Starting Secondary School in 2018

A guide for parents and carers
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: FYI@cityoflondon.gov.uk
W: www.cityoflondon.gov.uk/schooladmission
Welcome from Andrew Carter, Director of the Department of Community and Children’s Services

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.

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 take time to read through it to make sure you are aware of the key dates and procedures of this year’s school admissions process.

The City of London Corporation has a strong record of providing excellent educational opportunities for children living in the Square Mile. Although there are no maintained secondary schools in the City of London, we work in close partnership with the neighbouring local authorities with whom we have sponsored three modern and innovative city academies.

We sponsor these academies to make sure all children living within the City of London have the same access to good-quality secondary education as children in other London boroughs. As part of this commitment, we have arrangements with the academies to make a small number of places available to City children. This means your child has the option of applying to any or all of our sponsored academies regardless of the area of the City of London in which you live.

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

In 2016, 79 per cent of students at the City of London Academy, Southwark achieved 5 or more A*- C passes in English and Math GCSEs. At A-level, 97.3 per cent of students passed. 10.7 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 68 per cent of students achieved 5 or more A*- C grades in English and Maths GCSEs. At A-level, 88.2 per cent of students passed, and an average grade of D+ was achieved.

At the City Academy, Hackney, 82 per cent of students achieved 5 or more A*- C grades in English and Maths GCSEs. 44 per cent achieved the English Baccalaureate. At A-level, 100 per cent of students passed, 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 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 School Admissions Service on 020 7332 1002 or fyi@cityoflondon.gov.uk if you need any further help.
Welcome
Andrew Carter, Director of the Department of Community and Children’s Services.

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Starting secondary school in 2018

If your child was born between 1 September 2006 and 31 August 2007, he or she will be moving on from primary to secondary school this coming year and you must apply for a secondary school place for September 2018.

This brochure gives information about the application process for state-maintained secondary schools.

It explains:
• how to choose a secondary school
• how to apply for a secondary school place
• how places are allocated
• what happens when there are more applications for a school than places available
• what happens if your child is not offered a place at one of your preferred schools

Common Application Form

Under the scheme, all applications to state-maintained secondary schools must be made using the Common Application Form of the local authority in which the child lives, regardless of where the schools to which they are applying are located. The application form lets you list up to six schools in order of preference. Should you choose to apply to a school in another borough, the Pan-London Coordinated Application Scheme will forward your application to that borough’s school admissions service on your behalf.

Please note: applications to private or independent schools should be made directly to the school

Pan-London Coordinated Admissions Scheme

Places in state-maintained secondary schools in London are allocated using the Pan-London Coordinated Admissions Scheme. The scheme coordinates the admissions process across all 33 London boroughs to ensure that:
• it’s quick, easy and fair
• more pupils receive offers from their preferred schools
• fewer children receive multiple offers or no offer at all

Types of state-maintained schools

Community
Foundation
Voluntary-aided
Voluntary-controlled
Free Schools
Grammar Schools
Key dates for 2017/18 secondary school application

2017
- First week of September: Admissions open
- September to October: School open days (contact the specific school for details)
- 31 October: Closing date for applications and Supplementary Information Forms (SIFs)

2018
- 28 February: School admissions authorities publish their appeals timetable on their websites.
- 1 March: Offer Day
  - Letters posted informing you of the outcome of your application
  - If you applied online, you’ll receive an email/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
- June-July:
  - Taster days for new students (check with the schools directly for details)
  - Transfer of pupils’ records from their primary to their secondary schools

Children with Special Education Needs and Disabilities (SEND)
All primary 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.

Contact the school to request a copy of their policy.

If your child has special educational needs but does not have a statement of special educational needs (SEN) or an Education Health and Care (EHC) plan, you must apply for a secondary school by completing a Common Application Form. 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 a statement of SEN or an EHC plan
If your child has a statement of SEN or an EHC plan, you should not complete a Common Application Form. The transfer from primary to secondary school will be managed directly by the Education and Early Years’ Service. 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 which are available for children and young people with special educational needs and disabilities (0-25 years) can be found on the City of London’s Local Offer. The Local Offer sets out information about services and provision both in the City and outside of the City. Visit fyi.cityoflondon.gov.uk

If you’d like to discuss your child’s special educational needs or would like more information, please contact the Education and Early Years Team on 020 7332 1002.
Section B - Choosing and Applying to Schools

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 brochure, 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 28.

