



# Starting Secondary School **2023**

Your choice for secondary education

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A guide for parents with children  
transferring to secondary school  
in 2023



# Your choice for secondary education

If your child was born between 1 September 2011 and 31 August 2012, you will need to apply for a secondary school place by 31 October 2022.

Apply online:  
[www.eadmissions.org.uk](http://www.eadmissions.org.uk)

The Pan London eAdmissions site opens on  
1 September 2022.

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# FOREWORD



**Andrew Carter**  
Director of the  
Department of  
Community and  
Children's Services

The City of London Corporation (City of London has a very proud and long history of providing excellent educational services to children of all ages. We are committed to ensuring that every child in the City of London gets the best start in life and receives the right support to reach their full potential.

Moving on to secondary school is an exciting time for your child. It represents an important milestone in their education journey and is a gateway to future opportunities. In light of the recent pandemic, I feel that it's important to acknowledge the disruption that children have experienced over the last couple of years. It is positive news, however, that the last academic year has been impacted by the pandemic less than in previous years, resulting in more stability for our children and young people.

This booklet has been produced to make the admissions process easy to understand. In here you will find helpful information on the school admissions process, the guidance you need to consider and key dates you need to be aware of to make a successful application.

The City of London is committed to delivering exceptional education, cultural and creative learning skills, which link to the world of work through its 'Family of Schools'. Being part of the Family of Schools provides many benefits, including access to enrichment events

across the year to inspire pupils and provide memorable experiences.

Pupils also benefit from cultural learning programmes delivered by the City of London's cultural institutions, including the Barbican, Guildhall School of Music and Drama, the Museum of London and London Symphony Orchestra.

To ensure that all children living in the City of London have access to the City of London's Family of Schools, we have arrangements with three of the City of London's sponsored academies to make a number of places available to City of London children. This means that your child has the option of applying to the City of London Academy Islington, the City of London Academy (Southwark) and The City Academy, Hackney, regardless of the area of

the City of London in which you live. They provide children with exceptional facilities, excellent learning opportunities and highly professional staff.

Due to COVID-19, the last published results from schools in the UK are from 2019. In 2019, 36 per cent of pupils at the City of London Academy (Southwark) achieved a grade 5 or above in English and Maths GCSEs, and 62 per cent of pupils achieved a grade 4 or above in English and Maths GCSEs. At A level,

7.1 per cent achieved grades of AAB or higher in at least two facilitating subjects and an average grade of C was achieved.

At the City of London Academy Islington, 31 per cent of pupils achieved a grade 5 or higher in English and Maths GCSEs, and 60 per cent of pupils achieved a grade 4 or above in English and Maths GCSEs. At A level, an average grade of C+ was achieved.

At The City Academy, Hackney, 37 per cent of pupils achieved a grade 5 or above in English and Maths GCSEs, and 65 per cent of pupils achieved a grade 4 or above in English and Maths GCSEs. At A level, 1.3 per cent achieved grades of AAB or higher in at least two facilitating subjects, and an average grade of C was achieved.

Visiting schools will give you a much clearer picture of the school's environment, how the children interact with each other, the school's approach to partnership working with you, and the community it serves. As such, I do suggest you visit schools you are interested in before making your preferences on the eAdmissions website. This will help you and your child assess if the school will be a place where they will be happy and get the best from their education.

We will do all we can to help you find a school place for your child. The Education and Early Years' Service is available to support you with your application if you need it.

I wish your child every success and happiness in their education as they make the transition from primary to secondary school.

# STARTING SECONDARY SCHOOL IN 2023

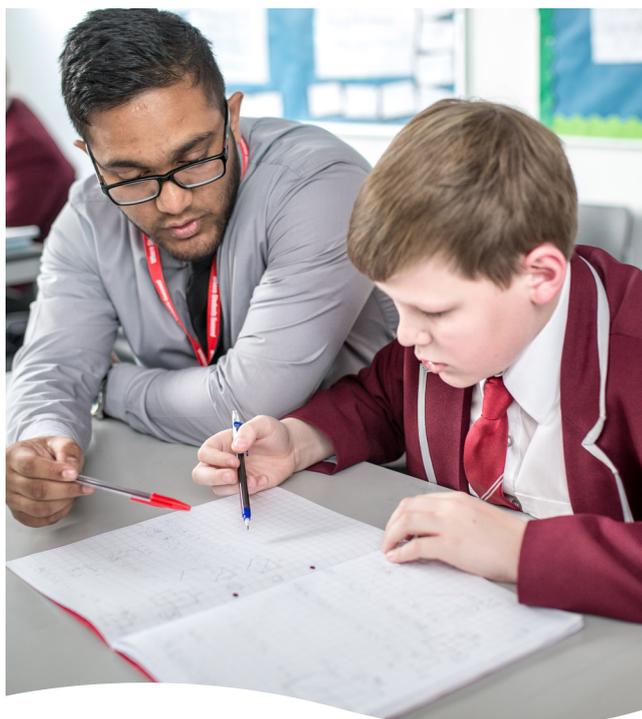
If your child was born between 1 September 2011 and 31 August 2012, he or she will be moving on from primary to secondary school next year, which means you must apply for a secondary school place by 31 October 2022.

## Children with Special Educational Needs and Disabilities (SEND)

All secondary schools have written policies (SEND Policy and SEND Information Report) outlining how they support pupils who have been identified as having SEND. Most children with SEND can successfully attend mainstream schools with additional support.

You will be able to see the school's SEND Policy and SEND Information Report on their website, or you can contact the school you are interested in to request a copy.

The City of London has an Educational Psychology Service, which can be consulted by an educational setting in the City for advice if the setting has identified and is supporting your child with any difficulties with learning or wellbeing.



If your child has special educational needs but does not have an Education, Health and Care (EHC) plan, you must apply for a secondary school place by completing a Common Application Form (CAF). The Special Educational Needs Coordinator (SENCo) at your child's primary school will work with the SENCo at the secondary school to make sure the move from primary to secondary school goes as smoothly as possible.

## Children with an EHC plan

If your child has an EHC plan, you do not need to complete a CAF. The City of London's Education and Early Years' Service will support you with the process. The team will help you to identify and apply to schools appropriate to your child's needs. Once a school has been agreed, it will be named on your child's EHC plan.

**If you would like to discuss your child's special educational needs or would like more information, please contact the Education and Early Years' Service on 020 7332 1002.**

## SEND Local Offer

Information about the provision and services that are available for children and young people with SEND (0–25 years) can be found on the City of London's SEND Local Offer website. The SEND Local Offer sets out information about services and provision both inside and outside the City. Please visit the Family Information Service for full details: <https://www.fis.cityoflondon.gov.uk/send-local-offer>

# KEY DATES TO REMEMBER

2022	<p><b>1 September</b> You can start making applications to schools using the online CAF.</p>	<p><b>September/October</b> School open days (contact the specific school for details).</p>
	<p><b>31 October</b> Deadline date for applications and additional documentation where applicable, such as Supplementary Information Forms (SIFs) and medical assessments for consideration under social/medical criterion.</p>	<p><b>November/December</b> Some schools may require your child to carry out a fair banding test.</p>
2023	<p><b>1 March</b> The results of your application will be sent to you on National Offer Day. If you applied online, you'll receive an email/or text alert in the evening informing you of the outcome or where to find it online.</p>	<p><b>15 March</b> Deadline for accepting an offer of a secondary school place.</p>
		<p><b>May/June</b> Appeals heard against the refusal of a place at a school on your application form.</p>



# HOW TO CHOOSE A SCHOOL

## Get started

Our advice is: Don't wait! Give yourself as much time as possible to explore and consider your options so that you can apply to schools that best fit your child's needs and aspirations and whose selection criteria are favourable to you.

