Starting Secondary School 2020
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
www.cityoflondon.gov.uk/schooladmission
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.

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.

The City of London 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 neighbouring local authorities and have sponsored ten academies, of which six provide secondary education.

The City of London is committed to delivering exceptional education, cultural and creative learning and skills that link to the world of work through its ‘Family of Schools’. 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’s sponsored academies to make a number of places available to City 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 2018, 54 per cent of pupils at the City of London Academy (Southwark) achieved a grade 5 or above in English and Maths GCSEs, and 73 per cent of pupils achieved a grade 4 or above in English and Maths GCSEs. At A level, 8.3 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, 46 per cent of pupils achieved a grade 5 or higher in English and Maths GCSEs, and 70 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, 46 per cent of pupils achieved a grade 5 or above in English and Maths GCSEs, and 72 per cent of pupils achieved a grade 4 or above in English and Maths GCSEs. At A level, 8.9 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 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’s School Admissions Service on 020 7332 1002 or fyi@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 2020

If your child was born between 1 September 2008 and 31 August 2009, 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 2020 by October 2019.

Children with Special Educational 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.

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 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 an EHC plan
If your child has an EHC plan, you should not complete a Common Application Form. The transfer from primary to secondary school will be managed directly by the City of London’s 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’s 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

Key dates to remember

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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, 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.

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 or 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, you can request a paper application form from the City of London.

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 supplementary information forms 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 2019

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.

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, 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 2020, 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’s 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
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.

Proof of home address
Your address details will be checked by the City of London’s 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 the City of London’s School Admissions Service 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’s 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’s 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’s 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’s 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.

If you wish to change your school preferences after the closing date, your application will be treated as a late application.
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.
The results of your application will be posted on national National Offer Day, which is 2 March 2020. 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 the City of London’s 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 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 and returning it to the City of London’s School Admissions Service (address details will be listed within).

Either way, the City of London’s School Admissions Service must receive your response by 16 March 2020 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’s 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?
The offer letter will include details of local schools that have vacancies and the City of London’s School Admissions Service will 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 16 March 2020, your place may be offered to another child.

If you are likely to be away from home between 2 March and 16 March 2020, please let the City of London’s School Admissions Service know in advance.
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 2020 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.

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.
A message from Clare Verga, Executive 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

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<td>Thursday 3 October 2019</td>
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Sessions start at 9.00 am and 9.30am and include a presentation from the Executive Principal/Principal and tour of the Academy.

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From 4.30–8.00pm, with Executive Principal’s presentation

Banding Tests

Saturday 5 October 2019
Saturday 12 October 2019

All pupils applying for a place at City of London Academy Islington for September 2020 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. In 2018, 70 per cent of pupils achieved a grade 4 or above in both English and Maths GCSEs, exceeding both the borough and national averages. Our A level results are similarly impressive, with the Academy achieving the best progress score in Islington in 2017. 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’.

Miss C Verga is the Executive Principal of the City of London Academy Islington and the City of London Academy Highbury Grove. Ms S Jacob is the Principal at the City of London Academy Islington.

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.

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 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
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

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Places for children living in the City of London

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

All candidates are required to participate in the banding test.
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.

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. Our reward system encourages hard work, supports good behaviour and rewards success.

“There is a shared expectation that all pupils will conduct themselves in a professional and businesslike way.” – Ofsted

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 statements of Special Educational Needs 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 Education, Health and Care (EHC) plan identifying Special Educational Needs and Disabilities (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 180 applications are received, the Academy will offer places to all those who have applied. Following 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, City of London applications will be considered within each band against our admissions criteria.

For full details of our admissions policy, please go to: www.thecityacademyhackney.org/
A message from Mike Baxter, Principal

“An inspirational and well-rounded education must be the birthright of all young people. I am delighted to lead a school with this aim and am hugely proud of the committed and professional staff I work alongside in order to bring this ambition to life.

“A successful school is built upon a handful of core principles. Firstly, teachers must model and relentlessly support high expectations for all pupils. I am committed to ensuring that City of London Academy (Southwark) classrooms are havens for learning where inspirational teachers guide highly motivated pupils.

“Secondly, lessons must be taught and planned in a way that enable pupils to gain a rich understanding of the body of knowledge within that subject, thus laying solid foundations should they wish to study that subject at A level, at university or beyond.

“Thirdly, schools must develop the whole child, looking beyond traditional ways of measuring success towards developing the character of our pupils and their role in shaping a better world. City of London Academy (Southwark) is sponsored by the City of London, allowing our pupils to access unique, exciting career opportunities in the heart of the capital. We run a comprehensive enrichment programme, including debating, Duke of Edinburgh, a nationally regarded Basketball Academy and many performing arts opportunities. We are high-achieving and heavily oversubscribed. The majority of our pupils leave us with a plethora of options, be that employment, apprenticeships or entry into leading universities including Oxbridge.

“By joining the City of London Academy (Southwark), pupils 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.”

Specialisms

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

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

Enterprise produces pupils who are gifted, inclusive, diligent, ambitious and always ready to seize the initiative.
Our specialisms provide pupils with many benefits, including:

- a chance to experience different sports at Key Stage 3, including basketball, football and kayaking
- a chance to set up their own business through the Young Enterprise Programme
- Business and 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 with regard to business expertise and support for our work experience programmes.

The City of London Academy (Southwark) also works closely with the Southwark School Sports Partnership to promote excellence in PE and sport.

Admissions
The City of London Academy (Southwark) has a primary specialism in Business and Enterprise, also known as Information Technology. Prospective pupils can complete an online Information Technology Aptitude Test that evaluates their aptitude for Information Technology. The City of London Academy (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
The City of London Academy (Southwark) is sponsored by the City of London.

