children (born between 1 April and 31 August) to be admitted to Reception rather than Year 1 at the age of five, are different from any other parental request for admission out of the normal age group, as it is only in these circumstances that the child is being admitted to school for the first time. Refer to Notes ii for further details.
- 1.6 Applications received after the published deadline will not be considered until all of the applications received by that date have been dealt with unless there is evidence to show that the application or amendment could not reasonably have been made on time. A new preference or change in the order of preferences will not be accepted after the closing date unless the circumstances are deemed exceptional. Where this is deemed to be the case, the application will be treated as "on-time". Late applications will be dealt with after all on time applications in the first round of offers on the statutory annual allocation dates. Where a school is oversubscribed, late applications will normally be refused, and ranked according to the oversubscription criteria for the particular school. The child's place on the waiting list will be determined in accordance with the priorities in paragraph 1.9 below. Priority is not given based on the date the application was received or when the name was added to the waiting list.
- 1.7 Parents whose children attend the Infants Schools listed below, must apply for the linked Junior School when transferring from Year 2 to Year 3. Priority will only apply if there is an application:

Churchfields Infants linked to Churchfields Junior
Oakdale Infants linked to Oakdale Junior
Parkhill Infants linked to Parkhill Junior

This will also accord sibling priority, where appropriate, between the linked schools if a brother or sister is attending the other school and will still be there when the child starts at the school.

1.8 Children with statements of special educational needs/Education Health and Care Plans (EHCP) or those being re-integrated back into a mainstream school from the Churchfields Infants Language Facility or the Roding Unit for Hearing Impaired or such other educational facility as, in the opinion of the Authority's professional advisers, serves a similar function, will be admitted to the named school as 'excepted pupils' even if this causes the class size to rise above 30.

1.9 If the demand for a school is greater than the number of places available, all applications will be considered on an equal basis, within the following categories:

- a. "looked after" children and children previously looked after but immediately after being looked after became subject to an adoption, child arrangement order or special guardianship order. A looked after child is a child who is in the care of a local authority as defined by section 22 of the Children Act;
- b. Priority for children of school staff, up to one place per form of entry i.e. a school with an intake of 90 will have up to three places available for children of staff. Places will be allocated:
 - i. to children of staff recruited to fill a vacant post for which there is a demonstrable skill shortage;
 - ii. to children of staff employed at the school for two or more years at the time at which the application for admission to the school is made, ranked by distance (as set out in d below).
- c. children with siblings who are already on roll in the main school in Reception to Year 6 (not a nursery class attached to the school) and will still be on roll when the child is admitted, and
- d. children living nearest to the school as measured by the shortest measured walking distance as measured by a Geographic Information System from the child's home to the main entrance of the school using public roads and recognised footpaths. It should be noted that when measurements involve flats in the same block, the distance will be to the main entrance of the block. In using distance as a tie-breaker, should there be more than one applicant for a final place living an identical distance from the school in question, the Authority will use the random allocation facility within the Synergy "Admissions and Transfers System" pupil data base which is used for allocations.

1.10 In paragraph 1.9 above, within each category (a) to (c), the shortest measured walking distance as measured from home to school as detailed in (d) will be used to give priority to applicants.

1.11 For Seven Kings primary phase the admission arrangements will be:

- a. "looked after" children and children previously looked after but immediately after being looked after became subject to an adoption, child arrangement order or special guardianship order. A looked after child is a child who is in the care of a local authority as defined by section 22 of the Children Act 1989;
- b. Priority for children of school staff, up to one place per form of entry i.e. with an intake of 120 there will be up to four places available for children of staff. Places will be allocated:
 - i. to children of staff recruited to fill a vacant post for which there is a demonstrable skill shortage;
 - ii. to children of staff employed at the school for two or more years at the time at which the application for admission to the school is made, ranked by distance (as set out in the tie break).