## Finding a school

If you don't know the schools in your area, a good place to start your search is by looking at your local authority's secondary school guide, or those of surrounding local authorities. They contain general information about the local schools. You can download copies from their websites. You'll find contact details for local authorities near the City of London on page 31.

Alternatively, you could visit the Department for Education's 'Find and compare schools in England' website: [www.gov.uk/school-performance-tables](http://www.gov.uk/school-performance-tables)

This website provides a comprehensive list of schools across England, and it also allows you to access performance tables that give information on pupils' results at each school and show how they compare with other schools.



Each school's information page provides a link to its Ofsted report. An Ofsted report details a school's strengths and weaknesses in terms of teaching staff and leadership, and its status at the time of its last inspection. Schools are currently inspected every four years.

Once you've come up with a shortlist, find out more about each school by reading its:

- prospectus – detailed information about the school, and its leaders, teachers, courses, facilities and philosophy
- admissions policy – information about admissions criteria should the school receive more applications than it has places available (oversubscribed).

You'll find prospectuses and admissions policies on each school's website or you can contact them directly to request copies.

## Get a complete picture

Prospectuses, league tables and Ofsted reports alone will not give you a complete picture of a school. Therefore, we advise you to visit the school for a close-up look at its location, facilities and surroundings to get a taste of its educational environment. You may also be able to arrange to speak with teachers, administrative staff and, if possible, pupils.

Most schools hold Open Days or Open Evenings. Attending these along with your child will give you a better feel for the school.

## Look at the admissions criteria

On your application form, you should list all the schools you want to apply to in order of preference. Some schools receive more applications than they have places to offer, so you should always look at the admissions criteria for each of your preferred schools and consider whether you meet them. Here are a few questions to ask when deciding whether a school fits your child's personality, talents and needs.



**Remember, the school with the best reputation may not always be the most suitable for your child's needs.**

## Things to consider when choosing a school

### **Does the school's curriculum match your child's interests and talents?**

While all state-run schools follow the National Curriculum, others focus on certain disciplines such as music, maths, science or athletics.

### **What do other parents think about the school?**

Find out about the experiences of parents with children at the schools you're interested in.

### **Does the school have extended services such as breakfast clubs, after-school clubs and after-school activities?**

Are there supervised activities for pupils outside normal school hours if parents and carers are at work?

### **Does the school have the facilities and resources for children with SEND and does it offer additional support?**

What provisions are there for children with SEND?

### **How will your child get there?**

- What form of transport will they need to take?
- How long is the journey (time and distance)?
- Is the travel route safe and convenient?

### **How are the school's facilities?**

Are the buildings, classrooms and grounds well equipped and maintained?

### **Which school does your child prefer?**

This could be a tiebreaker. Ask them where they'd like to go. Starting a secondary school can be unsettling, especially if it's in a different part of town from their primary school and none of their friends will be going there. You must apply to the local authority where your child lives. Do not list independent fee-paying schools as you need to apply directly to them.

# HOW TO APPLY

1. To make an application online, please visit the eAdmissions website: [www.eadmissions.org.uk](http://www.eadmissions.org.uk). If you're unable to apply online, please contact the City of London School Admissions Team on [eeyservice@cityoflondon.gov.uk](mailto:eeyservice@cityoflondon.gov.uk)
2. You can apply for any school located in any borough, with up to a maximum of six schools. We highly recommend that you apply to as many schools as you can as this will increase your chances of getting one of your preferred schools.
3. List the schools in the order you prefer, with your favourite school listed first. Your preference order is not disclosed to schools. Make sure you are aware of schools that require a SIF to be completed in addition to your eAdmissions online/ paper-based application.
4. It is a good idea to list your nearest schools. If you do not apply for any of the schools close to you, there is a risk that, if you do not secure a place at one of your preferences, local schools may already be full and your child could end up having to travel further away to get to school.

There is also an option to apply to the City of London Academy Islington, the City of London Academy (Southwark) and The City Academy, Hackney, where there are priority places available to City families.

As part of the admissions process, some schools may require your child to sit a fair banding test. Your child must sit this test, otherwise your chances of obtaining a school place are greatly reduced.

If you have questions about test arrangements, please check relevant school websites, or contact the school(s) directly.

## What is a SIF and why is it needed?

A SIF provides additional information that some schools use to allocate places when they are oversubscribed (they've received more applications than they have places to offer).

To find out if your chosen schools require a SIF, you can either contact them directly, or, if you apply online, the eAdmissions website will tell you. You must send the completed SIF directly to the school and not to the City of London. Choosing not to complete the SIF could reduce your chances of getting a place at that school if it's oversubscribed. Most voluntary-aided, foundation schools and some academies require a SIF.

## Fair banding tests

There is no passing or failing these tests. Pupils are tested and grouped into 'bands' according to their abilities. The school will then offer places to an equal number of pupils in each band.

**Remember:  
The deadline for  
applications is**

**31 October 2022**

### Applying under sibling criterion

If your child has a brother or sister attending any of your preferred schools at the time of admission in September 2023, you should complete the box marked 'Sibling details' alongside the relevant school.

### Applying under exceptional reasons

If you are making an application based on medical, social, religious, philosophical or educational reasons, you must complete the 'reasons for preference' box on the application form.

You must also explain in writing why your child must attend a specific school, and a professional practitioner, such as a doctor or educational psychologist, must support your reasons and provide relevant evidence. The City of London School Admissions Team must receive this by the application deadline.

### Oversubscription criteria – an example

According to the list below, children looked after by the local authority is a higher criterion than distance to school:

- Children looked after by the local authority.
- Children whose siblings attend the school.
- Distance to school from child's home address.

### Admissions authority

The school's governing body is the admissions authority for all foundation schools, voluntary-aided schools, academies and free schools. For all other schools, this is the local authority.

### Proof of home address

Your address details will be checked by the City of London Council Tax Team. You will be asked to provide additional supporting documentation if the Council Tax Team is unable to verify your details. It's important you give accurate information on your application form as this can affect the outcome of your application.

You are also required to provide proof of the child's residence. The document must not be older than one year and should be either uploaded to the eAdmissions system or sent electronically to the City of London School Admissions Team. This can be in the form of a child tax credit notification, letter from the NHS or any other document that has your child's name and address. For more information on the City of London address verification policy, please visit: [www.cityoflondon.gov.uk/schooladmission](http://www.cityoflondon.gov.uk/schooladmission)

**Note: The offer of a school place can be withdrawn if the information supplied is knowingly incorrect. An admissions authority can also take legal action against anyone who has knowingly given false information to get a school place for their child.**

### Your child's home address

If you are separated from your child's other parent and your child lives partly with you and partly with the other parent, you should state the address where your child lives most of the time.

If you have an equal shared care arrangement, state the address of the parent claiming child benefit, receiving tax credits linked to the child or whose address is registered at the child's GP. If you are making an online application, you can upload documents to your eAdmissions account. If you are making a paper application, you will need to send the documents to the City of London School Admissions Team.

**Note: Only one address can be used for school admission purposes and the final decision will rest with the City of London School Admissions Team.**

### What happens after you've submitted your form?

All London local authorities, and some local authorities bordering London, are part of the Pan London Admissions Scheme. The scheme coordinates applications across local authority borders.

### Late applications

Applications received after the closing date will be deemed 'late applications' and will be considered after those received on time. If there are exceptional reasons why you couldn't make the deadline, please write to the City of London School Admissions Team and provide supporting evidence.

Your child will be considered separately by each school on their application form. The schools do not know which other schools you've listed or your order of preference.

