



Starting Secondary School 2021

A guide for parents and carers





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If you have any questions about the admissions process, please contact:

School Admissions Service
Department of Community and
Children's Services
City of London Corporation
PO Box 270
Guildhall
London EC2P 2EJ
T: 020 7332 1002
F: 020 7332 1621
E: EEYService@cityoflondon.gov.uk

www.cityoflondon.gov.uk/schooladmission

Welcome

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. This year, I feel it is important to acknowledge the recent events related to the COVID-19 pandemic, which for many children has meant they have missed being in school. In these challenging times, there is still some uncertainty ahead; however, I wish to reassure our communities that the City of London is committed to supporting our residents on its road to recovery.

We have produced this guide to provide you with the information you will need to make a successful application for a school place for your child. Please read through it to make sure you are aware of the key dates and procedures of this year's school admissions process.

City of London is committed to delivering exceptional education, cultural and creative learning and 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 several events across

the year including a schools concert and the London Careers Festival. Pupils also benefit from cultural learning programmes delivered by the City of London's cultural institutions including the Barbican, Museum of London and London Symphony Orchestra.

To ensure that all children living in the City of London have access to the 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.

These academies are located in the boroughs of Islington, Southwark and Hackney. They provide children with exceptional facilities, excellent learning opportunities, and highly professional staff.

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.

Each school is different, so it is important that you take the opportunity to attend the open days, meet the teachers, talk to parents and carers of children who attend them and look at the schools' Ofsted reports and attainment levels.

We will do all we can to help you find a school place for your child. Please contact the City of London School Admissions Service on 020 7332 1002 or EEYService@cityoflondon.gov.uk if you need any further help.



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



Starting secondary school in 2021

If your child was born between 1 September 2009 and 31 August 2010, he or she will be moving on from primary to secondary school next year, which means you must apply for a secondary school place for September 2021 by 31 October 2020.

Children with Special Educational Needs and Disabilities (SEND)

All secondary schools have a written policy explaining how they help children with SEND. With additional support, most children with SEND are able to attend mainstream schools.

Please contact the specific school to request a copy of their policy. 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 should not complete a CAF. The transfer from primary to secondary school will be managed directly by the City of London Education and Early Years' Service, for which contact details can be found at the back of this guide. We will contact you at the start of the autumn term and guide you through the secondary transfer process.

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 Local Offer website. The Local Offer sets out information about services and provision both in and outside the City. Please visit the Family and Young People's Information Service for full details. www.fyi.cityoflondon.gov.uk

2020

1 September

You can start making applications to schools using the online Common Application Form (CAF).

September/October

School open days (contact the specific school for details).

31 October

Deadline date for applications and additional documentation where applicable, such as Supplementary Information Forms (SIFs) and medical assessments for consideration under social/medical criterion.

November/December

Some schools may require your child to carry out a fair banding test.

2021

1 March

The results of your application will be sent to you on National Offer Day. If you applied online, you'll receive an email and/or text alert in the evening informing you of the outcome or where to find it online.

15 March

Deadline for accepting an offer of a secondary school place.

May/June

Appeals heard against the refusal of a place at a school on your application form.

Key dates to remember

How to choose a school

Get a complete picture

Prospectuses, league tables and Ofsted reports alone will not give you a complete picture of a school. 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. Arrange to speak with the administration, teachers 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.

Things to consider when choosing a school

Here are a few questions to ask when deciding whether a school fits your child's personality, talents and needs.

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.

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

While all state-maintained schools follow the National Curriculum, some specialise in particular subjects, for example Music, Maths, Sciences or Sports.

What do other parents think about the school?

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

Does the school have extended services such as breakfast, 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 him or her 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.

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

How to apply

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.

1. To make an application online, please visit the eAdmissions website: www.eadmissions.org.uk
If you're unable to apply online, please contact the City of London School Admissions Service on 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 Supplementary Information Form (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.

DEADLINE DATE FOR APPLICATION IS 31 OCTOBER 2020

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.

Changes to preferences after the application deadline date

If you wish to change your school preferences after the closing date, your application will be treated as a late application, unless the following applies:

In response to a range of COVID-19 related issues, many schools who test a child's ability or aptitude before offering a school place have decided to postpone admission tests until later in the autumn term.

If you apply for a school that tests your child's ability or aptitude, you can make changes to your preference as soon as you receive the results of the test (such as to add or remove a selective school) providing you notify **EEYService@cityoflondon.gov.uk by 10th December 2020**. Changes to preferences after this date will only be considered after places are offered on 1st March 2021.

Despite these changes, parents **must** register their child for tests by published deadlines and submit their common application form by the national closing date, **31st October 2020**.

If you have questions about test arrangements, please check relevant school websites, or contact the school(s) directly. Please note that schools will now be closed for the summer.