Or you could go on to the Department for Education’s ‘Find and compare schools in England’ website www.gov.uk/school-performance-tables.

This website not only provides a comprehensive list of schools across the England, but also allows you access to performance tables that give information on pupils’ results at each school, and show how they compare with other schools.

The schools information page provides a link to their 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 three years.

Once you’ve come up with a short list, find out more about those schools by reading their:
- prospectus - detailed information about the school, 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 the schools’ websites, or 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. We advise you to visit the school for a close-up look at its location, facilities and surroundings and 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.

Look at the admissions criteria
On your application you should list all of the schools you want to apply to in order of preference. Some schools receive more applications than they have places to offer though, so you should always look at the admissions criteria for each of your preferred schools and consider whether you meet them.
University Technology Colleges and Studio Schools

Parents whose children were born between 1 September 2003 and 31 August 2004 can make an application to a University Technology College (UTC) or Studio School.

UTCs and Studio Schools offer students more than the traditional GCSE and A-level curriculum

**UTC**
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. Students can study GCSEs, A-levels and other relevant qualifications matched to these specialisms.

UTCs usually start from 8:30am and end at 5:00pm. For more on UTCs and to find a UTC near you, visit http://www.utcolleges.org/

**Studio School**
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.

For more on Studio Schools and to find a Studio School near you, visit https://studioschoolstrust.org

You can apply online at www.eadmissions.org.uk or complete a paper application, which you can get by contacting the School Admissions Service. The deadline for applying for the 2018/2019 education year is 31 October 2017.

We’ll post the results of your application during the day of 1 March 2018. If you applied online, you’ll receive an email alert that evening informing you of the outcome of your application 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.
Things to consider when choosing a school

A few questions to ask when deciding whether a school fits your child’s personality, talents and needs

Does the school’s curriculum match your child’s interests and talents?
While all state 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 and after school clubs and after school activities?
Are there supervised activities for pupils outside normal school hours if parents or carers are at work?

Does the school have the facilities and resources to meet your child’s special educational needs and disabilities (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 tie breaker. 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

There are two ways you can apply to state secondary schools:
• Online via the eAdmissions website https://www.eadmissions.org.uk/
• By completing and returning the Common Application Form. To request an application form, contact the School Admissions Service on 020 7332 1002. You can apply to up to six schools. We recommend that you apply to as many as you can as this will increase your chances of getting one of your preferred schools.

Siblings
If your child has a brother or sister attending any of your preferred schools at the time of admission in September 2018 you should complete the box marked ‘Sibling details’ alongside the relevant school.

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 (including preference for single sex education) and a professional practitioner, such as a doctor, must support your reasons and provide relevant evidence. The School Admissions Service must receive this by the application deadline.

Please note: presenting your exceptional reasons and supporting evidence will not guarantee that your child will be offered a place at the preferred school.

Proof of home address
Your address details will be checked by the City of London Corporation 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 can be either uploaded online or sent to us as a hard copy. 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 Corporation’s address verification policy, visit www.cityoflondon.gov.uk/schooladmission.

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 onto 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.
Applying online

Please note: you must have an email address to apply online

What are the benefits of applying online?
- It's quick and easy and your details are safe on our secured eAdmissions system
- You can change your application details at any time up to midnight on the closing date
- It ensures your application is fully completed. The system will prompt you or not let you proceed or submit your application form if a mandatory field is not filled in
- It lets you know if you need to complete any Supplementary Information Forms (SIFs)
- You’ll receive an email notification that your form has been successfully submitted
- You can log in to find out the outcome of your application
- You can accept a school offer online

What is a Supplementary Information Form and why is it needed?
A Supplementary Information Form (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 contact them directly. If you apply online the eAdmissions website will tell you if a school requires a SIF.