If a school is not oversubscribed, every child that applies will be offered a place.

If a school is oversubscribed, places will be allocated by its admissions authority in accordance with the school's oversubscription criteria. The oversubscription criteria are part of a school's admissions policy. Children meeting criteria with a higher priority will be more likely to get a place than those meeting lower priority criteria. You can get a copy of the policy from each school's admissions authority.

**Your child will receive only one offer.** If more than one school can offer them a place, the school making the offer will be your child's highest preference and all lower preferences will be withdrawn and released to other children. Therefore, please make sure you put the school you really want first. The results of your application will be sent to you on National Offer Day, which is **1 March 2023**. If you applied online, you'll receive an email alert that evening informing you of the outcome of your application, and/or a text telling you where you can view the outcome online.

# GETTING YOUR RESULTS: NATIONAL OFFER DAY

The letter the City of London School Admissions Team sends you will tell you:

- which school can offer your child a place
- how to accept the place
- what to do if your child was not offered a place at any of their chosen schools
- how to appeal against a decision.

Your child will receive only one offer. If more than one school can offer them a place, the school making the offer will be your child's highest preference.

## Accepting an offer

You can accept the offered school place by:

- completing the online acceptance form via your eAdmissions account
- emailing the Education and Early Years' Service at [eeyservice@cityoflondon.gov.uk](mailto:eeyservice@cityoflondon.gov.uk)

Either way, the City of London School Admissions Team must receive your response by **15 March 2023** or your place may be offered to another child.

## What if my child has a place at a private or independent school?

If you have accepted a place for your child at a private or independent school, please let the City of London School Admissions Team know in writing as soon as possible so that the school place can be offered to another child.

## I've been offered a place at one of my least preferred schools and plan to appeal. Should I reject the place?

You are strongly advised to accept the offered place as it will ensure that your child has a place should your appeal be unsuccessful. Accepting the place will not affect the outcome of your appeal. If you reject the offered place and your appeal is unsuccessful, the process of finding another school is likely to be difficult.

## What if I don't receive a place at any of my preferred schools?

You will be allocated an alternative school that has a vacancy and the City of London School Admissions Team will work with you to find schools that have places available.

You can also choose to appeal against the refusal or go on your preferred school's waiting list. Contact the school directly to find out its waiting list policy and if you've been automatically added to the list.

## How do waiting lists work?

Your child's place on a waiting list is determined by the school's oversubscription criteria, not by how long they've been waiting. Children meeting higher priority criteria will be higher on the list than those meeting lower priority criteria.

Your child's place can move down if children meeting higher criteria than yours join the list. Late applications are included on the waiting list and are treated in the same way as on-time applications.

## Acceptance deadline

If your acceptance slip is not postmarked by **15 March 2023**, your place may be offered to another child.

If you are likely to be away from home between **1 March and 15 March 2023**, please let the City of London School Admissions Team know in advance by emailing [eeyservice@cityoflondon.gov.uk](mailto:eeyservice@cityoflondon.gov.uk)

# APPEAL PROCESS

If you didn't receive an offer from your most preferred school, you can appeal against the refusal.

What you need to do:

- Contact the school you want to make an appeal against as soon as possible. They will provide you with information about their appeal process, e.g. what you'll need to do and by when.
- Present your appeal. Your appeal will be heard during May, June or July 2023 by the Appeal Panel, which is made up of people who have not been involved in any way in the allocation of school places.

Details of how to appeal will be included in the offer letter.

If you intend to make an appeal, you should still accept the school place you've been offered so that your child will have a place if your appeal is unsuccessful.

Accepting the place you've been offered will not affect the outcome of your appeal.

**The Appeal Panel's decision is final.**



# IN-YEAR ADMISSIONS

## What is in-year admissions?

In-year admissions is the process of applying to a school at any time outside the normal admissions rounds. Normal admissions rounds are those that take place during September of the year a child starts either reception or secondary school.

You must complete an in-year application if your child:

- is transferring from one secondary school to another
- has been educated at home and now wishes to apply for a school place
- is newly arrived in the UK and is looking for a school place.

## What do I need to do?

That depends, as the in-year admissions application process varies. With some schools, you apply directly to the school, while with others you'll need to complete the local authority's in-year application form. Contact the school directly to find out more.

## Is there a closing date for in-year admissions?

No, although we advise you to make your application as soon as possible.

## I don't like the school that my child is currently attending and want to change their school. Can I make an in-year admissions application?

Yes. But before you do, please consider that moving schools can be very unsettling for children, particularly if they are preparing for exams or have difficulty adapting to new situations and surroundings.

[Click here to watch the City of London's Information video](#)



# INFORMATION ABOUT SECONDARY SCHOOLS

## City of London Academy Islington

St James's Passage,  
Prebend Street, London  
N1 8PQ  
t 020 7226 8611  
e [info@cityacademyislington.org.uk](mailto:info@cityacademyislington.org.uk)  
w [www.colai.org.uk](http://www.colai.org.uk)

**Head Teacher**  
Ms S Jacob

**Ages**  
11–19 boys and girls

**Year 7 places**  
165

**Fair banding tests**  
Yes

**Places for children living in the City of London**

Under the academy's oversubscription criteria, there may be up to ten priority places for City of London children.

All candidates are required to participate in the banding test.

### A message from Sonia Jacob, Principal

Our vision is to be an outstanding academy known for our academic excellence and unrelenting determination for everyone to succeed. We have a total commitment to improving the lives of the young people of Islington by serving the local community as a vibrant centre of learning.

### Academy visiting dates

We advise parents and pupils to check the City of London Academy Islington's website for regular updates on our open morning and evening schedules.

To book your preferred date, please visit our website: [www.colai.org.uk](http://www.colai.org.uk)

#### Open mornings

Thursday 22 September 2022

Thursday 6 October 2022

Sessions start at 9.00am and 9.30am and include a presentation from the Principal and a tour of the academy.

#### Open evening

Tuesday 20 September 2022

From 4.30pm to 8.00pm

*Parents say the City of London Academy Islington is now like 'a big family'*

## Banding tests

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Saturday 1 October 2022

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Saturday 15 October 2022

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Saturday 3 December 2022

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All pupils applying for a place at City of London Academy Islington for September 2023 are required to attend a banding test. Applicants who fail to attend the banding test will not be considered until after every applicant who did sit the test, regardless of score, has been offered a place. Please contact the school if there are exceptional reasons why your child is unable to sit the test.

Registration forms are available to download from our website or via email request to our admissions manager. Alternatively, you can collect a form at our open evening or one of our open mornings.

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We have made astonishing progress over the last six years and we are a transformed academy, with dramatically improved outcomes for our pupils. We consistently achieve results that place the academy in the top 10 per cent of schools in the country for the progress of our pupils at Key Stage 4.

Our A-level results are similarly impressive, with the academy achieving the best progress score in Islington in 2017, and we have sustained these excellent outcomes in subsequent years. The vast majority of sixth formers secure a place at university, with many achieving grades that enable them to progress to Russell Group institutions.

### How are we achieving and maintaining such an improvement in results?

Our dedicated, experienced leaders and staff offer a unique learning environment and facilities that meet the needs of a 21st century school. The City of London Academy Islington provides excellent care and support for all pupils within a learning environment that sets high expectations of pupil progress and pupil behaviour. The academy achieved an 'outstanding'

judgement in all four of the main categories and was judged 'outstanding' overall in our most recent Ofsted inspection in March 2019, with the inspectors noting that 'outcomes are outstanding and pupils' progress is exceptional' and that this is a school where 'no child is left behind'.