- c. children who live in the catchment area and who have brothers or sisters (siblings) who are both currently on roll at the school (except Years 11-13) and who will continue to attend that school in the following academic year;
 - d. other children who live in the catchment area;
 - e. children who have brothers or sisters (siblings) who are both currently on roll at the school (except Years 11-13) and who will continue to attend that school in the following academic year; and
 - f. children who live out of the catchment area who have no sibling attending the school.
- 1.12 The Authority will make every effort to offer an infant aged child a place within a reasonable distance of 1.5 miles as based on the shortest walking route if there are places available.
- 1.13 If preferences cannot be met, a child's name will be put on the waiting list(s) of the school(s). As places become available they will be allocated from the waiting list according to the above criteria.
- 1.14 The allocation of a preferred school will automatically cause any lower ranked school to be withdrawn unless the applicant specifies otherwise. The parents will not be allowed to hold two offers at the same time.
- 1.15 Where a primary school organises more classes in a year group than the current form of entry for that year group, those pupils on the waiting list will be automatically admitted up to the number of pupils for that school, as if a further form of entry had been created. This will be subject to the numbers in classes not exceeding 30 and the accommodation being both available and sustainable.
- 1.16 The waiting list will run until 31 December 2019. Waiting lists for after 31 December 2019 will require parents to submit an online in-year application for their child to remain on the waiting list. New waiting lists will then be drawn up in accordance with the agreed oversubscription criteria for the school concerned. The length of time a child is on a waiting list does not affect their position. All subsequent waiting lists will continue until 31 August of the following year and applicants will be told at the time an offer is made of the need to re-apply for continued consideration. Waiting lists will be drawn up in accordance with paragraph 1.9 above. Priority is not given based on the date the application was received or when the name was added to the waiting list.
- 1.17 Where no school place is available at a suitable maintained school due to a shortage, a place will be offered in accordance with the Fair Access Protocol, see under Notes and Definitions vi.

Admission Arrangements

For

Nursery Classes at Community Primary Schools 2019/20

1. Each nursery class attached to a community primary school has an agreed admission limit.
2. Children shall be admitted, when a place becomes available, for up to fifteen hours a week for 38 weeks or a stretched offer of 11 hours a week for 50+ weeks of the year taken over a minimum of 3 days or, in some settings, more flexibly.
3. Schools are recommended to arrange admissions as follows:
 - i. "looked after" children and children previously looked after but immediately after being looked after became subject to an adoption, child arrangement order or special guardianship order. A looked after child is a child who is in the care of a local authority as defined by section 22 of the Children Act 1989;
 - ii. siblings, with preference to older children according to their date of birth, preference will only be given to those with siblings who will still be in attendance at the date of admission; and
 - iii. all other applicants, with preference to older children according to their date of birth.
4. In each category, the tie-break will be the shortest measured walking distance as measured by a Geographic Information System from the child's home to the main entrance of the school using public roads and recognised footpaths. It should be noted that when measurements involve flats in the same block, the distance will be to the main entrance to the block. In using distance as a tie-breaker, should there be more than one applicant for a final place living an identical distance from the school in question, the Authority will use the random allocation facility within the Synergy "Admissions and Transfers System pupil data base which is used for allocations.
5. Admission to a nursery class does not guarantee admission to the main school, application for which must be made in accordance with the admission policy for community primary schools.
6. The statutory right to appeal does not apply to admission to nursery classes.