Most voluntary-aided and foundation schools and some academies require a SIF.

Where do I get a SIF?
You can download a school’s SIF from the school’s or local authority’s website, or contact the school to request a form.

If you apply online, the eAdmissions website will redirect you to the school’s website.

When and where do I submit a SIF?
Return the form directly to the school to which you are applying by the 31 October deadline.

Do I need to complete a SIF?
Some schools require you to complete a SIF while others do not. However, choosing not to complete it could reduce your chances of getting a place at that school if it’s oversubscribed.

Will completing a SIF guarantee my child a place at the school?
No, but the information provided in the SIF will tell the school if your child’s circumstances meet its oversubscription criteria, which may give you a higher priority.

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 school admissions team and provide supporting evidence.

Please note:
- You can only make a late application using the paper application form. You cannot apply online.
- If you wish to change your school preferences after closing date, your application will be treated as a late application.
How places are allocated

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 to the school’s oversubscription criteria. Children meeting criteria with a higher priority will be more likely to get a place than those meeting lower priority criteria (see the ‘Oversubscription criteria’ box below).

Oversubscription criteria are part of a school’s admissions policy. You can get a copy of the policy from the school’s admissions authority.

Will children from other boroughs get priority over my child?
Many schools’ oversubscription criteria give priority to children who live closest to the school. In this case, children from surrounding boroughs may get priority over your child if their home is closer to the school than yours. The school’s admissions policy will have details of how distances are measured.

Fair banding
Fair banding is another criteria used by oversubscribed schools to prioritise allocation. It’s a way to ensure they have a balanced intake of pupils of different abilities. Not all schools use fair banding to allocate school places.

How does fair banding work?
Children are grouped into bands according to their ability, which is determined by their primary school test results or, more often, the results of a fair banding test measuring verbal and non-verbal reasoning. The school’s oversubscription criteria are applied to each band.

As schools requiring the test will consider applicants who have sat the test before those who have not, it’s very important that your child does not miss the test.

Your child may have to sit a fair banding test for all the schools to which they apply.

Will taking the fair banding test guarantee my child a place at the school?
No. Fair banding may increase your chances of getting a place at an oversubscribed school, but will not guarantee a place.

Admissions authorities
For foundation schools, voluntary-aided schools, academies and free schools, this is the school’s governing body. For all other schools, this is the local authority.

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.
Getting your results – Offer Day

We’ll post the results of all secondary school applications to parents and carers during the day of 1 March 2018. If you applied online you’ll receive an email alert that evening informing you of the outcome of your application, or a text telling you where you can view the outcome online.

The letter 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 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
- the acceptance slip attached to your offer letter and returning it to the School Admissions Service.

Either way, your response must be received by 15 March 2018 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 us 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?
The offer letter will include details of local schools that have vacancies and we’ll work with you to find a school place for your child.

You can also choose to appeal 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 2018, your place may be offered to another child
- If you are likely to be away from home between 1 March and 15 March 2018, please let our School Admissions Service know in advance
The 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 when
• Present your appeal. Your appeal will be heard during May, June or July 2018 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
• 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.
The City Academy, Hackney

Homerton Row
London
E9 6EA
020 8525 5440
admin@thecityacademy.org

Principal: Mark Malcolm
Age: 11–19 boys and girls
2018 admissions: 180

Specialism: Business and Financial Services

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.

A message from the Principal

“The City Academy, Hackney is a school renowned for achieving world-class standards of progress and as being a centre of excellence for secondary education, which is now the subject of great interest locally, nationally and internationally.”

In each of the three years where we have had GCSE results, our students made more academic progress than any other school in Hackney. In fact, we are one of the only seven schools in the country to get a progress 8 score above 1.00.

In addition, we have received two ‘outstanding’ grades from Ofsted. Of key importance to this 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. At the City Academy, Hackney students are expected to work hard and show dedication and commitment to their studies. In return we provide fantastic academic, creative, sporting, linguistic and personal educational opportunities, which we call the ‘City Experience’. There is a real emphasis on personal skills and the development of values that all young people need to be successful.