Clear, crucial improvements are ongoing to secure our pupils' high levels of success. At the City of London Academy Islington, we are totally committed to working in partnership with our parents and carers in providing the best for our young people. The academy offers a broad and balanced curriculum, with teachers who are passionate about their subjects. Outstanding achievement and success are only possible when pupils are happy, enjoy their learning, feel they are recognised and valued as individuals, and have a clear understanding of how they are expected to behave. This is supported through our core values of 'Respect, Integrity and Responsibility' within a clear framework of rewards and firm but fair discipline.

Even before Year 7 pupils start with us, we work hard to ensure that the transition from primary to secondary school is as smooth as possible. We use a host of strategies designed to make sure your child will be successful and feel academically challenged within a culture of nurture and support.

We cater for pupils with a wide range of abilities and interests. This is reflected in the wide range of extracurricular activities offered, starting at 8.00am each day.

All pupils are expected to take pride in their appearance, and all must attend in full, correct City of London Academy Islington uniform. The uniform is smart and professional. Pupils are expected to comply with our uniform policy, which includes having our compulsory City of London

Academy Islington bag at all times with necessary stationery, a pupil planner and a reading book. This is to ensure that all pupils are fully equipped and ready to learn. It is also expected that all pupils will maintain our uniform policy when travelling to and from the City of London Academy Islington and be a credit to their families and to the academy.

City of London Academy Islington is sponsored by the City of London and City, University of London. Both organisations add considerable value by offering a range of high-quality curricular and enrichment opportunities to the academy's pupils.

We believe that good patterns of attendance and punctuality are essential if our pupils are to get the best from their learning. We want our pupils to form good habits and engage fully in their learning and in the City of London Academy Islington community. We therefore ask parents and carers to:

- encourage their children to understand and accept their responsibility to attend school every day

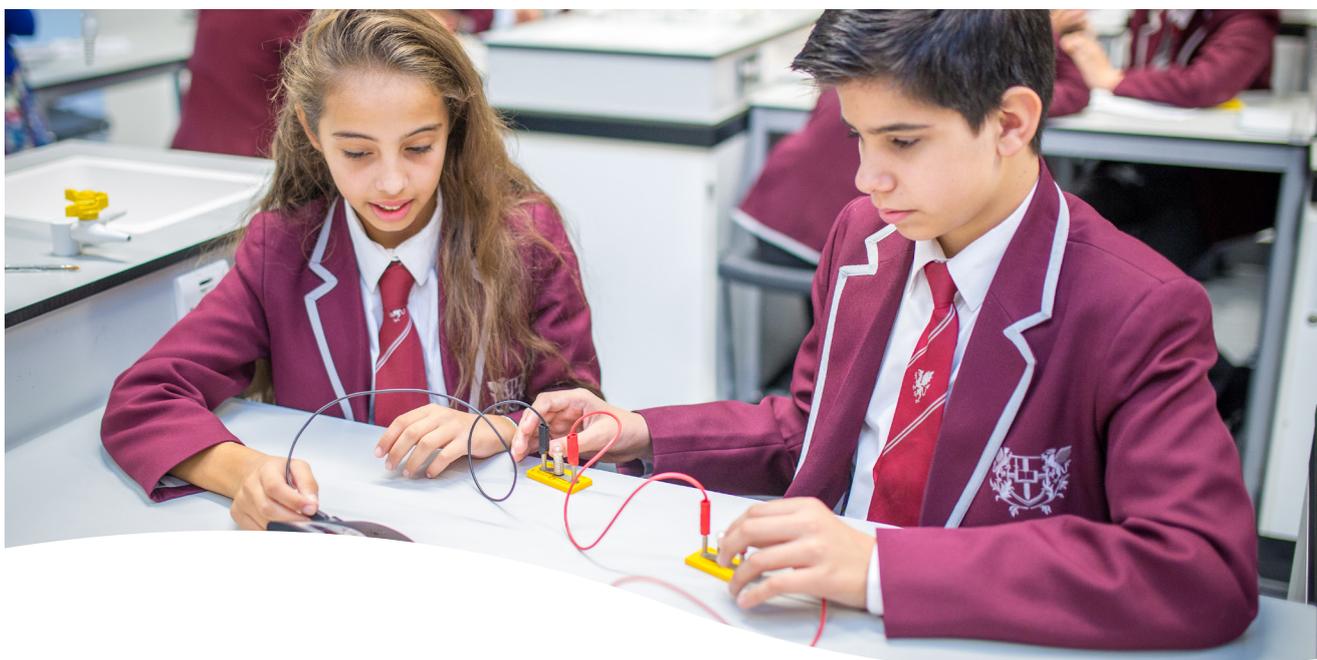
- arrive at the City of London Academy Islington and lessons on time
- contact the City of London Academy Islington by phone on the first day of absence or send a note if there is no phone.

### Admissions arrangements

Admissions are determined by fair banding tests and distance. We use a testing and banding procedure similar to that currently used by two other secondary schools in Islington. Applicants are required to take a non-verbal reasoning test and will be placed into one of four bands according to their performance.

The City of London Academy Islington will consider all applications for places. Where fewer than 165 applications are received, the City of London Academy Islington will offer places to all those who have applied. Where more than 165 applications are received, pupils will be considered against our oversubscription criteria.

For full details of our admissions policy, please go to: [www.colai.org.uk](http://www.colai.org.uk)



# The City Academy, Hackney

Homerton Row, London  
E9 6EA

† 020 8525 5440

e [admin@thecityacademy.org](mailto:admin@thecityacademy.org)

w [www.thecityacademy.org](http://www.thecityacademy.org)

**Head Teacher**  
Mark Malcolm

**Ages**  
11–19 boys and girls

**Year 7 places**  
190

**Fair banding tests**  
Yes

**Places for children living in the City of London**

Under the academy's oversubscription criteria, there may be up to nine priority places for City of London children.

All candidates are required to participate in the banding test.

## A message from Anna Sarchet, Vice Principal

At The City Academy, Hackney, students are expected to work hard and to show dedication and commitment to their studies. In return, the academy provides fantastic academic, creative, sporting, linguistic and personal educational experiences. This 'City Experience' is delivered through our outstanding teaching, the formal and informal curriculum, and the support of the City of London Academies Trust. Of key importance to our success has been the development of students' originality and independent thinking, which has been fostered through the many creative and engaging learning experiences we offer inside and outside the classroom.

Students make excellent progress and achieve consistently outstanding examination results. With a strong emphasis on high aspiration and social mobility, The City Academy, Hackney offers students an exceptional educational experience.

The academic progress of our students speaks for itself. When we were established in 2009, we set out to build an exceptional academy for our students based on the highest expectations of academic achievement and personal development.

At The City Academy, Hackney there is a real emphasis on personal skills and the development of values that all young people need to be successful. The past two years have shown how much students depend on regular routines and high expectations and how well they have adapted to the limitations of online learning but also embracing the opportunity to be back in the school building and experiencing the full range of opportunities available.

The values instilled at The City Academy, Hackney lead to students' success: Success in their personal development, their wellbeing, their health and their academic progress.

## Academy visiting dates

We advise parents and pupils to check The City Academy, Hackney's website for regular updates on our open morning and evening schedules.

To book your preferred date, please visit our website: [www.thecityacademy.org](http://www.thecityacademy.org)

### Open mornings

Thursday 6 October 2022

Friday 7 October 2022

By appointment via Eventbrite

### Open evening

Tuesday 27 September 2022

From 5.00pm to 8.00pm (last entry 7.30pm)

### Sixth form open evening

TBC

From 5.00pm to 8.00pm (last entry 7.30pm)

## Our mission and vision

Our mission: To develop highly qualified and skilled young adults who achieve to the best of their individual ability and embrace a desire for lifelong learning in their chosen path when they leave. We will fully equip our students to deal with the challenges of the 21st century by displaying the highest standards of professionalism and becoming ethical, active citizens fully committed to supporting their local and global community.