Admission Arrangements
For
Community Secondary Schools 2019/20

- 1. Admission to comprehensive schools at 11+**
- 1.1 Each school has a designated size based on "the admission number" which is the number of pupils per year group that can be accommodated.
- 1.2 All community comprehensive schools have set areas called "catchment areas" and children living in a catchment area have priority for admission.
- 1.3 Children with statements of special educational needs/Education Health and Care Plans (EHCP) will be admitted to the school that is named on their statement or EHCP.
- 1.4 Applications for transfer in September 2019 should be submitted by 31 October 2018 at the latest.
- 1.5 Notification of the allocated school will take place on 1 March 2019.
- 1.6 If the demand is more than the number of places available, all applications will be considered on an equal basis as follows:-
 - a. "looked after" children and children previously looked after but immediately after being looked after became subject to an adoption, child arrangement order or special guardianship order. A looked after child is a child who is in the care of a local authority as defined by section 22 of the Children Act 1989.
 - b. Priority for children of school staff, up to one place per form of entry i.e. a school with an intake of 180 will have up to six places available for children of staff. Places will be allocated:
 - i. to children of staff recruited to fill a vacant post for which there is a demonstrable skill shortage;
 - ii. to children of staff employed at the school for two or more years at the time at which the application for admission to the school is made, ranked by distance (as set out in 1.9).
 - c. children who live in the catchment area and who have brothers or sisters (siblings) who are both currently on roll at the school (except Years 11-13) and who will continue to attend that school in the following academic year;
 - d. Other children who live in the catchment area;
 - e. children who have brothers or sisters (siblings) who are both currently on roll at the school (except Years 11-13) and who will continue to attend that school in the following academic year; and
 - f. children who live out of the catchment area who have no sibling attending the school.
- 1.7 A child is given catchment area priority on a waiting list once it has been confirmed that the family are permanently resident at the new address.

- 1.8 Applications received after the published deadline will not be considered until all of the applications received by that date have been dealt with unless there is evidence to show that the application or amendment could not reasonably have been made on time. A new preference or change in the order of preferences will not be accepted after the closing date unless the circumstances are deemed exceptional. Where this is deemed to be the case, the application will be treated as "on-time". Late applications will be dealt with after all on time applications in the first round of offers on the statutory annual allocation dates. Where a school is oversubscribed, late applications will normally be refused, and ranked according to the admissions criteria for the particular school. The child's place on the waiting list will be determined in accordance with the priorities in paragraph 1.6 above. Priority is not given based on the date the application was received or when the name was added to the waiting list.
- 1.9 In each category, if there are more children than places available, priority will be based on the shortest measured walking distance as measured by a Geographic Information System from the child's home to the main entrance of the school using public roads and recognised footpaths. It should be noted that when measurements involve flats in the same block, the distance will be to the main entrance of the block. In using distance as a tie-breaker, should there be more than one applicant for a final place living an identical distance from the school in question, the Authority will use the random allocation facility within the Synergy "Admissions and Transfers System" pupil data base which is used for allocations.
- 1.11 Where physically disabled pupils are in the catchment area of any accessible school they should be considered for admission to that school. If a student out of catchment requires a school that is accessible then the schools that are accessible should be considered equally and the student placed in the most appropriate school that meets their needs.
- 1.12 If the parent's preference cannot be met a child's name will be put on the waiting list(s) of the school(s). As places become available, they will be allocated from the waiting list.
- 1.13 The allocation of a preferred school will automatically cause any lower ranked preference schools to be withdrawn unless the applicant specifies otherwise. The parents will not be allowed to hold two offers at the same time.
- 1.14 The waiting list will run until 31 December 2019. Waiting lists for after 31 December 2019 will require parents to submit an online in-year application for their child to remain on the waiting list. New waiting lists will then be drawn up in accordance with the agreed oversubscription criteria for the school concerned. The length of time a child is on a waiting list does not affect their position. All subsequent waiting lists will continue until 31 August of the following year and applicants will be told at the time an offer is made of the need to re-apply for continued consideration. Waiting lists will be drawn up in accordance with paragraph 1.6 above. Priority is not given based on the date the application was received or when the name was added to the waiting list.
- 1.15 Community comprehensive school governing bodies may be consulted each summer term regarding the possibility of a limited, planned, over-allocation of places to their respective admission limits in the expectation that allocated pupils would reduce through non-arrivals or withdrawals over the summer holiday or early in the Autumn Term.

- 1.16 Where no school place is available at a suitable maintained school due to a shortage, a place will be offered through the Fair Access Protocol, see under Notes and Definitions vi.