We believe that you will be impressed by the outstanding educational experiences we can offer your child and I would urge you to visit the City Academy, Hackney to find out more.”

Mark Malcolm, Principal

Open Days

- Open Evening: Thursday 5 October, 5–8pm. (Visitors from 4.30pm. Last entry 7.30pm)
- Open Mornings: Thursday 12 October, 9.45–11am and 10.20–11.30am.
  Friday 13 October, 9.45–11am and 10.20–11.30am.
  (By appointment only, please book via schools website)

Our mission, vision and values

We aim to provide education of the highest quality for students 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 students 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 students' progress is rapid.”
–Ofsted 2012

Values and success
Our success is judged by excellence in examination results, standards of behaviour, sporting and creative achievement 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.

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

The City Academy, Hackney caters for 180 students 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 students learn. We do this by developing comprehensive, detailed teaching and learning strategies that foster excellent academic progress. The City Academy, Hackney ensures all students 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 students
- innovative, creative and stimulating learning experiences

Key Stage 3
All students follow a two-year programme in the core subjects and begin GCSEs in English, Maths, Biology, Chemistry and Physics in Year 9. Foundation subjects are taught over three years, with the majority of students completing Key Stage 3 at the end of Year 9.

With 90 per cent of students reaching level 5 and above in English and Maths at Key Stage 3, the progress our students make is well above the national average and is truly inclusive.

Key Stage 4
All students study GCSEs in English, Maths, and Science and there is a wide selection of GCSE options across the remaining subjects. The vast majority of students will follow the English Baccalaureate in Key Stage 4. Our GCSE options 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 economics.

For the past two years, the City Academy, Hackney has been the top school in Hackney for academic progress and, in fact, in the top five schools in the country in terms of the academic progress students make here.

Sixth Form
The City Academy, Hackney’s sixth form opened last September, 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.

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 Corporation and KPMG, with Clare College, Cambridge. KPMG also provides an Access course for A-level students 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 students with any kind of special educational need (SEN). Our philosophy is to include students as far as possible within the City Academy, Hackney’s normal provision.

The extended day
We stay open for students until at least 6pm five evenings a week for further, optional classes and homework club. The longer school day is an important part of our plan to transform and raise standards for our students. It also provides a secure environment for students 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 students 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 student 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 every half term, 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 student through vertical tutor groups where small numbers of students of different ages have the same personal adviser. This enables peer mentoring and provides good role models and a positive social environment. Ofsted observed that, “The City Academy, Hackney’s core values, which emphasise achievement, enjoyment and respect, are also having a positive impact on students’ lives.”

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.
City of London Academy, Islington

Prebend Street
London
N1 8PQ
020 7226 8611
info@cityacademyislington.org.uk
www.colai.org.uk

Executive Principal: Miss C Verga
Head of School: Ms S Jacob
Age: 11–19 boys and girls
Places available: 165

Places for children living in the City of London
Under the City of London Academy, Islington’s oversubscription criteria, there may be up to thirteen priority places for City of London children.

A message from the 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.”

Miss C Verga
Principal

Values and success
We have made astonishing progress over the last four years and we are a transformed academy, with dramatically improved outcomes for our students. Following our 2014 GCSE results, we were recognised and awarded for being in the top 20 per cent for student attainment and progress nationally and the top 10 per cent for value-added progress nationally. We were one of only three schools in the country to be recognised this highly. Last year’s results maintained this recognition of exceptional performance and, for the second year running, we were awarded for being in the top 10 per cent of schools nationally for outstanding value-added progress. Our 2015 A-level results are the best the City of London Academy, Islington has ever had, with a 100 per cent pass rate. Ninety per cent of our Year 13 students successfully secured a place at university, with many of our students achieving top A-level grades and gaining places at prestigious Russell Group universities.

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

A recent Ofsted inspection confirmed that the Principal, Miss C Verga, provides “outstanding and inspirational leadership” (Ofsted 2014). 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 students within a learning environment that sets high expectations of student progress and student behaviour. In September 2017 Miss C Verga will become Executive Principal of City of London Academy, Islington and City of London Academy, Highbury Grove. Ms S Jacob will take the position of Head of School at City of London Academy, Islington.

