TOWER HAMLETS CHILDREN AND CULTURE

CO-ORDINATED SCHEMES FOR ADMISSION TO

NURSERY, RECEPTION and YEAR 7

(2024/25)

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The best of London in one borough

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DEFINITIONS USED IN TOWER HAMLETS SCHEMES FOR NURSERY ADMISSIONS

"the LA"	the Local Authority
"the Maintaining LA"	the LA which maintains a school to which an applicant has applied
"the Home LA"	the LA (local authority) in which the applicant/parent is resident
"the Application Year"	the academic year in which the parent makes an application i.e. in relation to the academic year of entry, the academic year preceding it.
"The LA In-Year Admission Form"	this is the LA form that all parents must use to make their applications, set out in ranked order
"the Equal Preference System"	the model whereby all preferences listed by parents on the In-Year Admission Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is offered a place at more than one school, the rankings are used to determine the single offer by selecting the one ranked highest of the places offered
"the Code"	the School Admissions Code imposes mandatory requirements on LAs and Councils in England and refers to statutory requirements which all admission authorities must comply with. A copy can be found at f School admissions code 2021 (publishing.service.gov.uk)
"the Local Admission System (LAS)"	the IT module for administering admissions and for determining the highest offer within Tower Hamlets
"the Notification Letter"	the agreed form of letter sent to an applicant that communicates any determination granting or refusing admission.
'Own Admission Authority'	Schools that are responsible for setting their own admissions criteria and determining admissions themselves i.e. voluntary aided, academies and free schools.

THE SCHEME FOR CO-ORDINATED NURSERY ADMISSIONS 2024/25

INTRODUCTION

This document outlines the co-ordinated nursery admissions arrangements in the London Borough of Tower Hamlets for the 2024/25 academic year.

This scheme applies to all applicants for maintained nursery schools and primary schools, academies and own admission authority schools with an attached nursery class within Tower Hamlets. In this scheme, the term 'school' refers to a nursery school, a nursery class attached to a primary school or a school with an EYU.

The central system of coordination for nursery admission will mean that parents apply for a nursery place at a maintained Tower Hamlets nursery school or a primary school with an attached nursery class direct to the Local Authority (LA) by submitting a single application using its online application system. The LA's School Admissions Service will then process all applications and ensure that decisions are made in accordance with the admissions policy and oversubscription criteria of each nursery.

As well as being of benefit to parents, the new system will reduce the administrative pressures for schools and help to ensure that they can fill their nursery places at the earliest opportunity. It will also assist the Local Authority in ensuring that there are enough places for when children start the reception year of primary school.

Tower Hamlets Local Authority will therefore continue, as far as possible, to coordinate nursery admissions as the maintaining Local Authority. Full details of the scheme are below, but the key features are as follows:

- Applicants wanting to apply for maintained schools within Tower Hamlets **must** apply using the LA's online application system. Applicants can name up to three schools in order of preference.
- Tower Hamlets residents wishing to apply for schools in other boroughs **must** apply according to that borough's admission arrangements. This will involve applying directly to the relevant admission authority.
- The formal notification of the application outcome is made by the maintaining LA/**own admission authority** school.
- The Tower Hamlets School Admissions Service will continue to directly administer community and voluntary controlled school admissions, including waiting lists for community schools.
- **Own admission authority** schools will continue to administer their own waiting lists and determine whether a nursery place can be offered. Voluntary Aided (VA) schools will retain a supplementary form (for applicants applying for a place on faith grounds).
- It is critical for the School Admissions Service to hold up-to-date information about school vacancies so that correct advice can be provided to parents. Schools that are on SAM (School Admission Module) must update their roll numbers directly on the system. The School Admissions Service will also, collect data from its schools using secure data exchange methods to confirm the roll numbers and other details.
- All Schools, including own admission authority schools, are reminded that they are legally obliged to fill vacancies in any year group where the number of pupils on roll is below the published admission number irrespective of their admissions criteria.

- Parents do not have the right of appeal against the decision to refuse their child a nursery place. However, parents may contact the LA for more information on the reason why their child was not offered a place.

WHEN CHILDREN CAN START NURSERY

Children are eligible for a funded nursery place from the term following their 3rd birthday. Parents of children born between 1 September 2020 and 31 August 2021 can apply for a Nursery place in September 2024 through this coordinated scheme.

Part-time and full-time places

All children are eligible for a part-time place (15 hours per week) from the term following their 3rd birthday.
Only working parents will be eligible for a full-time place (30 hours per week). The LA will only offer part-time places as part of this coordinated scheme. Parents who have been offered a part-time place for their child may request a full-time place from their nursery. This will be explained on their notification letter.
Full-time places will be limited and will be offered to parents who are eligible.

Parents not eligible for 30 hours may still access a full-time place by paying a top-up fee. This fee will be set by each nursery.

Admission Numbers

The number of children who can be admitted to each school will be determined by individual schools. All schools will inform the School Admissions Service of the number of nursery places available prior to the iteration process in April to ensure that the maximum number of places are offered for September 2023.