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, please contact them directly. If you apply online, the eAdmissions website will tell you if a school requires a SIF. 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 and 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.

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 2021, 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 particular 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 Service 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 from school:

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

Admissions authorities

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 onto the eAdmissions system or sent electronically to the City of London School Admission Service. 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

Please 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 the majority 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 Service.

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

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 Service and provide supporting evidence.

Please note: You can only make a late application using the paper application form. You cannot make a late application online.

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.

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.



Getting your results – National Offer Day

The results of your application will be sent to you on National Offer Day, which is **1 March 2021**. 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.

The letter the City of London School Admissions Service 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
- the acceptance slip attached to your offer letter, which will be sent electronically. The acceptance slip must then be sent back via email to the City of London School Admissions Service.

Either way, the City of London School Admissions Service must receive your response by 15 March 2021 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 Service 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 Service 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 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 2021**, your place may be offered to another child.

If you are likely to be away from home between **1 March and 15 March 2021**, please let the City of London School Admissions Service know in advance.

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 – what you'll need to do and by when.
- Present your appeal. Your appeal will be heard during May, June or July 2021 by the Appeal Panel, which is made up of people who have not been involved in any way in the allocation of school places.

The Appeal Panel's decision is final.

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.



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, or;
- has been educated at home and now wishes to apply for a school place, or;
- 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.

Secondary schools

CITY OF LONDON ACADEMY ISLINGTON

Prebend Street, London N1 8PQ

t 020 7226 8611 **e** info@cityacademyislington.org.uk **w** www.colai.org.uk

Principal

Ms S Jacob

Year 7 places

165

Ages

11–19 boys and girls

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

Open mornings

Thursday 24 September 2020

Thursday 1 October 2020

Thursday 8 October 2020

Thursday 15 October 2020

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

Banding tests

Saturday 3 October 2020

Saturday 17 October 2020

All pupils applying for a place at City of London Academy Islington for September 2021 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.

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.

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

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 extra-curricular 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



THE CITY ACADEMY, HACKNEY

Homerton Row, London E9 6EA

t 020 8525 5440 **e** admin@thecityacademy.org **w** www.thecityacademy.org

Principal

Mark Malcolm

Year 7 places

190

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.

Ages

11–19 boys and girls

Fair banding tests

Yes

All candidates are required to participate in the banding test.

A message from Mark Malcolm, Principal

At The City Academy, Hackney pupils 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 our sponsors: the City of London and KPMG. Of key importance to our success has been the development of pupils' originality and independent thinking, which has been fostered through the many creative and engaging learning experiences we offer inside and outside the classroom.

The City Academy, Hackney's examination results are consistently outstanding and the progress pupils make places the academy as one of the top schools in the country.

With a strong emphasis on high aspiration and social mobility, The City Academy, Hackney offers pupils an exceptional educational experience. In addition, we have received two outstanding grades from Ofsted. In 2014, our pupils were placed second in the country for the progress they made, in 2015 they were fifth and in both 2010 and 2012 we were judged to be outstanding in every Ofsted category.

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

Open mornings

Thursday 8 October 2020

Friday 9 October 2020

By appointment

Open evening

Tuesday 29 September 2020

From 5.00 to 8.00pm (last entry 7.30pm)

Sixth Form Open evening

Thursday 26 November 2020

From 5.00 to 8.00pm (last entry 7.30pm)

Our mission, vision and values

We aim to provide education of the highest quality for pupils in Hackney and pioneer educational innovation and creativity.

Our mission is to develop highly qualified and skilled young adults who achieve to the best of their ability, display the highest standards of professionalism and are ethical, active citizens fully committed to supporting their local and global community.

The City Academy, Hackney offers all pupils an outstanding opportunity to learn and achieve in a purpose-built environment with access to the highest standards of teaching, support and challenge.

'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 achievement as well as the politeness, self-discipline and compassion of our pupils. It is important to us that pupils 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.

About the academy

The City Academy, Hackney opened in September 2009 and occupies an exciting, purpose-built, state-of-the-art building. The teaching and learning environment enables pupils to experience high-quality, personalised learning through a range of curriculum pathways. Our classrooms hold no more than 24 pupils, so teaching groups are small.

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

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 and 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 challenge more able pupils
- innovative, creative and stimulating learning experiences.

Key Stage 3

All pupils follow a two-year programme at Key Stage 3: this includes 12 or 14 periods of core subjects (English, Maths and Science), two periods of PE and 13–15 periods of foundation subjects (Music, Drama, Art, Design and Technology, Computing, Spanish, History, Geography and RE).

With 90 per cent of pupils making expected progress and above in English and Maths at the end of Year 8, the progress our pupils make is well above the national average.