Uniform
The City of London Academy (Southwark) uniform is compulsory. All pupils must wear the correct uniform at all times. Pupils take a pride in their uniforms as they recognise that they are ambassadors of the City of London Academy (Southwark). We expect pupils to maintain our high standards while 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 pupils
The City of London Academy (Southwark) provides an extended and flexible curriculum for more able pupils, 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.

Pupils 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 pupils. Our aim is to ensure they can surpass their own expectations.

Careers entitlement
The City of London Academy (Southwark) has a careers education programme, which helps our pupils to develop the skills and knowledge they need to excel in the working world. This programme aims to give our pupils an invaluable head start in 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 pupils to further their studies to higher education.
### Student leadership

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

Pupil 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 pupils buddy up with younger pupils and offer support, advice and guidance. Our pupil leaders frequently take assemblies and attend public speaking events both in London and Europe.

### Social emotional mental health

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

Our pupils 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. Pupils confirmed the view to inspectors in our recent inspection that behaviour is outstanding both in and out of lessons.

### 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 SEND pupils through consultation with the appropriate local education authority, and where the City of London Academy (Southwark) is appropriately named in the EHC plan.

“The contribution pupils make to the City of London Academy (Southwark) and the wider community is outstanding.” – Ofsted

Our highly trained staff in special learning disabilities, dyslexia and autistic spectrum condition offer pupils 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 pupils matter – including those identified as having SEND.

### Partnerships with parents and carers

We believe working in partnership with parents is key to ensuring our pupils 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
The City of London Academy (Southwark) has been awarded the Centre of Excellence through Inclusion Quality Mark. Our 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 pupils progressing to higher education or apprenticeships. We also saw a significant increase in the number of pupils securing places at Russell Group universities.

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

Careers and progression
Our pupils follow a whole range of a 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
The City of London Academy (Southwark) is proud of our thriving and successful sixth form. We are proud to combine academic excellence for our pupils 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 pupils progressing to university or the world of work.

Each year, the Academy allocates up to ten places to pupils through its Basketball specialism. Please note the tests are open to all applicants and take place at the City of London Academy (Southwark).

Basketball
Welcome to City of London Basketball Academy, one of only 16 schools in England and Wales to run the Basketball-England accredited Advanced Level Apprenticeship in Sporting Excellence programme.

The City of London Academy (Southwark) basketball offers access to the best sporting opportunities. Our pupils play in the Elite Academy Basketball League, combining 20 hours of basketball activity per week with a rigorous academic timetable.

Home learning
Home learning is a vital part of the pupil’s learning at the City of London Academy (Southwark) and expectations are high. Pupils will be expected to complete homework assignments to a high standard. Home learning planners are provided for all pupils.

Academy visiting dates
We advise parents and pupils to check the City of London Academy Southwark website for regular updates on our open morning and evening schedules.

To book your preferred date for an open morning, please visit our website: www.cityacademy.co.uk
Bookings open on 2 September 2019.

Open mornings
Thursday 26 September 2019
Friday 27 September 2019
Sessions start from 9.00am till 10.00am

Open evenings
Thursday 19 September 2019
Tuesday 24 September 2019
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.
Starting Secondary School 2020

University Technical Colleges and Studio Schools

Children born between 1 September 2005 and 31 August 2006 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 2020 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 from 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’s School Admissions Service.

The deadline for applying for the 2020/21 education year is 31 October 2019. We’ll post the results of your application during the day of 2 March 2020. 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.
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 London Underground, 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 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.
• 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.

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

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 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 guardian, can also get free school meals.

School clothing grants

The 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 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 Education Authority Admissions Service**  
5 Pancras Square  
London N1C 4AG  
020 7974 1625  
[www.camden.gov.uk/admissions](http://www.camden.gov.uk/admissions)

**Hackney Council Admissions Service**  
Hackney Learning Trust  
1 Reading Lane  
London E8 1GQ  
020 8820 7247  
[www.learningtrust.co.uk/admissions](http://www.learningtrust.co.uk/admissions)

**Haringey Council Admissions Service**  
4th Floor Alexandra House  
10 Station Road  
London N22 7TR  
020 8489 1000  
[www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions)

**Islington Council Admissions Service**  
222 Upper Street  
London N1 1XR  
020 7527 5515  
[www.islington.gov.uk/schooladmissions](http://www.islington.gov.uk/schooladmissions)

**Lambeth Council Admissions Service**  
International House  
Canterbury Crescent  
London SW9 7QE  
020 7926 9503  

**Southwark Council Admissions Service**  
4th floor, Southwark Children’s Service  
PO Box 64529  
London SE1P 5LX  
020 7525 5337  
[www.southwark.gov.uk/schooladmissions](http://www.southwark.gov.uk/schooladmissions)

**Tower Hamlets Council Admissions Service**  
Education Service  
Mulberry Place  
5 Clove Crescent  
London E14 2BG  
020 7364 5006  
[www.towerhamlets.gov.uk/schooladmissions](http://www.towerhamlets.gov.uk/schooladmissions)

**Royal Borough of Kensington and Chelsea**  
Kensington Town Hall  
Hornton Street  
London W8 7NX  
020 7745 6432  
[www.rbkc.gov.uk/schooladmissions](http://www.rbkc.gov.uk/schooladmissions)

**London Borough of Hammersmith & Fulham**  
Kensington Town Hall  
Hornton Street  
London W8 7NX  
020 7745 6434  
[www.lbhf.gov.uk/schooladmissions](http://www.lbhf.gov.uk/schooladmissions)

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

**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.

**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.
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 etc please contact the Family and Young People’s Information Service on 020 7332 1002, or email us at fyi@cityoflondon.gov.uk