Clear, crucial improvements are ongoing to secure our students’ high levels of success. At
Parents say the City of London Academy, Islington is now like “a big family”

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 students are happy, enjoy their learning, feel they are recognised and valued as individuals and when they 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 students 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 to students with a wide range of abilities and interests. This is reflected in the large number of extra-curricular activities offered, starting at 8am each morning.

All students 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. Students 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 student planner and a reading book. This is to ensure that all students are fully equipped and ready to learn. It is also expected that all students 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.

Our City of London Academy, Islington is sponsored by the City of London Corporation and the City University, which offers a fast-track programme assisting students into university. Our ‘Gifted and Talented’ students are mentored by staff from the university and students frequently meet with professionals from other professions within the City’s Square Mile to learn about careers and opportunities available to them. We believe that good patterns of attendance and punctuality are essential if our students are to get the best from their learning. We want our students 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.

As a consequence of our robust systems, our attendance has risen to above national averages.

Admissions arrangements

Admissions are determined by ‘fair banding’ 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 125 applications are received, the City of London Academy, Islington will offer places to all those who have applied. Where more than 125 applications are received, students will be considered against our oversubscription criteria, applied in the order set out below and subject to the application of fair banding:

- Children with a statement of Special Educational Needs (SEN) or an Education, Health and Care (EHC) plan where the City of
“Students’ behaviour in lessons and around the Academy is calm and polite.”

London Academy, Islington is named on the statement.

- Looked after children and children who have been adopted or made subject to residence or special guardianship orders immediately after being looked after
- Admission of pupils whose siblings currently attend the City of London Academy, Islington and will continue to do so on the date of admission
- Admission of pupils whose siblings currently attend Richard Cloudesley School and who will continue to do so on the date of admission
- Up to ten children living in the City of London. If more than ten pupils apply, selection within fair bands to be determined by drawing lots
- Children considered to have exceptional special educational, medical or social needs for priority admission
- Admission of pupils on the basis of proximity to the City of London Academy, Islington. This will be determined by a computerised mapping system using a straight line distance measurement. Routes are calculated from the child’s home address (as defined by the Land and Property Gazetteer) to the main entrance of the City of London Academy, Islington

For full details of our admissions policy, please go to www.colai.org.uk
City of London Academy, Southwark

240 Lynton Road
London
SE1 5LA
020 7394 5100
(fax) 020 7394 5101
info@cityacademy.co.uk
www.cityacademy.co.uk

Principal: Richard Bannister
Age: 11–19 boys and girls
Number of pupils: 1300
Year 7 places: 240
Religious affiliations: None
Specialism: Business & Enterprise and Sports
Supplementary Information Form: Some children (see page 10)
Fair banding tests: Yes
Information Technology (IT) test: To be confirmed

Places for children living in the City of London
Under the City of London Academy, Southwark’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 the Principal
Welcome to City of London Academy (Southwark). We offer high-quality education in a vibrant, innovative learning environment to students aged 11-18. We provide added focus on Business & Enterprise and Sport, and are one of only 10 schools in England to be awarded Basketball Academy status by Basketball England.

We are passionate about helping every student achieve their full potential in a caring, inclusive community. CoLA is sponsored by the City of London, allowing our students to access unique, exciting career opportunities in the heart of the capital.

City of London Academy is high-achieving and heavily oversubscribed. The majority of our students progress to leading universities including Oxbridge.

We continue to raise attainment and achievement, boasting academic results significantly above the national average. In 2016 we matched our best ever GCE results, with a 100 per cent pass rate.

We also recorded our best results at GCSE, significantly improving on last year and placing in the top 10 per cent of schools nationally for attainment.

We offer a broad, balanced curriculum, enhanced by our wide range of extra-curricular programmes, will give your child the opportunity to successfully develop over their seven years with us. Your child will acquire the knowledge, confidence and life skills needed to excel in higher education, the world of work and their chosen interests.