Applications

1. Tower Hamlets residents will make their applications online to the LA via the E-admissions portal (**www.eadmissions.org.uk**). Applications to out of borough schools or private schools must be made directly to the schools.
   Residents of other boroughs wishing to apply for a place at a Tower Hamlets school can also submit an online application via the E-admissions portal (**www.eadmissions.org.uk**).

2. Tower Hamlets LA will take all reasonable steps to publish the 'Starting Nursery in Tower Hamlets' booklet, on the website by 1st September for the parent(s) of a child living in Tower Hamlets due to start nursery in 2024/25., This will include instructions on how to apply online. The information will also be accessible to parents who do not live in Tower Hamlets and will contain information on how non-Tower Hamlets residents can apply.

3. Parents will be able to express a preference for a maximum of three schools.

4. Own Admission Authorities (i.e. VA schools and Free schools) within the LA will use supplementary information forms (SIFs) for consideration of each application against their published oversubscription criteria. This will normally only be in circumstances where schools require additional information relating to membership of a particular faith. The supplementary form should be completed and returned to the school concerned. The LA will seek to ensure that supplementary forms only collect information that is required by the published oversubscription criteria.

5. Where a school in Tower Hamlets receives a supplementary information form, it will not be considered as a valid application unless the parent has also listed the school on their common application form (CAF). All Supplementary Forms will be made available on the Tower Hamlets website and details of Tower Hamlets nurseries requiring a Supplementary Form will be indicated within the Starting Nursery booklet.

6. The order of preference given on the CAF will not be revealed to individual schools.

7. Applicants must submit their application online by **16th February 2024.**

8. After the closing date, schools can access the School Admission Module (SAM) to view all the applications submitted to their school.

Processing

The LA's School Admissions Service will process all applications received on-time and determine the offer, where possible, for each applicant. Where a school receives fewer applications than places available, every applicant will be offered a place. Where a school receives more applications to their nursery than there are places available, the school's oversubscription criteria (Appendix One) will determine which applicant is to be offered a place.

9. Tower Hamlets LA will accept late applications only if they are late for a good reason, deciding each case on its own merits. Examples of what will be considered as "good reasons" include: when a single parent has been very ill during the relevant period, or has been dealing with the death of a close relative; a family has just moved into the area. Other circumstances will be considered and each case decided on its own merits.

10. The latest date for late applications (with good reason) to be considered on-time within the terms of this scheme is **28th February 2024.**

11. Each school will confirm with the LA prior to the iteration process in April the number of part-time nursery places to be offered for September 2024.

12. All preferences for schools within Tower Hamlets LA will be considered by the relevant admission authorities without reference to rank order.
Applicants to Tower Hamlets maintained community nursery schools and primary schools with attached nursery classes will be ranked according to the Tower Hamlets oversubscription criteria (see Appendix One). Applicants to Own Admission Authority Schools will be ranked by each school according to its published oversubscription criteria. When the own admission authorities within Tower Hamlets have provided a list of ranked applicants in criteria order to the LA, the LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make [this is the 'Equal Preference System'].

13. Tower Hamlets LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LA's admission system before the iteration process.

14. The admission system of the LA will eliminate all but the highest ranked offer where an applicant has more than one potential offer.

15. Lists of provisional offers will then be with individual schools (via the SAM portal) for final checks on **22nd April 2024**.

16. The LA will not make any additional offers between the end of the iteration process and the **8th May 2024** (Offer Day).

17. Notwithstanding paragraph 16, if an error is identified within the allocation of places at one of the LA's schools, the LA will attempt to manually resolve the allocation to correct the error.

18. The LA will send a file to the E-Admissions portal with outcomes for all applicants who have applied online no later than **3rd May 2024**.

Offers

19. On **8th May 2024** the LA will send a letter notifying parents of the nursery place provisionally offered. The letter will advise the following:

- The name of the school at which a nursery place has been provisionally offered;
- That the nursery place offered is a part-time place only, and that should parents want a full-time place they must request it from the school;
- The procedure and documentation required for the parent(s) to accept the offer by **22nd May 2024;**
- If applicable, the reasons why the child is not being offered a place at any of the schools they nominated on their application, and a list of schools that still have nursery places remaining for their consideration.

An email will also be sent on the day (after 5pm) informing parents of the outcome of their application.

20. Parents who do not obtain an offer at a preferred school will be given the opportunity to apply to schools that still have nursery places remaining.

Post Offer

The LA will request that applicants accept or decline the offer of a place by **22nd May 2024,** or within two weeks of the date of any subsequent offer.

21. All children will be placed on the waiting list of a higher-ranked school where a place could not be offered. Parents who wish their children's names to be placed on the waiting list of any other schools, or wish to apply for a school which still has nursery places remaining, must notify the School Admissions Service by **22nd May 2024.** This information will be passed to Own Admission Authority schools as appropriate in the week beginning **20th May 2024**.

22. The LA will seek to ensure that a place is not offered at a school which is ranked on the CAF as a lower preference than any school already offered to a parent.