2. Admissions to selective (grammar) schools at 11+

- 2.1 Admission to the two selective (grammar) schools is based on the optional selection procedure only. The level of ability for entry is very high.
- 2.2 The schools have a common catchment area. If parents live outside this catchment area, consideration for a place at one of these schools will be given after all the requests from those within the catchment area have been met. However, all those who register will have the opportunity to be tested.
- 2.3 Advice shall be provided to applicants, in the form of data from previous years, to explain that only children who live in the catchment area have been admitted over the last 5 years.
- 2.4 Parents are asked to discuss with their child's primary school headteacher, whether a selective (grammar) school education would be of benefit. However, if parents are still undecided they are advised to have their child considered under the optional selection procedure. For admission in 2019, the tests will take place on Saturday 15 September 2018.
- 2.5 Applicants will be required to register for the tests for the selective (grammar) schools so that any medical or physical needs the candidate may have can be taken into account in the testing arrangements. Evidence of the candidate's date of birth will be required to ensure the test can be applied appropriately. Applications must be returned within the publicised registration deadline, usually 1 May to 30 June.
- 2.6 In respect of those who register on-time but are unable to take the tests on the published date, late testing will be arranged on the provision of a doctor's certificate or proof of why the child could not sit on the original dates provided i.e. religious observance. This includes documentary evidence, such as a death certificate for a close relative where appropriate. It is the parents' responsibility to find out how their children should be registered for the tests and to ensure that this has been done.
- 2.7 In respect of those who register on-time but are refused entry to the tests because they do not produce the correct identification, no further arrangements will be made for this group of registrants.
- 2.8 In respect of applicants who do not register for testing within the publicised registration deadline but then submit on-time preferences naming a selective school, no testing arrangements shall be made: no late registrations will be accepted for 2019 and thereafter, and a statement to this effect shall be prominently displayed in the published admission arrangements.
- 2.9 Parents will be provided with advice on their child's overall position, in order of total standardised test score, before the deadline for expression of preferences on 31 October. This will not be any guarantee of an offer.
- 2.10 All applicants must complete the formal common application form online to express a preference for the selective schools. Completion of the registration/Supplementary Information Form alone is not accepted as an application.

- 2.11 If a parent is not satisfied with the outcome of the optional selection procedure, they should discuss the matter with the head of their child's primary school. The Authority's decision can be challenged through the statutory appeal process.
- 2.12 There will be a "pass mark" of 104 for all applicants and no one scoring lower than 104 will be added to the ranked list or waiting list.
- 2.13 Priority will be as follows:
1. Looked after children and previously looked after children;
 2. Up to 18 places will be offered to children living in the common catchment area who are entitled to the pupil premium, ranked according to the total standardised score in overall order of merit;
 3. Other children living in the catchment area, ranked according to the total standardised score in overall order of merit.
 4. Children living outside the catchment area, ranked according to the total standardised score in overall order of merit.
- 2.14 Where there is more than one such candidate with the same score, the tiebreak will be the shortest measured walking distance, as measured by a Geographic Information System, from the child's home to the main entrance of the school using public roads and recognised footpaths (it should be noted that when measurements involve flats in the same block, the distance will be to the main entrance of the block). In using distance as a tie-breaker, should there be more than one applicant for a final place living an identical distance from the school in question, the Authority will use the random allocation facility within the Synergy "Admissions and Transfers System" pupil data base which is used for allocations.
- 2.15 When a vacancy arises on the waiting list, it will be offered to the next highest qualifying candidate according to the total standardised score in overall order of merit, following the oversubscription criteria as detailed above. Where there is more than one such candidate with the same score, the tiebreak will be the shortest measured walking distance, as measured by a Geographic Information System, as before.

3. Admission in Years 7-11

3.1 If there is a vacancy in the appropriate year group, a request will be granted. There are particular requirements in respect of the two selective (grammar) schools, see paragraph 3.7.

3.2 If it is not possible to comply with parents' wishes immediately, the child's name will be placed on a waiting list and a place will be offered as soon as possible. Waiting lists will be drawn up in accordance with the oversubscription criteria. Priority is not given based on the date the application was received or when the name was added to the waiting list.