We provide a high quality of pastoral care to promote the wellbeing of all students. We aim to secure enthusiastic, motivated and happy students. But City of London Academy is renowned for being more than just a school; we are dedicated to nurturing every student’s holistic development. We believe every child matters and were awarded the Investors in Careers (gold) for our exceptional work in supporting students’ development.

We are also joint lead school of London South East Maths Hub, part of a national programme dedicated to improving the quality of Mathematics education.

We work closely with businesses, the local community and our family of schools to bring educational and social success to all members of our learning community. We retained the Inclusion Quality Mark, Centre of Excellence Award, one of a handful of London schools to achieve this honour.

City of London Academy is entering a new and exciting era, with our purpose-built Sixth Form centre opening at 399 Rotherhithe New Road in September 2017, ready to accommodate 400 students.

By joining City of London Academy, students enter a learning environment where aspiration and hard work leads to resourceful, resilient and well-rounded young people. They will be prepared for the 21st century, ready to thrive in our Academy and in their lives ahead.
“The City of London Academy, Southwark systems to care for and support students are outstanding.” —Ofsted 2011

I am extremely proud to be the principal of this vibrant and exciting school community and look forward to meeting you at our open events.

Richard Bannister
Principal

Academy Visiting Dates
Open Evenings:
• Thursday 14th September 2017 4.00pm–7.00pm
• Monday 18th September 2017 4.00pm–7.00pm

Open Mornings:
• Wednesday 20th September 2017 9.00am–10.00am
• Thursday 21st September 2017 9.00am–10.00am
• Monday 25th September 2017 9.00am–10.00am

We advise parents and students to check the City of London Academy, Southwark website for regular updates to our Open Evening and Open Morning schedule.

To book your preferred date, visit our website www.cityacademy.co.uk

Bookings open on 1 September 2017

Specialisms
City of London Academy specialises in Business & Enterprise and Sport. Of these specialisms, Enterprise is the common thread that runs through life at CoLA Southwark; it is central to our ethos and present in all the subjects we teach.

Enterprise improves learning, employment and life skills, leaderships skills, self-esteem, citizenship, creativity and the ability to maintain a healthy lifestyle.

Enterprise produces students who are gifted, inclusive, diligent, ambitious and always ready to seize the initiative.

Our specialisms provide students many benefits, including:
• A chance to experience different sports at KS3, including basketball, football and kayaking
• A chance to set up their own business through the Young Enterprise Programme
• Business & Enterprise / Sports activity week
• More specialist, high-quality teaching staff
• More chances to develop the skills of enterprise, self-reliance and problem-solving
• Accreditation to a range of sports coaching programmes including the highly-regarded Duke of Edinburgh Award
• Sponsorship by the City of London Corporation with regard to business expertise and support for our work experience programmes
• CoLA Southwark also works closely with the Southwark School Sports Partnership to promote excellence in PE and sport

Admissions
City of London Academy have a primary specialism in Business and Enterprise, also known as Information Technology. Prospective students can complete an online Information Technology Aptitude Test that evaluates their aptitude for 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
City of London Academy (Southwark) is sponsored by the City of London Corporation, whose role is to look after the business district around St Paul’s.

We were the first academy sponsored by the City of London when we opened in 2003.
The City of London has one maintained primary school, three sponsored secondary City Academies in Southwark, Islington and Hackney, and also supports three independent schools in the City.

Uniform
City of London Academy 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 the City of London Academy, 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

Gifted and talented students
City of London Academy 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, an extra GCSE in astronomy, master-classes in French and Maths, a summer course in Japanese and the extended project qualification.

Students are also invited to field and residential trips, theatre and museum trips and visits to top UK universities.

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
City of London Academy’s careers education programme helps our students develop the skills and knowledge they need to excel in the working world. This programme aims to give 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 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 City of London Academy as we strive to prepare our young men and women for their futures in the wider world.

Student leadership qualities are in evidence across the school. Student leadership extends to life outside the school. We have also introduced a mentoring scheme, in which our Sixth Form students buddy-up with younger pupils and offer support, advice and guidance. Our student leaders frequently take assemblies and attend public speaking events both in London and Europe.