23. Schools will keep the LA updated on of the number of nursery places available prior to the second round of offers in June to ensure that the maximum number of places are offered.

24. From **5th June 2024,** Tower Hamlets will identify school places for any pupils who are unplaced or those that applied late (i.e. after the 16th February closing date).

25. From **2nd September 2024**, parents who wish to make an application who have not yet done so, can submit one direct to the LA using the 'In-Year Nursery Admission' application form which will be available to download from the Tower Hamlets website or available from the School Admissions Service.

26. Applications for children who do not have a nursery place will be treated urgently and offers made on a weekly basis.

27. Parents may request to transfer their child from an existing school by submitting a new application. In-Year (mid-year) nursery transfers will only take place at the start of each term (January and April), unless there are exceptional circumstances for a transfer to be considered earlier.

Appeals

28. Parents do not have the right of appeal against the decision to refuse their child a nursery place. However, parents may contact the LA for more information on the reason why their child was not offered a place.

Waiting Lists

29. All children will automatically be added to the waiting lists of higher preference schools than the one offered, unless parents ask to remove their child from a waiting list.

30. Waiting lists for tower Hamlets community schools will be kept and maintained by the Local Authority in line with the oversubscription criteria.
Waiting lists for own admission authority schools i.e. voluntary aided schools, academies and free schools, will be kept and maintained by the school itself.

DEFINITIONS USED IN TOWER HAMLETS SCHEMES FOR RECEPTION AND YEAR 7

"the Application Year"	the academic year in which the parent makes an application, i.e. in relation to the academic year of entry, the academic year preceding it.
"the Board"	the Pan London Admissions Executive Board.
"the Business User Guide (BUG)"	the document issued annually to all LAs participating in the Pan-London Co-ordinated Scheme.
"the Common Application Form"	this is the form that parents must use to make their applications, set out in rank order.
"the Equal Preference System"	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is offered a place at more than one school within an LA, the rankings are used to determine the single offer by selecting the one ranked highest of the places offered.
"the Highly Recommended Elements"	the elements of Pan London Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible.
"the Home LA"	the LA (local authority) in which the applicant/parent is resident.
"the Address Verification Register	the document containing the address verification policy of each participating LA.
"the Local Admission System (LAS)"	the IT module for administering admissions and for determining the highest offers within Tower Hamlets and between neighbouring authorities.
"the E-admissions Portal"	the common online application system used by the 33 London LAs and Surrey County Council.
"the Maintaining LA"	the LA which maintains a school to which an applicant has applied.
"the Mandatory Elements"	those elements of the Pan-London Scheme to which participating authorities must subscribe.

“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day, which communicates any determination granting or refusing admission to a primary school, which is attached as Schedule 2.
“the Prescribed Day”	the day on which outcome letters are posted to parents Reception (Primary Schools): **16th April 2024** Year 7 (Secondary Schools): **1st March 2024**
“the Pan-London Register (PLR)	the computer database that transmits application and offer data between each LA’s Local System.
“the Pan London Timetable”	the framework for making and processing applications attached as Schedule 3.
“the Participating LA”	any LA that has indicated in the ‘Memorandum of Agreement’ that they are willing to incorporate, at a minimum, the mandatory elements of the Pan London scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with ‘The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012’, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

THE SCHEME FOR CO-ORDINATED RECEPTION ADMISSIONS 2024/25

WHEN CHILDREN CAN START RECEPTION AT PRIMARY SCHOOL

All children of reception age (i.e. those born between 1st September 2018 and 31st August 2019) can start school in September 2024. However, parents can ask for their child's entry to be deferred until later in the school year. When a place is deferred the LA cannot offer it to another child. Parents will be advised of their right to defer in the 'Starting School in Tower Hamlets' booklet and in the letter notifying them of the school of which a place can be offered.

ADMISSIONS NUMBERS

A list of admission numbers for each primary school is published in the LA's composite prospectus for school admissions.

APPLICATIONS

1. All primary schools, nurseries and early years centres will advise Tower Hamlets LA of all children on roll that are eligible for admission in the following academic year. Tower Hamlets LA will forward details of Out of Borough residents to the home LA

2. Tower Hamlets residents will make their applications on the Tower Hamlets LA Common Application Form (CAF), which will be available from September 2024 and will be able to be submitted on-line. The form will include all the fields and information specified in Schedule 1. Applications to Out of Borough schools can also be made on this CAF.

3. Tower Hamlets LA will take all reasonable steps to publish the 'Starting School in Tower Hamlets' booklet, on the website by 1st September for the parent(s) of a child living in Tower Hamlets due to start primary school in 2024/25. This will include instructions on how to apply online. The information will also be accessible to parents who do not live in Tower Hamlets and will contain information on how non-Tower Hamlets residents access their home LA's booklet and CAF.

4. Tower Hamlets residents will be able to express a preference for a maximum of six schools whether the schools are in Tower Hamlets or in another Local Authority.