Key Stage 4

All pupils begin the Key Stage 4 programme of study in Year 9: they study GCSEs in English, Maths and Science and there is a wide selection of GCSE options across the remaining subjects. 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, such as Art, Music and Technology as well as additional choices including Computing and Sociology.

All pupils in Years 7–11 have one period per week of Personal, Health, Social and Citizenship education. Since our first set of GCSE results in

2014, pupils have continued to make exceptional progress. We are a consistently successful school with a Progress 8 score of 0.49 in 2018.

Sixth form

The City Academy, Hackney's sixth form opened in September 2014, extending our outstanding educational provision to post-16-year-olds. The aim of our sixth form is to develop young learners into independent, studious and professional young adults by insisting on the same core values that characterise the work of The City Academy, Hackney as a whole. All of our sixth form pupils have progressed to university or high-level apprenticeships.

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 through our sponsors, the City of London and KPMG, and with Clare College, Cambridge. KPMG also provides an Access course for A-level pupils as well as paid alternatives to higher education.

For more information about our A-level courses, please refer to the Sixth Form section of our website or pick up a copy of our Sixth Form Guide.

Support

We promote high aspirations, high motivation and high achievement for all. This vision applies equally to pupils with any kind of special educational need. Our philosophy is to include pupils as far as possible within The City Academy, Hackney's normal provision.

The extended day

We stay open for pupils until at least 6.00pm four evenings a week for further, optional classes and a homework club. The longer school day is an important part of our plan to transform and

raise standards for our pupils. It also provides a secure environment for pupils whose parents are still at work.

Our libraries are open both before and after school and our Additional Studies Programme (two evenings a week) offers our pupils an opportunity to explore new subject areas and participate in sports as well as providing tailored support and intervention.

Homework is a key part of The City Academy, Hackney's day and we have a clear and strong approach: every pupil is expected to do at least one hour of homework each evening.

Our partnership with parents

Often, parental involvement in their child's education reduces when they reach 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

We foster good knowledge and support of the individual pupil through vertical tutor groups where small numbers of pupils of different ages have the same personal adviser. This enables peer mentoring and provides good role models and a positive social environment.

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

Expectations

The City Academy, Hackney sets and maintains excellent standards of behaviour that would be expected in any workplace. We have a consistently enforced system of rewards and sanctions in place to celebrate individual successes and support the standards of behaviour we expect.

Ofsted observed that, 'There is a shared expectation that all students will conduct themselves in a professional and businesslike way.' Our reward system encourages hard work, supports good behaviour and rewards success.

Rules are applied consistently, fairly and without exception according to our expectations. We believe that children should understand that there are always consequences associated with good and poor behaviour.

Admissions

All children applying to the academy, including children with an Education, Health and Care (EHC) Plan and looked after children, will be required to take the Cognitive Ability Tests (CAT4 Level C) designed by GL Assessments. 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 (where possible) 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 COLA-S

240 Lynton Road, London SE1 5LA

t 020 7394 5100 **e** info@cityacademy.co.uk **w** www.cityacademy.co.uk

Principal

Mike Baxter

Year 7 places

240

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.

Ages

11–19 boys and girls

Fair banding tests

Yes

A message from Mike Baxter, Principal

Since joining COLA Southwark in April 2019, I have continued to be impressed by the resilience and dedication of the COLA Southwark team: our staff, students and parents. The past six months have posed challenges beyond what any of us could have imagined. Our world has been turned on its head and as I write this, in June 2020, so much uncertainty still lies ahead. I truly hope that we're able to get back to normal as soon as possible and do what we love to do: educating your child in the rich collective history of humanity that has been bequeathed to us.

It is for this reason that, from September 2020, the academy has boldly declared its purpose as the Exploration of Life. We take young people, educate them 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 can make and shape a better world for all of our futures. Secondary school is not only about the milestones of GCSE 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.

Integritas

At COLA Southwark we have a guiding value of 'Integritas', with the half-termly principal's award being the Integritas Award. In practice, integritas (the Latin for integrity) means doing what is right, even when it is hard, and of owning up to our mistakes. I regularly tell students that

they (as well as staff) will get things wrong, that they will fail, but that this failure is a step towards success providing we own it and learn from it. Accompanied to this guiding value are the values of ambition, resilience and duty each of which students are awarded for showing and which are spoken about regularly.

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

COLA Southwark students are supported to embody the value of resilience through both the formal and enriching curriculums which we offer. Students learn that failure is something rooted in learning: James Dyson famously patented over 4000 items before he launched his first vacuum. Failure for him was a step on the path to success. We will 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 GCSE and A-level. As the 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 2020/21 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 comprehensive educational enrichment programme including:
 - a. a daily, character education programme as well as a daily taught reading programme
 - b. six drop down days (when school trips and events can happen)
 - c. adventure learning including the Duke of Edinburgh's Award
 - d. a house system with over 20 annual house competitions
 - e. termly performing arts showcases
 - f. 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.