The City Academy, Hackney offers all students an outstanding opportunity to learn and achieve in a purpose-built environment with access to the highest standards of teaching, support and challenge. We achieve those standards by promoting a working environment which pioneers innovation, professional development and the highest standards of teaching and support.

**'Teaching is skilled, creative and of consistently high quality so that pupils' progress is rapid.'**  
– Ofsted

## Values and success

Our success is judged by excellence in examination results, standards of behaviour, and sporting and creative achievements as well as the politeness, self-discipline and compassion of our students. It is important to us that students enjoy learning and feel safe and happy at school, and we enable them to develop the confidence, independence and self-awareness required for their future success and wellbeing.

In line with our vision for the academy to raise standards and aspirations, students are set challenging targets. All students are expected to make one grade of progress towards their target every year. They review their progress in each subject every half term.

## About the academy

The City Academy, Hackney caters for 190 pupils in each year group as well as 240 places in our sixth form.

Our students achieve excellent results and this is reflected in our 2021 centre-assessed GCSE results. 79% of our students achieved five or more grades 9–4, with 82% achieving an English GCSE 9–4 and 74% Maths 9–4.

## Teaching and learning

The core purpose of The City Academy, Hackney is to help pupils learn. We do this by developing comprehensive, detailed teaching and learning strategies that foster excellent academic progress. The City Academy, Hackney ensures all pupils have the essential skills to achieve in later life as we provide opportunities to excel in every subject.

The City Academy, Hackney provides:

- a strong core curriculum that supports literacy and numeracy
- a range of learning pathways to offer support and to challenge more able pupils
- innovative, creative and stimulating learning experiences.

Homework is a key part of our school day and we have a clear and strong approach: Every pupil is expected to do at least one hour of homework each evening.

## Key Stage 3

Key Stage 3 covers Year 7 to Year 9. Students enjoy an engaging programme that covers all National Curriculum subjects. This includes art, computing, design and technology, drama, English, French or Spanish, geography, history, maths, music, PE, Personal, Health, Social and Citizenship Education (PHSCE), RE and science.

## Key Stage 4

The vast majority of pupils will follow the English Baccalaureate in Key Stage 4. Our GCSE option subjects include many of the subjects taught throughout Key Stage 3, as well as additional choices, including computing and sociology.

All pupils in Years 7–11 have one period per week of PHSCE and Citizenship education.



***'The City Academy, Hackney's core values, which emphasise achievement, enjoyment and respect, are also having a positive impact on pupils' lives.'***  
– Ofsted

## Sixth form

The City Academy, Hackney offers a broad range of A-level and BTEC courses. In addition to the general entry requirements, some subjects specify a minimum GCSE grade required or partnering subjects. For example, students who wish to study physics should also study mathematics.

The education we offer and the standards we deliver are not the only reasons for choosing The City Academy, Hackney. We also have highly developed links with Russell Group universities and a unique link with KPMG, while being a member of the City of London Academies Trust.

For more information about our A-level courses, please refer to the Sixth Form section of our website.

## Support

We recognise that positive wellbeing and good mental health are vital for students' happiness and achievement. Student wellbeing is embedded in the everyday ethos and work of the Academy. There is an explicit focus on this within our PSHCE and during our tutorial and assembly programmes.

We offer support to our students in many different ways. We have peer mentoring programmes running throughout the school, behaviour mentors – who provide support to help students to manage emotions – and specialist counsellors on-site who we are able to refer students to.

## The extended day

The development of students' originality and independent thinking is key to our success. It is fostered through the many creative

and engaging learning experiences we offer inside and outside the classroom.

Once a week, the school day is extended until 4.30pm for additional studies. This gives all students the opportunity to explore new subjects and activities, ranging from orchestra to coding and yoga to creative writing. We also offer extra support and interventions outside the regular school day.

We have many extracurricular sports clubs. Our libraries are open both before and after school and we offer a free breakfast to all students.

## Our partnership with parents

Parental involvement in a child's education often reduces when the child reaches secondary school. At The City Academy, Hackney, we are committed to ensuring this does not happen.

A key factor in the academic and personal success of young people is their parents' engagement in their education. Parents are regularly given feedback from every subject, progress reports are compiled four times a year and The City Academy, Hackney offers numerous opportunities for parents to meet with staff throughout the year, including at our Parent Staff Association events.

## Pastoral care

Students have tutor time every Monday morning. Tutors check on their students' progress, monitor their planners, give notices and lead discussions on the theme of the week. They keep an eye on students' levels of organisation, punctuality and attendance.

## Expectations

We place a great deal of importance on developing the personal and social skills young people need in order to function well as positive citizens. The academy expects the kind of standards of behaviour that would be displayed in any professional workplace. It is our teachers' responsibility to ensure that the academy delivers a secure environment with outstanding teaching. It is our students' responsibility to be well presented, polite and courteous at all times, and we expect parents to uphold our rules so that every child can succeed.

The academy believes that children should understand that there are always consequences associated with good and poor behaviour. With this in mind, we have a simple and consistently enforced system of rewards and sanctions to support high standards of behaviour. This encourages hard work, rewards good behaviour and promotes success.

## Admissions

All children applying to the academy, including children with an EHC plan and Looked After children, will be required to take the Cognitive Ability Test (CAT4 Level C) designed by GL Assessment. Children who do not sit the test will be considered after those who sit the test.

Applicants will be placed in one of four bands, based on their performance in the test. An equal number of children will be assigned to each band based on the range of ability of the applicants. Each band represents approximately 25 per cent of the applicants.

Children with an EHC plan identifying SEND and Looked After children are included in the appropriate band. If they are unable to take the test, their band allocation will be based on their primary school teacher assessments. The academy will consider all

applicants for places. Where fewer than 190 applications are received, the academy will offer places to all those who have applied. After the admission of pupils with an EHC plan identifying SEND where The City Academy, Hackney is named and the number of applications for admission is greater than the published capacity, applications will be considered within each band against the following criteria:

1. Children in public care.
2. A child subject to a child protection plan.
3. Students whose siblings currently attend the academy and will continue to do so on the date of admission.
4. Up to a maximum of nine children (across all bands) resident in the City of London (if more than nine students apply, selection within fair bands to be determined by drawing lots).
5. Children of staff employed at the academy, where a member of staff has been employed for two or more years at the time at which the application is being made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
6. Students will then be offered places on the basis of the proximity of their home (permanent residence) to the main entrance of the academy measured in a straight line on a map or using a GIS system (proximity is measured using a straight line measurement from the main entrance of the academy to the main entrance of the child's home).

## Tie break

Random allocation undertaken by an independent body will be used as a tiebreaker in categories 2–6 above to decide who has highest priority for a place if the distance between a child's home and The City Academy, Hackney is equidistant in any two or more cases.

# City of London Academy (Southwark)

240 Lynton Road, London  
SE1 5LA  
† 020 7394 5100  
e info@cityacademy.co.uk  
w www.cityacademy.co.uk

**Head Teacher**  
Mike Baxter

**Ages**  
11–19 boys and girls

**Year 7 places**  
240

**Fair banding tests**  
Yes

**Places for children living in the City of London**  
Under the academy's oversubscription criteria, there may be up to 30 priority places for City of London children. All potential candidates are required to participate in the fair banding test.

## A message from Mike Baxter, Principal

Welcome to the City of London Academy (Southwark) (COLA Southwark). I am delighted to lead a unified community driven by a common purpose: the Exploration of Life. Every child who attends the academy leaves as a young adult able to understand and shape the world around them. We educate our students in all that has gone before – both the beacons of hope from our collective history as well as that from which we must learn – so that they go on to make and shape a better world for all of our futures.