5. The separate admission authorities within this LA will use supplementary information forms where there is not sufficient information on the CAF for consideration of the application against the published oversubscription criteria. This will normally only be in circumstances where schools require additional information relating to membership of a particular faith. The supplementary form will be available on the school's website and should be completed and returned to the school concerned. The LA will seek to ensure that supplementary forms only collect information that is required by the published oversubscription criteria, in accordance with paragraph 2.4 the School Admissions Code 2021.

6. Where a school in Tower Hamlets receives a supplementary information form, it will not be considered as a valid application unless the parent has also listed the school on their CAF, in accordance with the School Admissions Code. All Supplementary Forms will be made available on the Tower Hamlets website and details of Tower Hamlets School requiring a Supplementary Form will be stated in the 'Starting School in Tower Hamlets' booklet.
7. All preferences expressed on the CAF for maintained schools will be valid preferences. The order of preference given on the CAF will not be revealed before the offer date. If there is a preference to a non-Tower Hamlets school the order of preference for that school will be revealed to the Home LA. This is to ensure that only the highest ranked offer is made.

8. Applicants must complete and submit the CAF on-line to this LA by **15th January 2024.**

9. Tower Hamlets LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any evidence requested by the maintaining LA in respect of a preference for a school in its area by **2nd February 2024**.

10. The School Admissions Service will advise the maintaining LA of the reason for any preference expressed for a school in its area of a child applying for a school that is born outside of the correct age cohort. All details and information to be forwarded by **2nd February 2024**.

11. Tower Hamlets LA will carry out the address verification process as set out in its entry in LIAAG Address Verification Register. This will in all cases include validation of resident applicants against this LA's primary school data and the further investigation of any discrepancy. Where this LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **9th February 2024**.

PROCESSING

12. Applicants' resident within Tower Hamlets must return the Common Application Form**,** which can be completed and submitted on-line, by **15th January 2024.**

13. Application data relating to all preferences for schools in other participating LAs, which have been expressed within the terms of this LA's scheme, will be up-loaded to the PLR by **2nd February 2024.** Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.

14. The School Admissions Service shall, in consultation with the admission authorities within the Tower Hamlets borough and within the framework of the Pan-London timetable in Schedule 3, determine and publish its own timetable for the processing of preference data and the application of published oversubscription criteria.

15. Tower Hamlets LA will accept late applications and treat them as though they were received on time, only if they are late for a good reason. Examples of what will be considered as "good reason" includes: when a single parent has been very ill during the relevant period, or has been dealing with the death of a close relative; a family has just moved into the area. Other circumstances will be considered and each case decided on its own merits

16. If late applications that are being treated as having been received on time include preferences for schools in other LAs, Tower Hamlets LA will forward the details to the maintaining LAs via the PLR as they are received.

17. The latest date for the upload to the PLR of late applications which are being treated as having been received on-time is **2nd February 2024.**

18. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **9th February 2024**, on the basis that an on-time application already exists within the Pan-London system.

19. Tower Hamlets will participate in the application data checking exercise scheduled between **12th and 16th February 2024** in the Pan-London timetable in Schedule 3B.

20. All preferences for schools within Tower Hamlets LA will be considered by the relevant admission authorities without reference to rank order in accordance with paragraph 1.9 of the School Admissions Code 2021. When the admission authorities within Tower Hamlets have provided a list of applicants in criteria order to this LA, this LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]

21. Tower Hamlets LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in Tower Hamlets before uploading data to the PLR.

22. Tower Hamlets LA will upload the highest potential offer available to an applicant for a school in this LA to the PLR by **16th March 2024.** The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.

23. The LAS of Tower Hamlets LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved or until **22nd March 2024** if this is sooner.

24. Tower Hamlets LA will not make any additional offer between the end of the iterative process and **16th April 2024** which may impact on an offer being made by another participating LA.

25. Notwithstanding paragraph 24, if an error is identified within the allocation of places at maintained school or academy in Tower Hamlets, the LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) this LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.

26. Tower Hamlets LA will participate in the offer data checking exercise scheduled between **25th March and 10th April 2024** in the Pan-London timetable in Schedule 3B.

27. Tower Hamlets LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **10th April 2024**. (33 London LAs and Surrey only)

OFFERS

28. On **16th April 2024** Tower Hamlets LA will send a letter notifying parents of the school place provisionally offered. The letter will advise the following:

    - The name of the school at which a place is provisionally offered.
    - The procedure and documentation required for the parent(s) to accept the offer by **1st May 2024**
    - If applicable, the reasons why the child is not being offered a place at any of the schools they nominated on the CAF.

29. Parents who do not obtain an offer at a preferred school may apply to schools that still have vacancies. Children who have not been offered a place at any school and late applicants will be offered a place at a school with places remaining.

30. Tower Hamlets LA shall use various forms of the notification letter set out in Schedule 2. Parents will be required to accept or decline the offer with the school at which the place is being offered.