Special educational needs
Our inclusive practices are reflected in our Special Needs Policy, which is available on our website.

We admit students with special educational needs (SEND) through consultation with the appropriate local education authority, and where the City of London Academy, Southwark is appropriately named in the SEN statement or Education, Health and Care (EHC) plan.

Our highly trained staff in special learning disabilities (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.

The City of London Academy, 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 as having SEND.

Social Emotional Mental Health
Our success depends on high standards and expectations set for students and staff. The City of London Academy, Southwark places great emphasis on such standards. We reward success and our rewards system ensures that all students have every opportunity to be successful.

Our students have a positive attitude and this is reflected in the good relationships that are seen around the Academy, where there is a harmonious, orderly environment. Students confirmed the view of inspectors in our recent inspection that behaviour is outstanding both in and out of lessons.

Partnerships with parents and carers
We believe working in partnership with parents is key to ensuring our students reach their full potential. We strive to communicate and engage effectively with all stakeholders, including our parents. To ensure this happens, parents and carers can:
- receive regular invitations to various events including parents’ evenings, meetings on attendance, celebration events and transition events
- obtain regular updates from subject leaders
- receive an assessment of their child’s progress at parents’ evenings
- join the Academy’s active Parent Teacher Association (PTA)
- receive a half-termly newsletter on the success and achievements of the Academy

As well as this, we provide workshops for parents on a number of issues including Internet safety and curriculum developments. We also work in cooperation with local primary schools on transition and supporting your child coming into secondary school. In addition, we provide ongoing training and continuous development to our parents and our community.

Academic excellence
City of London Academy Sixth Form is renowned for its academic success, with a 100 per cent pass-rate at A-E last year and 100 per cent of our students progressing to higher education or apprenticeships. We also saw a significant increase in the number of students securing places at Russell Group universities.

We want every student to enjoy their time here and we were recently awarded the Investors in Careers award for our dedication to student wellbeing and personal development.

Careers and progression
Our students follow a whole range of career paths when they leave the academy, with many joining Russell Group universities including Cambridge, Oxford, Exeter, Imperial College, King’s College, University College London, Queen Mary and Nottingham.

Others study popular undergraduate courses including business management, engineering, law, medicine, computing, politics, biological sciences, sociology and nursing.

Sixth Form
City of London Academy 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 10 places to students through its Basketball specialism. Please note the tests are open to all applicants, and take place at the City of London Academy.
Basketball
Welcome to City of London Basketball Academy, one of only 16 schools in England and Wales to run the Basketball-England accredited AASE 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.

Maths Hub
City of London Academy is joint-leader of the London South East Maths Hub, one of 35 national hubs that unite Maths teachers and education professionals to develop and spread excellent practice. The hub is part of network that provides a collective national leadership and voice for Maths education. We aim to develop outstanding practitioners – learning from the best local, national and international practice – and transform Maths education through evidence-informed initiatives.

Sponsored by the Department for Education (DoE) and facilitated by the National Centre for the Excellence in the Teaching for Mathematics (NCETM), the London South East Maths Hub is led by City of London Academy and Redriff Primary School.

Benefits of joining the London South East Maths Hub include:
• A range of professional development opportunities
• Leadership development opportunities
• The chance to take part in classroom research
• Access to staff support networks

The Maths Hub works with colleges to provide opportunities to engage with research, develop new practices and to share that development to make a positive impact on learners.

Home learning
Home learning is a vital part of the student’s learning at the City of London Academy, Southwark and expectations are high. Students will be expected to complete homework assignments to a high standard. Home learning planners are provided for all students.
Support for parents and carers

Help with home-to-school travel costs
Children aged 11-16 (to 18 if in full-time education) can travel:
- Free on buses and trams
- At child rate on Tube, DLR, London Overground, Transport for London (TfL) Rail, Emirates Air Line and most National Rail services in London
- At half adult rate on Thames Clipper River Bus services

How to apply
You must apply online and you’ll need a Zip Oyster photocard web account.

If you have an Oyster photocard account for a non-Zip Oyster photocard, you’ll need to use a different email address to create a Zip web account.