Secondary school is not only about the milestones of GCSEs and A levels, but about building upon the potential of every young person and giving them the ambition to succeed in life, the duty to realise that what truly matters are collective endeavours in the pursuit of timeless goals, and the resilience to never give up. This is what we do at COLA Southwark.

## Integritas

Our guiding value is Integritas, with the half termly Principal's award being the Integritas Award. To us, Integritas means doing what is right, even when it is hard owning our mistakes and learning from them. We regularly tell students that they will get things wrong, that they will fail, but that this failure is another step on their path of improvement.

Alongside this guiding value are the values of ambition, resilience and duty. Students are awarded House Points for demonstrating each of these values.



## Ambition

We encourage our students to be ambitious for themselves and their futures and also for those around them. At COLA Southwark, we nurture this through the many house competitions which we run, through the comprehensive student leadership opportunities and by exposing our students to excellent employers as well as higher education establishments.

## Resilience

Students are supported to embody the value of resilience through both the academic and pastoral curriculums. Students learn that failure is foundational to success: James Dyson famously patented over 4,000 items before he launched his first vacuum. Failure for him was a step on the path to achieving his ambitions.

We develop young leaders who are able to show resilience and persevere in the face of adversity.

## Duty

There is more that unifies us as a species than divides: We have a duty towards helping others, our community and our world. The issues which are faced in modern day London will only be addressed when people go out of their way to tackle them. Likewise, global issues such as climate change and systemic racism can only be addressed by collective action and personal reflection. Our students will develop this need for duty when in class, when representing the school, when competing in house competitions (including debates) and when campaigning on big issues within school.

COLA Southwark has a history of achieving excellent academic outcomes in both GCSEs and A levels. As Principal, it is my role to build upon the successes of the past and take the academy in an exciting and

rewarding new direction. To this end, I have worked, and will continue to work, to ensure that the behaviour of students and the habits modelled by staff are of the highest standards. With good behaviour, we are able to provide and deliver a truly inspirational curriculum, both within the classroom and outside. To support this in 2022/23, COLA Southwark is prioritising:

1. A values-led approach to school leadership, grounded in our purpose of the Exploration of Life.
2. A continued focus on ensuring student behaviour supports effective learning and that pastoral support for students and staff is exemplary.
3. A comprehensive teacher training programme to ensure that all teachers in the academy are inspiring our students to fulfil their potential.
4. A broad pastoral enrichment programme including:
  - a daily, character education programme as well as a daily taught reading programme
  - independent study classes after school for 24 weeks of term
  - six drop down days (when school trips and events can happen)
  - adventure learning, including the Duke of Edinburgh's Award
  - a house system with over 20 annual house competitions
  - termly performing arts showcases
  - excellent sports and sports facilities, including the nationally acclaimed Basketball Academy.

I wish you every success over the coming weeks and months as you choose your child's secondary school. Please do not hesitate to get in contact if you have any questions.

## Admissions

COLA Southwark has a primary specialism in Business and Enterprise. Prospective students can complete an online Information Technology Aptitude Test that evaluates their aptitude for this specialism as well as related skills like Information Technology. COLA Southwark allocates up to 24 places (10 per cent of the cohort) each year through the Business and Enterprise specialism.

Please note: All applicants are required to complete their Local Authority Application by the stated deadline.

## Sponsors

COLA Southwark is sponsored by the City of London Corporation. As part of the City of London Academies Trust, COLA Southwark is part of one of the highest performing multi-academy trusts in the country, led by Mark Emmerson, a former head teacher with a rich history of running some of the highest performing schools in the country.

## Uniform

COLA Southwark uniform is compulsory. All students must wear the correct uniform at all times. Students take pride in their uniforms as they recognise that they are ambassadors of COLA Southwark. We expect students to maintain our high standards while in our uniform and in the community.

Suppliers: White Hall Clothiers, 77  
Camberwell Road, London SE5 0EZ  
APT Clothing, 26A Rye Lane, Peckham  
SE15 5BS

## Personal development

COLA Southwark provides an extended and flexible curriculum for students, allowing them to develop independent thinking and enquiry skills through a variety of class-based and extracurricular activities.

Among these exciting, dynamic learning opportunities which start from summer school, students are offered over 35 enrichment clubs, five cultural societies including Green, Feminist, Multicultural, Pride and Wellbeing to voice and develop their opinions, a full Character Education programme and an adventure fortnight at the end of every year.

The adventure fortnight every year provides rich opportunities for students to engage in field trips in geography, university visits, the Model United Nations and much more.

The academy continues to provide unique opportunities to harness the potential of all our students. Our aim is to ensure they can surpass their own expectations and be ready to explore their journey through life.

## Careers entitlement

Our careers education programme helps our students develop the skills and knowledge they need to excel in the working world. The programme is incorporated within the academy's character education programme, giving our students an invaluable head start to life after the academy. They are taught the skills they need to manage their career and make decisions that shape their future.

The programme promotes equal opportunities and challenges career stereotypes, with a particular focus on removing barriers and encouraging students to further their studies to higher education.

## Student leadership

Student leadership is a big part of life at COLA Southwark as we strive to prepare our young men and women for their futures in the wider world.

Student leadership opportunities include, within the sixth form, the position of school president and vice president, school councillor and school mentors to students in lower years.

In Years 10 and 11, students can be school prefects, house captains and school councillor as well as mentors to students in Years 7/8/9.

In Years 7/8/9, every form group has a house captain and a school councillor, while all sports teams and clubs have captains where appropriate. Students in these years can also be COLA Southwark guides, showcasing the academy to all visitors.

We train all student leaders to show the academy's values and support them with their leadership characteristics.

### Special educational needs

Our inclusive practices are reflected in our Special Needs Policy, which is available on our website: [www.cityacademy.co.uk](http://www.cityacademy.co.uk)

We admit pupils with SEND through consultation with the appropriate local education authority, and where COLA Southwark is appropriately named in the EHC plan.

Our highly trained staff in specific learning difficulties, dyslexia and autistic spectrum condition offer students with additional needs and disabilities maximum access to the curriculum. This is achieved through personalised learning and accessibility for all.

COLA Southwark is committed to a policy of inclusion, one in which the teaching, learning, achievements, attitudes and

**'The contribution students make to the City of London Academy, Southwark and the wider community is outstanding.'**  
– Ofsted 2011

wellbeing of all students matter – including those identified with SEND.

### Communication with parents and carers

While for us it is a great honour to provide your child with their secondary education, for parents and carers it is often a daunting time. We believe having effective and regular channels of communication can be one of the best ways to tackle this during your child's time at COLA Southwark.

In 2022/23, we have refreshed our communication platforms and will be providing the following:

1. Three academic review days across the year when you will meet with your child's tutor and discuss their progress within the academy academically and also their development in line with the character education programme and the various sports and clubs that we offer.
2. For parents, a number of excellent IT platforms (e.g. Edulink) enabling them to track their child's behaviour, successes and homework.
3. A recognised mentor within the academy for every child. This will usually be their tutor, whom they will see every day. However, where required we will look to buddy some students with sixth formers and key pastoral staff to support their development.
4. Continuing to respond to your child's specific needs and ensuring that we work hand-in-hand with parents wherever possible to support the education and progress of your child.

## Sixth form

We are proud of our thriving and successful sixth form, which received over 2,000 applications for September 2022. We are proud to combine academic excellence for our students with an inclusive, vibrant and creative ethos.