31. Tower Hamlets LA will compile destination data of all its resident applicants by the end of the summer term 2023.

POST OFFER

32. **Tower Hamlets** LA will request that resident applicants accept or decline the offer of a place by **1st May 2024,** or within two weeks of the date of any subsequent offer.
33. Where an applicant resident in Tower Hamlets LA accepts or declines a place at a school maintained by another LA by **1st May 2024,** Tower Hamlets LA will forward the information to the maintaining LA by **9th May 2024**. If information is received from applicants after **2nd May 2024**, Tower Hamlets LA will pass it to the maintaining LA as it is received.

34. When acting as a maintaining LA, Tower Hamlets will place an applicant resident in the area of another LA on a waiting list of any higher preference school.

35. Where a waiting list is maintained by an admission authority of a maintained school or academy in this LA's area, the admission authority will inform this LA of a potential offer, in order that the offer may be made by the home LA.

36. Where a place becomes available in an oversubscribed maintained school or academy in this LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.15 of the School Admissions Code 2021.

37. Tower Hamlets will inform the home LA, where different, of an offer for a maintained school in Tower Hamlets LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.

38. When acting as a maintaining LA, Tower Hamlets LA, and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.

39. Tower Hamlets LA will offer a place at a maintained school in the area of another LA to an applicant resident in Tower Hamlets area, provided that the school is ranked higher on the Common Application Form than any school already offered.

40. Where Tower Hamlets LA is informed by a maintaining LA of an offer which can be made to an applicant resident in Tower Hamlets LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.

41. Where Tower Hamlets LA, acting as a home LA, has agreed to a change of preference or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 39 and 40 shall apply to the revised order of preferences.

42. Tower Hamlets LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
43. Tower Hamlets LA will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools in its area.

44. Parents who wish their children's names to be placed on the waiting list of a higher ranked school to the one offered or to any of the preferred schools if an offer has not been possible must notify Pupil Services by **1st May 2024.**

45. Tower Hamlets will seek to ensure that a place is not offered at a school which is ranked on the CAF as a lower preference than any school already offered to a parent.

46. Tower Hamlets, when acting as the home LA, will make the initial offer of places after National Offer Day within a maximum of four weeks from that date.

47. Tower Hamlets, when acting as the home LA will, after preferences expressed in accordance with paragraph 4 above have been determined, accept additional preferences before the start of the school term. The number of additional preferences will be unrestricted.

APPEALS

48. Parents have the right of appeal against the refusal of a place at any of the schools for which they have applied. Parents wishing to appeal to a Tower Hamlets community school must do so by **14th May 2024.** Tower Hamlets voluntary schools may have different arrangements and parents will be advised to contact the individual school for information.

THE SCHEME FOR THE CO-ORDINATION OF ADMISSIONS TO YEAR 7 2024/25

WHEN CHILDREN START THE YEAR 7 OF SECONDARY SCHOOL

All children of born between 1 September 2012 and 31 August 2013 can start the Year 7 of secondary school in September 2024.

APPLICATIONS

1. Tower Hamlets LA will advise home LAs of their resident pupils on the roll of this LA's maintained primary schools and academies who are eligible to make application in the forthcoming application year.

2. Applications from residents of Tower Hamlets will be made on the authority's Common Application Form (CAF), which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1. These will be supplemented by any additional fields and information where deemed necessary by this LA to enable admission authorities in Tower Hamlets to apply their published oversubscription criteria.
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3. Tower Hamlets LA will take all reasonable steps to publish the 'Ready for Secondary School in Tower Hamlets' booklet, on the website at Secondary school admissions (towerhamlets.gov.uk) by 1st September for the parent(s) of a child living in Tower Hamlets due to start secondary school in 2024/25. This will include instructions on how to apply online. The information will also be accessible to parents who do not live in Tower Hamlets and will contain information on how non-Tower Hamlets residents access their home LA's booklet and CAF.

4. Tower Hamlets LA and the admission authorities within this LA i.e. Bishop Challoner, Canary Wharf College Crossharbour and Stepney All Saints Schools will use supplementary forms to collect information which is required by the school's published oversubscription criteria and not available through the CAF. The LA will seek to ensure that information collected is in accordance with paragraph 2.4 of the School Admissions Code 2021.

5. Where Tower Hamlets or the other admission authorities within the LA use a supplementary form, they will be available on the Tower Hamlets website. The Tower Hamlets admission booklet will indicate which schools in Tower Hamlets require supplementary forms to be completed and where they can be obtained. Such forms will advise parents that they must complete their Home LA's CAF. An application will not be considered to be a valid application unless the parent has also listed the school on their home LA's CAF, in accordance with paragraph 2.3 of the School Admissions Code 2021.

6. Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside Tower Hamlets.

7. The order of preference given on the CAF will not be revealed to a school within the LA area in accordance with paragraph 1.9 of the School Admissions Code 2021. However, where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.

8. Tower Hamlets LA undertakes to carry out address verification process as set out in its entry in the LIAAG Address Verification Register. This will in all cases include the validation of resident applicants against Tower Hamlets primary school data and the

further investigation of any discrepancy. Where this LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than the **14th December 2023**.