3.3 If the demand for a school is greater than the number of places available, all applications will be considered on an equal basis, within the following categories:

a. "looked after" children and children previously looked after but immediately after being looked after became subject to an adoption, child arrangement order or special guardianship order. A looked after child is a child who is in the care of a local authority as defined by section 22 of the Children Act 1989;

b. Priority for children of school staff, up to one place per form of entry i.e. a school with an intake of 180 will have up to six places available for children of staff. Places will be allocated:

i. to children of staff recruited to fill a vacant post for which there is a demonstrable skill shortage;

ii. to children of staff employed at the school for two or more years at the time at which the application for admission to the school is made, ranked by distance (as set out in 1.9).

c. children who live in the catchment area and who have brothers or sisters (siblings) who are both currently on roll at the school (except Years 11-13) and who will continue to attend that school in the following academic year.

d. other children who live in the catchment area;

e. children who have brothers or sisters (siblings) who are both currently on roll at the school (except Years 11-13) and who will continue to attend that school in the following academic year; and

f. children who live out of the catchment area who have no sibling attending the school. The tiebreak will be the shortest measured walking distance, as measured by a Geographic Information System, from the child's home to the main entrance of the school using public roads and recognised footpaths (it should be noted that when measurements involve flats in the same block, the distance will be to the main entrance of the block.). In using distance as a tie-breaker, should there be more than one applicant for a final place living an identical distance from the school in question, the Authority will use the random allocation facility within the Synergy "Admissions and Transfers System" pupil data base which is used for allocations.

3.4 Waiting lists will cease as at 31 August annually and applicants will be told at the time an offer is made of the need to re-apply for continued consideration. Waiting lists will be drawn up in accordance with the oversubscription criteria. Priority is not given based on the date the application was received or when the name was added to the waiting list.

- 3.5 Where no school place is available at a suitable maintained school due to a shortage, a place will be offered in accordance with the Fair Access Protocol, see under Notes and Definitions, vi.
- 3.6 Children are admitted to Year 11 up until the autumn half term (effectively 31 October) each year. After that date, children may be admitted to alternative provision provided to meet their needs.
- 3.7 In the case of the two selective (grammar) schools, children are not considered for entry into Years 10 or 11 at either grammar school. If there is a vacancy in Years 7, 8 and 9, late applicants will be tested. A waiting list will be maintained of applicants who have met the pass mark. Should two or more candidates achieve this standard; the place will be offered to the candidate with the highest qualifying total standardised score, and then ranked by distance within each score.

4. Admission to Sixth Forms

- 4.1 Admission to community schools' sixth forms will be managed by each school in accordance with the Authority's criteria.
- 4.2 In accordance with the School Admissions Code 2014, applications will be accepted separately from parents and students above compulsory school age.
- 4.3 Each community school will publish annually a Sixth Form prospectus stating the range of courses and entrance requirements including the following:
- The agreed admission number for external students only based on the lowest average number of external students admitted over the previous three years;
- The general criteria set by the school for entry to its sixth form;
- The specific entry criteria set by the school for each programme of study.
- 4.4 Conditional offers will be based on an applicant's predicted grades/capped average points score and admission will be based on the actual grades/average points score attained.
- 4.5 All applicants will be required to meet the general entry requirements to the school.
- 4.6 Should a programme of study be oversubscribed, the following criteria will be applied in order of priority:
- a. "looked after" children and children previously looked after but immediately after being looked after became subject to an adoption, child arrangement order or special guardianship order, subject to meeting the specific entry criteria for their chosen programme of study. A looked after child is a child who is in the care of a local authority as defined by section 22 of the Children Act 1989.
- b. external applicants subject to meeting the specific entry requirements for their chosen programme of study.
- 4.7 Where there are more external applicants than places available, applicants will be ranked according to their predicted grades/capped average points scores.
- 4.8 Should a tiebreak be necessary, priority will be given to applicants based on the shortest measured walking distance from the child's home to the main entrance to the school as measured by the Authority's geographic measuring system. In using distance as a tie-breaker, should there be more than one applicant for a final place living an identical distance from the school in question, the Authority will use the random allocation facility within the Synergy "Admissions and Transfers System" pupil data base.
- 4.9 Applicants will not be interviewed for admission but the School may meet with applicants, whether internal or external, to ensure that subject choices are appropriate and available.