Our sixth form is one of the highest-performing in Southwark, led by the commitment and hard work of our pupils, parents and staff, with record numbers of our students progressing to university or the world of work.

Each year, the academy allocates up to ten places to students through its basketball specialism.

Please note the tests are open to all applicants and take place at COLA Southwark.

## Basketball

The City of London Basketball Academy is one of only ten 'Basketball Schools' recognised by Basketball England. It is also one of only 16 schools in England and Wales to run the Basketball England accredited DiSE programme, which offers a diploma in Sporting Excellence.

This is run by three full-time National League coaches, a strength and conditioning coach, and a physiotherapist.

COLA Southwark basketball offers access to the best sporting opportunities. Our students play in the Elite Academy Basketball League, combining 20 hours of basketball activity per week with a rigorous academic timetable. This has led to 16 national titles and 44 scholarships for students to play basketball in the United States.

## Homework

Home learning is a vital part of the student's learning at COLA Southwark and expectations are high. In light of the new ways of working resulting from COVID-19, students, staff and parents have learnt a lot about how to ensure the resources provided for home learning best suit the needs of all learners. In 2022/23, there will be a renewed focus on homework given the amount of time students will have lost while not attending the academy.

## Academy open events

This will be an opportunity for parents and prospective students of our main site and sixth form to see the facilities and speak to students and staff.

We advise parents and students to check the COLA Southwark website in September 2022 for more information about our open evening and open morning schedules.

### Main site open mornings

Tuesday 27 September 2022

Wednesday 28 September 2022

Friday 30 September 2022

9.00am to 10.00am

### Main site open evening

Thursday 22 September 2022

4.00pm to 7.00pm

### Sixth form open evening

Thursday 3 November 2022

Wednesday 9 November 2022

4.00pm to 7.00pm

# UNIVERSITY TECHNICAL COLLEGES AND STUDIO SCHOOLS

Children born between 1 September 2008 and 31 August 2009 and who are currently in Year 9 are eligible to apply for a place at a University Technical College (UTC) or a Studio School for the September 2023 intake. UTCs and Studio Schools offer pupils more than the traditional GCSE and A-level curriculum. As your child progresses through their secondary education, you may feel they would benefit from a more vocational curriculum offer focused on technical subjects.

### UTCs

UTCs are schools for 14 to 19-year-olds. They have university and employer sponsors and combine practical and academic studies. UTCs specialise in subjects that need modern, technical, industry standard equipment, such as engineering and construction. These are taught alongside business skills, and information and communications technology (ICT).

UTCs are smaller than traditional secondary schools. As well as core academic subjects, UTCs provide one or two technical specialisms, which are linked to the skills gaps within its area. Pupils can study GCSEs, A levels and other relevant qualifications matched to these specialisms.

UTCs usually start at 8.30am and end at 5.00pm. For more information on UTCs and to find a UTC near you, please visit: [www.utcolleges.org](http://www.utcolleges.org)

### Studio Schools

Studio Schools are also schools for 14 to 19-year-olds that are backed by local businesses and employers. They often have a specialism but focus on equipping young people with a wide range of employability skills and a core of academic qualifications, delivered in a practical and project-based way.

Studio Schools usually start at 9.00am and finish at 5.00pm and feel more like a workplace than a school. Studio Schools will offer a range of academic and vocational qualifications, including GCSEs in English, Maths and Science, as well as paid work placements linked directly to employment opportunities in the local area.

You can apply to a UTC or Studio School online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) or complete a paper application, which you can get by contacting the City of London School Admissions Team.

**The deadline for applying for the 2023/24 education year is 31 October 2022. We will send the results of your application during the day of 1 March 2023.** If you applied online, you will receive an email alert that evening informing you of the outcome of your application and/or a text telling you where you can view the outcome online.

While most UTCs and Studio Schools have the same application timeline as secondary schools, some may have different timetables in their first year of operation. Please speak to the UTC or Studio School directly for further information.

# SUPPORT FOR PARENTS AND CARERS

## Transport for London (TfL) 11-15 Zip Oyster photocard

Children aged 11-15 can get free and discounted travel on all our transport services with a Zip Oyster photocard.

Benefits:

- Free travel on buses and trams
- Child rate pay as you go fares on Tube, DLR, London Overground, Elizabeth line (excluding between West Drayton and Reading) and Emirates Air Line
- 50% off most fares on National Rail services
- 50% off adult rate tickets on the Uber Boat by Thames Clippers River Bus services

## Help with home-to-school travel costs: City of London Home to School Transport Policy

The City of London may fund free train travel to and from school if these criteria are met:

- Your child lives in the City of London.
- Your child is of secondary school age (11–16 years).
- The school is the nearest suitable\* one with a vacancy.
- The school is more than three miles from your child's home.

## Help for parents/carers on low incomes

The criteria for free home-to-school train travel are slightly different if you are on a low income, live in the City of London and receive certain benefits or tax credits. In this case, your child will be eligible for free train travel if:

- their school is between two and six miles from your home
- their school is one of the nearest three suitable\* schools.

*\*A school the City of London deems to be suitable for the pupil's aptitude and ability.*

For more information, please contact the City of London's School Admissions Team on 020 7332 1002.

## Free school meals

Your child may be eligible for free school meals if you receive one of these benefits:

- Income Support or income-based Jobseeker's Allowance.
- Income-related Employment and Support Allowance.
- Support under Part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit where the parent is not entitled to Working Tax Credit and their annual income (assessed by HMRC) does not exceed £16,190.
- Guaranteed element of Pension Credit.
- Working Tax Credit run-on: This is normally paid for four weeks after you stop qualifying for Working Tax Credit.
- Universal Credit: If you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get).

If you meet these criteria, you can apply for free school meals to the local authority where your child's school is located.

Young people who get paid these benefits directly, instead of through a parent or carer, can also get free school meals.

## School clothing grants

The school clothing grant is a discretionary, one-off payment of £150, made in August each year, to help with the cost of school uniforms and footwear, including PE kits. To be eligible, you and your child must live in the City of London and your child must be:

- receiving free school meals
- transferring from primary school to a state-maintained secondary school with an agreed school uniform.

The grant is paid at the discretion of the City of London. For more information, please contact the School Admissions Team in other local authorities.

# SCHOOL ADMISSIONS IN OTHER LOCAL AUTHORITIES

## **Camden School Admissions**

5 Pancras Square,  
London N1C 4AG  
020 7974 1625  
[www.camden.gov.uk/admissions](http://www.camden.gov.uk/admissions)

## **Hackney School Admissions**

Hackney Learning Trust,  
1 Reading Lane,  
London E8 1GQ  
020 8820 7000 (option 3)  
[www.learningtrust.co.uk/admissions](http://www.learningtrust.co.uk/admissions)

## **Hammersmith & Fulham School Admissions**

145 King Street,  
Hammersmith,  
London W6 9XY  
020 8753 1085  
[www.lbhf.gov.uk/schooladmissions](http://www.lbhf.gov.uk/schooladmissions)

## **Islington School Admissions**

222 Upper Street,  
London N1 1XR  
020 7527 5515  
[www.islington.gov.uk/children-and-families/schools/apply-for-a-school-place](http://www.islington.gov.uk/children-and-families/schools/apply-for-a-school-place)

## **Kensington and Chelsea School Admissions**

Town Hall,  
Hornton Street,  
London W8 7NX  
020 7745 6432 or 020 7745 6433  
[www.rbkc.gov.uk/children-and-education](http://www.rbkc.gov.uk/children-and-education)

## **Lambeth Admissions Service**

International House,  
Canterbury Crescent,  
London SW9 7QE  
020 7926 9503  
[www.lambeth.gov.uk/schools-and-education](http://www.lambeth.gov.uk/schools-and-education)