9. Tower Hamlets LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any evidence requested by the maintaining LA in respect of a preference for a school in its area by **14th November 2023**.

10. Tower Hamlets LA will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of their correct age cohort and will forward any supporting documentation to the maintaining LA by the **14th November 2024**.

PROCESSING

11. Applicants resident within Tower Hamlets must return the CAF**, which** will be available and able to be submitted online, to this LA by **31st October 2023.** This closing date applies to all LAs participating in the Pan London co-ordinated admissions arrangements. However, Tower Hamlets LA will publish information which encourages applicants to submit their application by the **20th October 2023 (i.e. the Friday before half term)**, to allow sufficient time to process and check all applications before the mandatory date when data must be sent to the PLR.

12. Application data relating to all preferences for Tower Hamlets residents applying to maintained schools in the area of other participating LAs, which have been expressed within the terms of the Tower Hamlets scheme, will be up-loaded to the PLR by the **14th November 2023**. Supplementary forms mistakenly sent with the CAF will be sent to maintaining LAs and TH admission authorities by the same date, where possible.

13. Tower Hamlets, in consultation with the admission authorities within its area and within the framework of the Pan-London Timetable in Schedule 3B, will determine its own timetable for the processing of application data and the application of published oversubscription criteria.

14. Tower Hamlets will accept late applications only if they are late for a good reason. Examples of what will be considered as good reason include: when a single parent has been ill during the relevant period or has been dealing with the death of a close relative; a family has just moved into the area. Other circumstances will be considered and each case decided on its own merits.

15. Where such applications contain preferences for schools in other LAs, Tower Hamlets will forward the details to maintaining LAs via the PLR as they are received. Tower Hamlets will accept late applications which are considered to be on time within the terms of the home LA's scheme, providing they are uploaded to the PLR by the latest date i.e. **12th December 2023**.

16. If, after submitting an on-time application, an applicant moves from Tower Hamlets to another participating LA or vice versa, it will be accepted and treated as on-time up to **12th December 2023.** This is on the basis that an on-time application already exists within the Pan-London system.

17. Tower Hamlets LA will participate in the application data checking exercise scheduled between the **15th December 2023 and 2rd January 2024** in the Pan London Timetable in

Schedule 3A.

18. All preferences for schools within Tower Hamlets will be considered by the relevant admission authorities without reference to rank order in accordance with paragraph 1.9 of the School Admission Code 2021. Once each Tower Hamlets admission authority has ranked its applicants in criteria order and provided its list to the LA, Tower Hamlets LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System']

19. Tower Hamlets LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in Tower Hamlets before uploading data to the PLR.

20. Tower Hamlets will upload the highest potential offer available to an applicant for a maintained school in this LA to the PLR by **31st January 2024.** The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.

21. The LAS of Tower Hamlets LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of information between the LAS and the PLR (in accordance the iterative timetable published in the Business User Guide) which will continue until notification that a steady state is achieved (which the PLR will indicate), or until **12th February 2024** if this is sooner.

22. Tower Hamlets LA will not ake an additional offer between the end of the iterative process and **1st March 2024**, which may impact on an offer being made by another participating LA.

23. Notwithstanding paragraph 22, if an error is identified within the allocation of places at a Tower Hamlets maintained school or academy, Tower Hamlets LA will attempt to manually resolve the allocation to the correct the error. Where this impacts on another LA (either as home or maintaining LA) Tower Hamlets LA will liaise with the other LA in an attempt to resolve the correct offer and any multiple offers. However, if the other LA is unable to resolve a multiple offer, or is the impact is too far reaching, Tower Hamlets LA will accept that the applicants affected might receive a multiple offer.

24. Tower Hamlets LA will participate in the offer data checking exercise scheduled between the **15th and 23rd February 2024** in Pan London timetable in Schedule 3A.

25. Tower Hamlets LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **26th February 2024**. (33 London LAs and Surrey only).

OFFERS

26. Tower Hamlets will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code 2021.

27. Tower Hamlets LA will inform all residents applicants of their highest offer of a school place and, where relevant, the reason why higher preferences were not offered. Whether they were for schools in Tower Hamlets or in other participating LAs.

28. For Tower Hamlets residents for whom a place cannot be offered at any of the schools listed on the CAF on the **1st March 2024**, there will be an opportunity to state further preferences in March.

29. The Tower Hamlets LA outcome letter will include the information set out in schedule 2.

30. On **1st March 2024** Tower Hamlets LA will send by first class post notification of the outcome to resident applicants.

31. Tower Hamlets will provide its primary schools with destination data of its resident applicants by the end of February and provide updates at regular intervals throughout the summer term of **2024**.

POST OFFER

32. Tower Hamlets secondary schools must contact successful applicants immediately after the **1st March 2024** to confirm the offer of a place and the arrangements for admission. The secondary schools will notify Tower Hamlets LA of any pupils for whom an offer of place is declined and the reasons for this

33. Tower Hamlets LA will request that its resident applicants, who have been offered a place at a school maintained by another LA, accept or decline the offer by the **15th March 2024**, or within two weeks of the date of any subsequent offer.

