



## Admissions to The Sydney Russell School

### 1. Admission Criteria

Currently we use the Admissions Service of the London Borough of Barking and Dagenham.

Below is an extract from their admissions policy. The full document can be found here ([Click Here](#))

**Priority 1:** Children who are or were in the care of a local authority.

**Priority 2:** Children who live closest to the school, measured in kilometres in a straight line (as the crow flies).

If there are more applications than there are places available at a school, we will use the above criteria, in priority order, for deciding which applications to accept. Sydney Russell School uses these admission criteria.

#### Important notes

**1** Children with statements of special educational needs are dealt with under the terms of the Education Act 1996 and are not referred to in the criteria above. Children with a statement of special educational needs or an EHC plan will go to the school that is named on their statement.

**2** A looked-after child is a child who is or was:

- in the care of a local authority; or
- being provided with accommodation by a local authority under their social services functions (see the definition in Section 22(1) of the Children Act 1989). For admission purposes we consider a 'looked-after child' to be a child currently in care or a child who was in care but became subject to an adoption, residence, or special guardianship order immediately after leaving care.

**3** The child's home must be the permanent address where they live with their legal guardian. This should be the address for the parent's or carer's Council Tax bill and where Child Benefit is addressed.

**4** All distances are measured using ESRI's Geographical Information System from the centre of the child's home to the school's main gate. Some addresses have different entry points and so we will use the co-ordinates provided from Local Land and Property Gazetteer (LLPG). If you live outside the area, we will use the same system to work out distances.

**5** We will use the distance from home to school for pupils who have equal claim for a place. Those children living nearest to the school will be given priority when deciding on places. When measurements are the same (for example from a block of flats), we will use a lottery system (random allocation) to offer places to children.

**6** We are unable to consider other circumstances not listed in the criteria. It is essential that we are consistent in our judgement and use only the criteria that have been agreed.

**7** If it is discovered that your child has been given a place at Sydney Russell School based on false or misleading information, the place will be withdrawn.

**Source:** [www.lbbd.gov.uk/residents/schools-and-learning/school-admissions](http://www.lbbd.gov.uk/residents/schools-and-learning/school-admissions)

## 2. How to apply for a place at The Sydney Russell School

### Children who will be starting school for the first time.

- Parents should complete and submit the online application form by **15th January 2017**.
- Parents will be given the name of the school at which their child has been allocated a place by **17th April 2017**.
- Parents who wish to discuss the possibility of their child joining The Sydney Russell Primary Department should contact Ms S. Larkins.

### Children who will be 11 years old and will be transferring to Secondary School in September 2017.

- Children attending the Sydney Russell Primary Department will automatically transfer to the senior school and will not have to apply for a place.
- Parents whose children attend other primary schools should complete and submit the online application form by **15th January 2017**.
- Parents will be given the name of the school at which their child has been allocated a place by **17th April 2017**.
- Parents who wish to discuss the transition from Primary to Secondary School should contact Ms S. De Gray.

### Children currently at Secondary School who wish to transfer to Sydney Russell School.

- Sydney Russell is an over-subscribed school but occasionally places become available, if a family moves out of the area for example.
- Parents who would like their children to transfer to Sydney Russell School, should contact the Borough Admissions Department and ask to be put on the waiting list. They will be informed what to do if a place becomes available.
- Parents who wish to discuss the possibility of transferring their children to The Sydney Russell School should contact Mr R. Hill at the school.

## 3. Appeals

- Parents whose application for a place for their child at The Sydney Russell School is not successful can appeal to the local authority.
- Parents who wish to appeal against the decision should complete the online form by **20<sup>th</sup> May 2017**.