

Admissions Policy

Date agreed by Governors	Summer 2021
Reviewed	Summer 2022
Reviewed	Autumn 2024
Reviewed	Autumn 2026
Next Review	Autumn 2028

Linked Documents
London Borough of Newham Admission Arrangements for Infant, Junior, Primary and Secondary Schools: https://www.newham.gov.uk/downloads/file/10473/lb-newham-school-admission-arrangements-sept-2026-determined
Starting School in Newham: https://www.newham.gov.uk/downloads/file/9671/starting-school-in-newham-2026-

The United Nations Convention on the Rights of the Child (UNCRC) articles which inform this policy are:

- Article 3: The best interest of the child must be top priority in all decisions and actions that affect children
- Article 12: Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously.
- Article 28: Every child has the right to education. Discipline in schools must respect children's dignity and their rights.
- Article 29: Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and their environment.
- Article 31: Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

School's Purpose: To prepare pupils for lifelong success

School's Vision: At Godwin Junior School we:

- Value everyone
- Instil a love of learning
- Seek and encourage talent
- Inspire resilient learners
- Open minds to develop responsible global citizens
- Nurture confident, articulate individuals

Admission Authority
As Godwin Junior School is a local authority maintained school, the London Borough of Newham is our Admission Authority. This means that Newham Local Authority, not our school, is responsible for all pupil admissions.
Information regarding how to apply for a place is available at:
https://www.newham.gov.uk/schools-education/primary-school-admissions

Admission Criteria
There is no automatic right of admission for children transferring from any other school; all admission applications have equal status as per the LA Determined Admission Criteria. These criteria are clearly laid out in the Local Authority's 'Starting School In Newham' publication: https://www.newham.gov.uk/downloads/file/9671/starting-school-in-newham-2026-

Admission To Year Three
We admit children in September into our Year 3 classes.

The majority of pupils admitted to Godwin have previously attended Woodgrange Infant School. However, we admit children who have attended other schools, were previously electively home educated or are newly arrived in the UK as per the LA Admission Criteria. We encourage these parents/carers to arrange for their child to visit our school before they are due to start.

We work closely with Woodgrange Infant School in order to ensure a smooth transition for children. During the summer term, incoming pupils visit Godwin Junior School at least three times, meet their new teachers and become familiar with their new surroundings.

The majority of new families will have visited our school in the Autumn term whilst their child is in Year 2, prior to submitting their admission application. In addition, they are invited to a meeting at Godwin during the summer term during which the Head Teacher and Year 3 teachers introduce themselves, inform families about the organisation and curriculum at Godwin and answer questions about their child's transition. Staff from Godwin Junior School and Woodgrange Infant School have a series of meetings during which they share information about the children transferring to us.

Mid-Phase Admissions
Information for parents/carers who wish to apply for a place at Godwin Junior School at a different point in time is available at:
https://www.newham.gov.uk/schools-education/year-admissions
Parents/Carers must complete and submit to the Local Authority an In Year Common Application Form:
https://newham-self.achieveservice.com/service/InYear_School_Admission_Application

If our school has a vacancy in the appropriate year group, the place will be allocated by Newham Local Authority using their admission criteria. Please note that we do not manage our own admissions and so do not maintain a waiting list at our school.

Appeals

If a parent/carer is unable to obtain a place for their child at Godwin, they have the right to appeal. Details of the appeals process are available in the Starting Schools in Newham publication:
https://www.newham.gov.uk/downloads/file/9671/starting-school-in-newham-2026-

Parents/Carers are able to access further information at:

- Newham Contact Centre on 020 8430 2000
- School Admissions, Newham Dockside, 1000 Dockside Road, E16 2QU
- Our school website: www.godwin.newham.sch.uk