34. Where an applicant resident in Tower Hamlets LA accept or declines a place in a school maintained by another LA by **15th March 2024,** Tower Hamlets LA will forward the information to the maintaining LA by **22nd March 2024**. Where such information is received from applicants after **15th March 2024**, Tower Hamlets LA will pass it to the maintaining LA as it is received.

35. Where a waiting list is maintained by an admission authority of a maintained school or academy in this LA's area, the admission authority will inform this LA of a potential offer, in order that the offer may be made by the home LA.

36. Where a place becomes available in an oversubscribed maintained school or academy in Tower Hamlets LA, it will be offered from a waiting list ordered in accordance with paragraph 2.15 of the School Admissions Code 2021.

37. When acting as a maintaining LA, Tower Hamlets will place an applicant resident in the area of another LA on a waiting list of any higher preference school in this LA's area. (Where this process is not automatic, it will be done immediately following a request from the home LA).

38. When acting as a maintaining LA, Tower Hamlets LA will inform the home LA, where different, of an offer for a maintained school or Academy in the Tower Hamlets area which can be made to an applicant resident in the home LA's area, in order that the

home LA can offer the place.

39. When acting as a maintaining LA, Tower Hamlets LA, and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.

40. When acting as a home LA, Tower Hamlets LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.

41. When acting as a home LA, when Tower Hamlets LA is informed by a maintaining LA of an offer which can be made to an applicant resident in Tower Hamlets which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.

42. When acting as a home LA, Tower Hamlets LA has agreed to a change of preference or preference order it will inform any maintaining LA affected by the change. In such cases, paragraphs 40 and 41 shall apply to the revised order of preferences.

43. When acting as a maintaining LA, Tower Hamlets LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.

44. When acting as a maintaining LA, Tower Hamlets LA will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.

45. The Tower Hamlets LA secondary admissions booklet explains how waiting lists operate. In-Year admissions will be in accordance with the co-ordinated in-year admission scheme.

46. Tower Hamlets, when acting as the home LA, will make the initial offer of places after National Offer Day within a maximum of four weeks from National Offer Day.

47. Tower Hamlets, when acting as the home LA will, after preferences expressed in accordance with paragraph 6 above have been determined, accept additional preferences before the start of the school term. The number of additional preferences will be unrestricted.

APPEALS

48. Parents have the right of appeal against the refusal of a place at any of the schools for which they have applied. Parents wishing to appeal to a Tower Hamlets community school must do so by **29th March 2024.** Tower Hamlets voluntary schools may have different arrangements and parents will be advised to contact the individual school for information.

SCHEDULE 1

This LA's Common Application Form for Admissions to Reception and Year 7 will contain the following fields as a minimum.

Child's details:
Surname
Forename(s)
Middle name(s)
Date of Birth
Gender
Home address
Name of current nursery, school or under 5s provision

Parent(s) / Carer(s) details:
Title
Surname
Initials or Forename
Address (if different to child's address)
Telephone Number (Home, Daytime, Mobile)
Email address
Relationship to child

Preference details (up to 6)
Name of school
Address of school
Preference ranking
Local Authority in which the school is based

Additional information:
Reasons for preference (including any medical or social reasons)
Does the child have a statement of SEN? Y/N*
Is the child in the public care of a local authority / looked after? Y/N
Is the child formerly CLA but now adopted or subject of a 'Residence Order' or 'Special Guardianship Order'? Y/N
If yes, name of responsible authority
Surname of sibling
Forename of sibling
DOB of sibling
Gender of sibling
Name of school sibling attends

Other:
Declaration and signature of parent or carer
Date of signature

SCHEDULE 2

Tower Hamlets Co-ordinated Admission Scheme
(Template Outcome Letter for Admissions to Reception and Year 7 in 2024/25)

From: Home LA

Date: **1st March 2024 (sec)**
16th April 2024 (prim)

Dear Parent,

Application to School

I am writing to advise you that there is a place for «pupil_firstname» «pupil_surname» at _____ School for September 2024. This offer is subject to you providing the school with proof of your child's date of birth and current address by the _____(2 weeks from date of offer).

This was the school you named as your _____ preference on the application form and the Headteacher will soon be in contact with you to make the necessary arrangements for «pupil_firstname» admission in September.

Offers which could have been made for any schools you placed lower on your list of preferences, were automatically withdrawn(cancelled) under the co-ordinated admission arrangements as a higher preference has been offered.

I am sorry that a place could not be offered at any of the schools you listed as a higher preference on your application form. For each of these schools there were more applications than places available and other applicants had a higher priority than your child under the school's admission policy. If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for Tower Hamlets are attached to this letter. If the school is outside Tower Hamlets, the admission authority will either be the borough in which the school is situated, or the school itself.

If you would like your child's name to be placed on the waiting list(s) for a Tower Hamlets community school you must contact the School Admissions Service in writing at: schooladmissions@towerhamlets.gov.uk.