- 4.10 Should admission to the Sixth Form be refused, applicants will be provided with details of the statutory appeal procedure. Both the child and the parent may appeal.

Appeals against Admission Decisions

1. The School Standards and Framework Act 1998 (as amended) allows parents to appeal against any decision made by or on behalf of Redbridge Education Authority about the school at which education is to be provided for a child.
2. Every effort will be made to meet parental preferences and no appeal to any appeal panel may be lodged before the Authority has made a firm decision. Parents will, where this decision is not in accordance with their preferences, be informed of the date by which they must lodge their appeals.
3. Repeat appeals in the same academic year, for the same school, will not be considered unless there have been significant and material changes in circumstances relevant to the application.
4. The Authority will implement the decisions of the appeals panels.
5. Places will continue to be filled from the waiting lists, whether or not parents have appealed, in accordance with the admission policy.

Admission Numbers 2019/20

Please note: Admission numbers may need further review in the light of any changes to projections of the intake to schools.

Community Secondary Schools - Entry September 2019

	Year 7	External Sixth Form
Caterham High	180	38
Ilford County High	180	35
Oaks Park High	300	41
Seven Kings	180	137
Valentines High	180	43
Wanstead High	300*	43
Woodbridge High	300	10
Woodford County High	180	23

**Proposals to expand Wanstead High School currently at feasibility stage; expansion to proposed admission number of 300 subject to statutory school organisation, planning and internal governance processes.*

Community Primary Schools - Entry September 2019

Aldersbrook Primary	90
Barley Lane Primary	120
Chadwell Primary	90
Christchurch Primary	150
Churchfields Junior	120
Churchfields Infant	120
Cleveland Road Primary	120
Coppice Primary	60
Cranbrook Primary	120
Downshall Primary	90
Fairlop Primary	90
Fullwood Primary	60
Gearies Primary	120*
Gilbert Colvin Primary	60
Glade Primary	60
Goodmayes Primary	90
Gordon Primary	60
Grove Primary	90
Highlands Primary	90
John Bramston Primary	60
Manford Primary	60
Mayespark Primary	120
Mossford Green Primary	60
Newbury Park Primary	120
Nightingale Primary	120**
Oakdale Junior	90
Oakdale Infant	90
Parkhill Junior	120

Parkhill Infant	120
Redbridge Primary	120
Roding Primary	60
Seven Kings Primary Phase	120
Snaresbrook Primary	60
South Park Primary	90
Uphall Primary	150
Wells Primary	45
William Torbitt Primary	120
Woodlands Primary	120

**Expansion at Gearies Primary School subject to statutory school organisation and planning processes.*

*** Expansion at Nightingale Primary School subject to statutory school organisation and planning processes.*

Notes and definitions applying to the admission arrangements for all community schools

- i. In order to facilitate decisions on any applicants seeking admission outside their chronological age group, the Authority will require the parents to explain, with evidence, why they consider the child should be admitted out of normal chronological year at the time of admission. The Authority will also seek advice from the child's current school (if any). The Authority will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the head teacher of the school concerned.
- ii. Parental requests for summer born children (born between 1 April and 31 August 2015) to be admitted to Reception rather than Year 1 at the age of five, are different from any other parental request for admission out of the normal age group, as it is only in these circumstances that the child is being admitted to school for the first time. In these circumstances, parents are required to make an application for their child's normal age group by 15 January 2019, and also submit a written request for admission out of the normal age group at the same time. There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

Parents will receive the response to their request before 16 April 2019. Decision letters will clearly set out how the Authority made its decision, including how it had regard to any evidence provided by the parents or guardians. If the request is agreed, their application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to Year 1 for the September following the child's fifth birthday. Where a parent's request is agreed, they must make a new application as part of the main admission round the following year, by 15 January 2020.

- iii. In recognising any route to be measured, the Authority is mindful of every child's safety. In general, walking routes recognised for school admission purposes will be paved or with a tarmac surface, lit, well-maintained with unrestricted visibility (e.g. not overgrown) and accessible at all times. This means that there may be some footpaths or commonly used foot routes across private land that are not recognised as routes to school for the purposes of the Geographic Information System used to determine admissions. There may also be new footpaths or roads created (for example, by a new housing development) that may not be recognised.