## **Southwark Admissions**

160 Tooley Street,  
London SE1 2QH  
020 7525 5337  
[www.southwark.gov.uk/schooladmissions](http://www.southwark.gov.uk/schooladmissions)

## **Tower Hamlets School Admissions**

Pupil Services,  
Mulberry Place,  
5 Clove Crescent,  
London E14 2BG  
020 7364 5006  
[www.towerhamlets.gov.uk/schooladmissions](http://www.towerhamlets.gov.uk/schooladmissions)

## **Westminster School Admissions**

Hornton Street,  
London W8 7NX  
020 7745 6433  
[www.westminster.gov.uk/school-admissions](http://www.westminster.gov.uk/school-admissions)

## USEFUL CONTACTS

### **Coram Children's Legal Centre**

If you would like independent advice about making an appeal, you can contact Coram Children's Legal Centre. They offer free advice on the admissions process and a range of education issues, including bullying, exclusion, SEN and attendance.  
0300 330 5485  
[www.childlawadvice.org.uk/](http://www.childlawadvice.org.uk/)

### **Independent Schools Council**

First Floor,  
27 Queen Anne's Gate,  
London SW1H 9BU  
020 7766 7070  
[www.isc.co.uk/](http://www.isc.co.uk/)

### **Local Government & Social Care Ombudsman**

PO Box 4771,  
Coventry CV4 0EH  
0300 061 0614  
[www.lgo.org.uk](http://www.lgo.org.uk)

# GLOSSARY

When reading through this guide, you may come across some words or terms that you are unclear about. Below is a list of common terms used in the secondary school admissions process. If you need further help, please call the School Admissions Team on 020 7332 1002.

## **Academies**

Academy schools are publicly funded, independently managed schools that benefit from freedoms, including freedom from local authority control, the ability to set their own pay and conditions for staff, freedoms around the delivery of the curriculum, and the ability to change the lengths of terms and school days.

## **Admissions Authority**

The body that sets a school's admissions arrangements and allocates school places. For voluntary-aided and foundation schools, it is the school's governing body.

## **Admissions Policy**

The overall procedure, practices and oversubscription criteria used in the allocation of school places.

## **All Through Schools**

These schools provide education for both primary and secondary school-aged children.

## **Appeal Panel**

An independent panel that

hears and makes decisions on appeals made against admissions decisions.

## **Aptitude Tests**

Schools with specialisms may admit a certain number of pupils who show an aptitude for their specialist subject. If you want your child to be considered for a place on these grounds, they will need to sit an aptitude test. These tests are used to gauge a child's ability in the subject. Contact the particular school for more information.

## **Catchment Area**

A defined geographical area that some admissions authorities use to decide which applications may be given priority to attend a particular school.

## **Common Application Form (CAF)**

The form that must be used when applying for a place in a state-maintained school.

## **Community Schools**

Community schools are run by the local authority, which decides on the admissions arrangements. These schools develop

strong links with the local community.

## **Education Year**

The school year starts in September and ends in July of the following calendar year.

## **EHC Plan**

Education, Health and Care plan.

## **Fair Banding**

Where a school is oversubscribed, pupils are tested and grouped into 'bands' according to their abilities. The school will then offer places to an equal number of pupils in each band. Not all schools use fair banding when allocating school places.

## **Faith Schools**

Faith schools have a particular religious character. They are mostly run in the same way as other state-maintained schools. However, their faith status may affect their curriculum and admissions policies.

## **Foundation Schools**

Foundation schools are state-maintained, but it is the school's governing

body that employs staff and has primary responsibility for admissions arrangements. Many of these schools were formerly grant-maintained schools.

### **Free Schools**

Free schools are funded by the state but set up and run by members of the community, such as parents, teachers, charities and businesses, on a not-for-profit basis. Free schools can set their own admissions policy.

### **Governing Body**

Every school has a governing body made up of members of the community, local authority, school staff and parents. Governing bodies promote high standards of educational achievement. Their key objectives are around setting strategic direction, ensuring accountability and monitoring and evaluation.

### **Independent Schools**

Independent schools set their own curriculum and admissions policies. They are funded through fees paid by parents. Applications for independent schools are made directly to the school.

### **Looked After Children**

Children that are in the care of a local authority or who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

### **National Curriculum**

The National Curriculum sets out the stages and core subjects your child will be taught during their time at school. Children aged five to 16 in state-maintained schools must be taught the National Curriculum.

### **National Curriculum Key Stages**

The National Curriculum is organised into blocks of years called key stages. There are four key stages plus an 'Early Years Foundation Stage', which covers education for children before they reach the compulsory school age of five. Each National Curriculum subject has a target for each key stage that sets out the skills, knowledge and understanding your child should achieve at that level.

### **National Tests**

The tests are intended to show if your child is working at, above or below the target level for their age. This enables schools to know whether they are teaching effectively by comparing their pupils' performance with national results.

### **Ofsted**

The Office for Standards in Education, Children's Services and Skills is the government department responsible for inspecting and producing inspection reports on schools.

### **Oversubscribed School**

A school where there have been more applications than the school has available places.

### **Oversubscription Criteria**

Criteria used to decide which children will be given priority if the school receives more applications than it has available places.

### **Primary School**

Reception to Year 6 classes.

### **Secondary School**

Year 7 to Year 11 classes and usually attended by children aged 11–16.

### **SEND**

Special educational needs and disabilities.

### **Specialist Schools and Specialisms**

Schools that have a particular focus on a chosen subject or 'specialism'.

The school must also meet the National Curriculum requirements and deliver a broad and balanced education to all pupils. Any state-maintained secondary school in England can apply for specialist status in one of ten specialisms: Arts, Business & Enterprise, Engineering, Humanities, Languages, Mathematics & Computing, Music, Science, Sports and Technology. Schools may combine any two specialisms.

### **State-maintained School**

Any school that is maintained and funded by the local authority. This includes community schools, voluntary-aided schools, voluntary-controlled schools and foundation schools.

### **Studio Schools**

Schools for 14 to 19-year-olds, backed by local businesses and employers.

They often have a specialism, but focus on equipping young people with a wide range of employability skills and a core of academic qualifications, delivered in a practical and project-based way.

### **Supplementary Information Form (SIF)**

A form containing additional information about a child and their circumstances that some schools use to allocate places when they are oversubscribed, in accordance with their own published oversubscription criteria.

### **Undersubscribed School**

A school that has vacancies because it has received fewer applications than it has available places.

### **University Technical Colleges (UTCs)**

UTCs are schools for 14 to 19-year-olds. They have university and employer sponsors and combine practical and academic studies. UTCs specialise in subjects that need modern, technical, industry-standard equipment,

such as engineering and construction. These are taught alongside business skills, and information and ICT.

### **Voluntary-aided Schools**

Voluntary-aided schools are state-maintained and are mainly religious or 'faith' schools. The governing body employs the staff and sets the admissions criteria.

### **Voluntary-controlled Schools**

Voluntary-controlled schools are similar to voluntary-aided schools but are run and maintained by the local authority. As with community schools, the local authority employs the school's staff and sets the admissions criteria. School land and buildings are normally owned by a charity, often a religious organisation, which also appoints some of the members of the governing body.



If you would like this information in another language or another format such as Braille, Large Print or Audio Tape, please contact the Family Information Service on 020 7332 1002, or email us at [eeyservice@cityoflondon.gov.uk](mailto:eeyservice@cityoflondon.gov.uk)



Family Information Service  
Education and Early Years' Service  
Department of Community and Children's Services  
City of London Corporation  
PO Box 270  
Guildhall  
London EC2P 2EJ