You have the right of appeal against the decision not to offer a place at your preferred school(s). If the appeal is for a Tower Hamlets school, please use the enclosed appeal form. You **must** state your reasons for appealing and return it in the reply-paid envelope by _____. You should use a separate appeal form for every school you appeal for.

If your appeal is for a school that is not in Tower Hamlets, you should contact the admission authority for that school for information on the waiting list and appeal procedures. It is in your interests to do so as soon as possible.

** If you are unable to take up the place at _____ for any reason, please contact the School Admissions Service immediately by email at* schooladmissions@towerhamlets.gov.uk.

Yours sincerely

(First preference offer letters will include the paragraphs in italics only)

*** The following paragraph will replace the one above for Tower Hamlets parents who receive an offer of a place at a school outside of Tower Hamlets:**

Please confirm that you wish to accept the place at X School by completing the reply slip below. If you do not wish to accept the place, you will need to let me know what alternative arrangements you are making for your child's education. Please return the reply slip by 15th March 2024 (secondary) / 2nd May 2024 (primary).

SCHEDULE 3B

Key dates in the timetable for the Co-ordination of Admissions to Reception

15 Jan 2024	Statutory deadline for receipt of applications
2 Feb 2024	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
2 Feb 2024	Deadline for the upload of late applications to the PLR.
12 – 16 Feb 2024	Checking of application data
14 Mar 2024	Deadline for the transfer of potential offer information from the maintaining LAs to the PLR (ALT file).
22 Mar 2024	Final ALT file sent to PLR
25 Mar – 10 Apr 2024	Checking of offer data
10 Apr 2024	Deadline for on-line ALT file to portal
16 Apr 2024	Notification letters posted.
1 May 2024	Deadline for receipt of acceptances
1 May 2024	Deadline to request a place on a school Waiting List
9 May 2024	Deadline for transfer of acceptances to maintaining LAs
14 May 2024	Closing date for appeals to be lodged

Key dates in the timetable for the Co-ordination of Admissions to Year 7

20 Oct 2023	Published closing date (Friday before half-term)
31 Oct 2023	Statutory deadline for submission of the Common Application Form by parents to home local education authority.
14 Nov 2023	Deadline for the transfer of application information by the Home LA to the PLR.
12 Dec 2023	Deadline for the upload of late applications to the PLR.
15 Dec 2023 - 2 Jan 2024	Checking of application data
31 Jan 2024	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR.
12 Feb 2024	Final ALT file to PLR
15- 23 Feb 2024	Checking of offer data
26 Feb 2024	Deadline for on-line ALT file to portal
1 Mar 2024	The Offer Day – the date on which notification letters are sent out.
15 Mar 2024	Deadline for Tower Hamlets residents to confirm acceptance of a place at an out-borough school.
22 Mar 2024	Deadline for transfer of acceptances to maintaining LAs
29 Mar 2024	Closing date for appeals to be lodged

Secondary Transfer 2024

Supplementary Form for out-borough pupils applying for Tower Hamlets Secondary Schools

Admissions stamp only

Date received

ID.

- This supplementary form provides information needed for applications to the schools below from parents who do not live in Tower Hamlets.
- You must submit an online application as well as this form. If you do not complete both forms your application cannot be fully considered.
- You will need a separate supplementary form if you are applying to Bishop Challoner, Stepney All Saints Church of England Secondary or Canary Wharf College Crossharbour. These forms are available directly from the schools.

Bow School	Morpeth School	Stepney All Saints Church of England Secondary
Central Foundation Girls School	Mulberry Academy London Dock	St Paul's Way Trust School
George Green's School	Mulberry Academy Shoreditch	Swanlea School
Langdon Park School	Mulberry Stepney Green (Formerly known as Stepney Green)	
London Enterprise Academy	Oaklands School	

1 Child's Detail

First names:

Last name:

Sex: Male Female Date of Birth Day Month Year

Home address:

Name of your child's primary school:

Borough of primary school:

2 Children with additional needs

Is your child undergoing a statutory assessment of special educational needs or Education, Health and Care Plan? Yes No

Does your child have a final statement of special educational needs or Education, Health and Care Plan? Yes No

3 Parent's or carer's details

Tile: Mr Mrs Ms Miss

First name:

Last name:

Home address:

(if different from above)

Home phone number:

Daytime phone number:

Home Local Authority:

4 Preferences for secondary school

Please list below the Tower Hamlet schools you are applying to. You must list the schools in preferred order.

Preference 1	
Preference 2	
Preference 3	
Preference 4	
Preference 5	
Preference 6	

Please provide the name and Date of Birth of any brothers or sisters also applying for a place at one of the above schools in September 2024

First names:

Last name:

Sex: Male Female Date of Birth Day Month Year

5 Declaration and signature of the parent or carer

I am the person with parental responsibility for the child named above and the information given is true. I understand that false or misleading information may result in the offer of a place being withdrawn.

Signature: Date:

Please complete and return to:

Admissions Service, Mulberry Place, 5 Clove Crescent, London E14 2BG.
Email: school.admissions@towerhamlets.gov.uk

by 31st October 2023