In the event of doubt about the suitability of a route, a visit will have been made to the site by a senior officer to assess its suitability. The recognised routes are fixed before the start of the admissions process and new routes will only be introduced at a suitable opportunity after the main allocation dates (taking account of a period within which parents can accept or decline their initial offers and when appeals are heard).

- iv. In defining a child's ordinary place of residence, a business address, a landlord's tenant's address, or a child-minder's address will not be accepted as a basis for allocating school places, nor will future addresses be accepted (except in exceptional circumstances). Second homes, by virtue of a short-term lease, will not be accepted as a normal permanent place of residence.
- v. For families of service personnel with a confirmed posting in Redbridge or crown servants returning from overseas to live in the area, a place will be allocated in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and address for considering the application against the oversubscription criteria.
- vi. In order to determine residence at least three documentary proofs are required from the following:
 - rent book
 - tenancy agreement – NB those with tenancy agreements will normally be required to provide a copy of their coverage under the Tenancy Deposit Protection Scheme or other deposit protection as applies to the tenancy
 - council tax details – payment books, slips, statements (mandatory)
 - utility bills e.g. electricity/gas/water/landline telephone bills (within three months)
 - Child benefit letter
 - UK Driving Licence

If the applicant is unable to provide at least three of the above documents, a visit will be made to determine residence.

- vii. Redbridge has an agreed Fair Access Protocol to achieve a fair and balanced approach in placement of vulnerable children who require a school place including those unplaced through a shortage of places. This includes admitting children above the published admission number to schools that are already full and such admissions take precedence over others on waiting lists. (All Redbridge schools are subject to this protocol even if they are responsible for their own admissions.)

- viii. The term "sibling" shall include children as follows:

Half-siblings

Adopted siblings

Children subject of a child arrangement order

Foster children (only those "looked after" by any local authority's Children's Services)

Step-children

Common law step-children

Sibling priority will apply to children only if they live in the same home as another sibling attending the named school and who would still be in attendance when the child is admitted.

- ix. The term "guardianship" shall apply as follows:

If it is a true situation whereby the relatives have been appointed as guardian in a will or by court order, documentary evidence will be required as proof.

Picking children up from school and looking after them until such time that the parents are able to collect their children will not constitute a legally accepted situation whereby the relative is the full time carer.

However, if the child/ren reside with the relatives on a full time basis, both during the week and at weekends, this would be more likely to be accepted as a formal arrangement. If such a formal arrangement has been agreed, there should be some evidence that the relatives care for the child/ren on a full time basis, practical examples of factual proof would include:

- who holds the child allowance book (and collects it)
- where the child is registered with a GP
- where the child spends weekends

If a child were merely looked after by a relative during the week, this would not alter their "ordinary residence" which is assumed to be with their parents and whose address would be used for admission purposes.

- x. The term "ordinary residence" shall apply as follows:

When a child lives with its birth parents, legal guardian or foster parent, that address will be considered to be the child's normal, permanent place of residence.

However, when a child has parents who are separated, the parents may nominate only one address for the application process:

- if one parent has parental responsibility (as evidenced by documentation) that parent's address must be used;
- if both parents have parental responsibility (as evidenced by documentation) the Local Authority will normally accept the parent's address used by the child's primary school, and
- if a child lives, full or part-time, with neither parent e.g. with a relation, the Local Authority will accept this as the application address only if the arrangement is long-standing and can be confirmed as such. The child must sleep at this address for a minimum of 4 nights each week.

- xi. In all cases, where it is specified that a secondary school has a catchment area, these can be viewed in the published secondary admission arrangements on the Redbridge website at www.redbridge.gov.uk following the link to "schools".

- xii. Children will be identified as being entitled for the pupil premium if their parents apply for the grammar schools under this criterion and they are entitled to it in Year 6.

- xiii. The term "children of school staff" or "children of staff" means the child of anyone who works at that school, including teaching and non-teaching staff.