For more information, contact Transport for London on 0343 222 1234.

The City of London Corporation 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 over three miles from your child’s home
- The bus journey routinely takes longer than one hour

Help for parents/carers on low incomes
The criteria for free home-to-school train travel is 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
- the bus journey routinely takes longer than one hour

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

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

Exceptional circumstances
In exceptional circumstances we may use our discretion to issue a travel pass to a child who would not normally be eligible. Our decision will be based on the child’s individual circumstances, including their parent’s financial means.

School meals
All secondary schools offer a midday meal in the form of a cash cafeteria system. Children may also bring a packed lunch.

Each school has its own arrangements, so please check directly with the school.
Free school meals
Your child may be eligible for free schools meals if you receive one of these benefits:

- Income Support or Income-based Job Seeker’s Allowance
- an 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 Inland Revenue) does not exceed £16,190
- Guaranteed element of the State 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 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 guardian, can also get free school meals.

School Clothing Grants
A School Clothing Grant is a discretionary, one-off payment of £135, 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 to a state school with an agreed school uniform

The grant is paid at the discretion of the City of London Corporation.

For more information please contact the School Admissions Service on 020 7332 1002.
School admissions in other local authorities

Camden Education Authority Admissions Service
5 Pancras Square
London N1C 4AG
T: 020 7974 1625
www.camden.gov.uk/admissions

Hackney Council Admissions Service
Hackney Learning Trust
1 Reading Lane
London E8 1GQ
T: 020 8820 7247
www.learningtrust.co.uk/admissions

Haringey Council Admissions Service
4th Floor Alexandra House
10 Station Road
London, N22 7TR
T: 020 8489 1000
schooladmissions@haringey.gov.uk
www.haringey.gov.uk/schooladmissions

Islington Council Admissions Service
222 Upper Street
London N1 1XR
T: 020 7527 5515
www.islington.gov.uk/schooladmissions/

Lambeth Council Admissions Service
International House
Canterbury Crescent
London SW9 7QE
T: 020 7926 9503
www.lambeth.gov.uk/schools-and-education

Southwark Council Admissions Service
4th floor, Southwark Children’s Service
PO Box 64529
London SE1P 5LX
T: 020 7525 5337
www.southwark.gov.uk/schooladmissions

Tower Hamlets Council Admissions Service
Education Service
Mulberry Place
5 Clove Crescent
London E14 2BG
T: 020 7364 5006
www.towerhamlets.gov.uk/schooladmissions

Royal Borough of Kensington and Chelsea
Kensington Town Hall
Hornton Street
London W8 7NX
T: 020 7745 6432
www.rbkc.gov.uk/schooladmissions

London Borough of Hammersmith and Fulham
Kensington Town Hall
Hornton Street
London W8 7NX
T: 020 7745 6434
www.lbhf.gov.uk/schooladmissions

Westminster City Council
Hornton Street
London W87NX
T: 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
T: 020 7713 0089
www.childrenslegalcentre.com

Local Government Ombudsman
PO Box 4771
Coventry CV4 0EH
T: 0300 061 0614
www.lgo.org.uk

Independent Schools Council
First Floor, 27 Queen Anne’s Gate
London SW1H 9BU
T: 020 7766 7070
www.isc.co.uk/
Glossary

When reading through this brochure 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.

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

**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.

**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 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 5-16 in state 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 to national results.

Ofsted
The Office for Standards in Education is the Government department responsible for inspecting and producing inspection reports on schools.

Oversubscribed Schools
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 Schools
Reception to Year 6 classes.

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

Supplementary Information Form (SIF)
A form containing additional information about a child and their circumstances some schools use to allocate places when they are oversubscribed, in accordance to their own published oversubscription criteria.

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.

Undersubscribed schools
A school that has vacancies because it has received fewer applications than it has available places.
University Technology Colleges
Technical academies 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—which are taught alongside business skills and the use of ICT.

Voluntary-aided schools
Voluntary-aided schools are state funded 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 etc please contact the Family and Young People’s Information Service on 020 7332 1002, or email us at FYI@cityoflondon.gov.uk