Mike Baxter
Principal

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 Cooperation. 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 whilst in our uniform and in the community.

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

Stretch for the most able students

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

Among these exciting, dynamic learning opportunities are the science fair, debating with Debate Mate and the City of London, Maths stretch classes after school, coding club, and the extended project qualification for our A-level students.

The six drop down days every year provide 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 our most able students. Our aim is to ensure they can surpass their own expectations.

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, whilst all sports teams and clubs will 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

We admit pupils with SEND through consultation with the appropriate local education authority, and where COLA Southwark is appropriately named in the SEN statement or Education, Health and Care (EHC) plan.

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

Our highly trained staff in specific learning difficulties (SpLD), dyslexia and autistic spectrum condition (ASC) 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 wellbeing of all students matter – including those identified with SEND.

Communication with parents and carers

Whilst 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 2020/21, 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 cubs that we offer. Where parents are unable to attend in person, these meetings will occur virtually on Google Meet or Zoom.
2. In 2020/21, parents will be provided with a number of excellent IT platforms enabling them to track their child's behaviour, successes and homework.
3. Every child will have a recognised mentor within the academy. 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. We will continue to respond to your child's specific needs and ensure that we work hand-in-hand with parents wherever possible to support the education and progress of your child.
5. In light of the COVID-19 pandemic, we will remain flexible in how we listen to, respond to and communicate with parents. It is possible that secondary education in 2020/21 will not be as we had planned and we must work together to support your child with this.

Sixth form

COLA Southwark is proud of our thriving and successful sixth form. 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 16 schools in England and Wales to run the Basketball England-accredited Advanced Level Apprenticeship in Sporting Excellence programme.

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.

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 2020/21, there will be a renewed focus on homework given the amount of time students will have lost whilst not attending the academy.

Academy visiting dates

We advise parents and students to check the COLA Southwark website for regular updates to our Open Evening and Open Morning schedule.

To book your preferred date for an Open Morning, please visit our website: www.cityacademy.co.uk
Bookings open on 3 September 2020.

Open mornings

Thursday 17 September 2020

Thursday 24 September 2020

Thursday 29 September 2020

Sessions start from 9.00am till 10.15am

Open evenings

Thursday 22 September 2020

Tuesday 29 September 2020

Two sessions per evening:

Session 1: 4.00pm–5.30pm, there is no entry after 4.30pm. Talks at 4.00pm and 5.00pm.

Session 2: 6.00pm–7.30pm, there is no entry after 6.30pm. Talks at 6.00pm and 7.00pm.

University Technical Colleges and Studio Schools

Children born between 1 September 2006 and 31 August 2007 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 2021 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/

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 or complete a paper application, which you can get by contacting the City of London School Admissions Service.

The deadline for applying for the 2021/22 education year is 31 October 2020. We'll send the results of your application during the day of 1 March 2021. 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.

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)

TfL is currently reviewing free bus travel for 11 to 17-year-olds. Please contact TfL for further updates.

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.

For more information, please contact the School Admissions Service on 020 7332 1002 at the City of London.

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

Free school meals

Your child may be eligible for free schools 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 Service 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

Hackney School Admissions

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

Hammersmith & Fulham School Admissions

145 King Street,
Hammersmith,
London W6 9XY
020 8753 1085
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

Kensington and Chelsea School Admissions

Town Hall,
Hornton Street,
London W8 7NX
020 7745 6432 or 020 7745 6433
<https://www.rbkc.gov.uk/children-and-education/children-and-education/>

Lambeth Admissions Service

International House,
Canterbury Crescent,
London SW9 7QE
020 7926 9503
www.lambeth.gov.uk/schools-and-education

Southwark Admissions

160 Tooley Street,
London SE1 2QH
020 7525 5337
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

Westminster School Admissions

Hornton Street,
London W8 7NX
020 7745 6433
www.westminster.gov.uk/school-admissions

Useful contacts

Coram Children's Legal Centre

Coram Community Campus,
48 Mecklenburgh Square,
London WC1N 2QA
020 7713 0089
<https://www.childrenslegalcentre.com/get-legal-advice/education/>

Independent Schools Council

First Floor,
27 Queen Anne's Gate,
London SW1H 9BU
020 7766 7070
www.isc.co.uk/

Local Government & Social Care Ombudsman

PO Box 4771,
Coventry CV4 0EH
0300 061 0614
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 Service 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 and Young People's
Information Service on
020 7332 1002, or email us at
EEYService@cityoflondon.gov.uk

Family and Young People's 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

