Starting Primary School in Tower Hamlets

Guide for Parents 2016/2017

“Children have a wealth of opportunities to develop their imagination”
Ofsted Report 2015

“Exceptionally rich range of learning experiences and high quality teaching”
Ofsted Report 2012

“Children have a wealth of opportunities to develop their imagination”
Ofsted Report 2015

“Exceptionally rich range of learning experiences and high quality teaching”
Ofsted Report 2012

“Pupils feel safe and well cared for”
Ofsted Report 2010

Closing date for applications is January 15, 2016

Apply online at www.towerhamlets.gov.uk/schooladmissions
Key dates at a glance

From September 2015
Read this booklet and consider which schools you want to apply for. You can visit schools to help you decide which to apply to.

September 2015 to January 15, 2016
Fill in an application form. Visit: www.towerhamlets.gov.uk/schooladmissions to fill in an online form. Alternatively, request a paper application form from your local school or children’s centre.

Apply to six schools in preference order. If you want to apply for a voluntary (church) or free school, you must also obtain and complete the school’s supplementary information form from the school.

January to April 2016
Pupil Services will process your application to decide at which school your child can be offered a place.

January 15, 2016
This is the closing date for applications. Make sure you apply online or that Pupil Services receives your form by this date. You can give your form to a school by January 8, 2016 to send to Pupil Services.

April 18, 2016
You will be sent a letter by Pupil Services and an email if you applied online telling you the result of your application. If you are offered a place at a school, the school will write to you to confirm the arrangements for you to accept the place.

May 1, 2016
Deadline for you to confirm your acceptance of a place direct with the school you have been offered.

May 17, 2016
Deadline for making an appeal for admission to a preferred school(s) or you can also ask for your child’s name to be put on the school’s waiting list.

June/July 2016
Appeals heard and parents can attend the hearings.

September 2016
Your child starts school.
Dear parents and carers

Starting nursery or primary school is a big moment for both parents and children. We know that you want your child to have the best start in life and choosing the right place for your child can often be a difficult decision. This booklet is designed to help you make the right decision so that your child is happy and successful at school.

This booklet provides information about schools in Tower Hamlets, including addresses, phone numbers and maps showing exactly where they are. We have also tried to answer the most frequently asked questions, together with offering advice on how to help your child settle in and learn well at school.

It is a good idea to visit some schools and take the time to see the range of opportunities that are available before making up your mind. School staff are always pleased to meet new parents and carers. As long as you make an appointment first, they will be happy to show you around. All our local schools produce brochures about themselves, so you may want to contact those you are most interested in to ask for a copy. For more information and advice, please contact Pupil Services on 020 7364 5006. We have a number of multi-lingual as well as Bengali-speaking admissions officers.

You can make your application online and, if you don’t have your own computer, you can access the internet at any of the borough’s Idea Stores. The website address is: www.towerhamlets.gov.uk/schooladmissions Please see page 43 for more information on how to apply online.

Tower Hamlets has some of the fastest improving schools in the country and the latest primary school results show very high standards are common in schools across the borough. This has also meant a rise in the number of parents wanting to send their children to our schools and, in turn, there is a greater demand for school places in the borough. Most schools in Tower Hamlets receive more applications than there are places available so some children may not be offered a place at the most preferred school(s). Please be aware of this when deciding which six schools to apply to in order of preference.

I am sure you have very high aspirations for your child and expect high levels of achievement as well as good behaviour and regular attendance. The council and our schools look to work in partnership with parents and carers.

Together we can ensure your child and all children in Tower Hamlets make the best of their time at school and progress well. You can be sure our teachers and other staff strive for nothing short of excellence and, working with you, we are assured to achieve this for your child.

We look forward to your child attending one of our schools.

Yours sincerely

Debbie Jones
Interim Corporate Director, Children’s Services

Apply online at www.towerhamlets.gov.uk/schooladmissions
This booklet explains how to apply for a place at a primary school in Tower Hamlets.

You will find this information useful if you are applying for a nursery place for your child, if your child is due to start reception or you would like your child to transfer from one school to another.

You should start thinking about which nursery or early years unit you would like your child to go to when your child is two years old.

If your child was born between September 1, 2011 and August 31, 2012, they should start reception in the 2016/17 school year.

You need to apply by **January 15, 2016** for a school place for your child to start in the 2016/17 school year.

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Choosing nursery education

Attendance at a nursery school or in a nursery class gives children a valuable introduction to school, the opportunity to develop their skills and to be part of a large group of children of their own age in a happy and relaxed atmosphere.

The nursery day is arranged to allow each child to develop at their own pace but more information about how ‘early learning’ is organised is available from the nursery, school, or from the Department for Education (DfE) website (www.gov.uk/dfe).

The different types of nursery provision

(i) Nursery schools/classes and early years units (EYUs)

The list of schools on pages 25-27 includes information on the nursery schools and classes in the borough. Parents who would like a nursery place for their children should get in touch with their preferred school when the child reaches the age of two.

The actual age at which children can start will depend on the number of places available but will usually not be before the age of three.

For children of nursery age a place in an EYU may be either full or part-time. If you wish for your child to be considered for a nursery place at an EYU you should contact the school when your child reaches the age of two.

(ii) Council day nurseries

The local authority also runs four day nurseries that provide an integrated education and day care service to support the most vulnerable children in the borough. Children are normally admitted from 18 months to 3½ years although there are some places for younger children.

John Smith Sure Start Children’s Centre
90 Stepney Way, E1 2EN
020 7364 0537

Mary Sambrook Day Nursery
125 The Highway, E1W 2BP
020 7488 3796

Overland Sure Start Children’s Centre
60 Parnell Road, E3 2RU
020 7364 1764

Queen Mary Day Nursery
Tidey Street, E3 4DD
020 7987 3058

(iii) Private or voluntary provision

In addition to nursery classes, schools and EYUs, there is a range of private, community and voluntary under-fives provision in Tower Hamlets. They aim to provide high quality, affordable childcare to allow parents to take part in training and employment opportunities. They are registered and inspected by Ofsted. A list of all the providers is available from the Family Information Service on 020 7364 6495.

The age a child would normally start nursery

Children will normally start nursery school or a nursery class attached to a primary school the term following their third birthday. Some nursery places are for a half day (either a morning or an afternoon); others are for the whole day. This also applies to places in Early Years Units (EYUs) attached to schools. The EYUs accept children aged from three to five years inclusive.

Apply online at www.towerhamlets.gov.uk/schooladmissions
When and how to apply for a nursery place

You can apply for a nursery place when your child reaches the age of two. Applications can be made by parents or carers with parental responsibilities and professionals with parental agreement.

You need to apply direct to each of your preferred nurseries and it is advisable that you apply to at least three. Paper application forms are available from nursery schools, primary schools with nurseries/EYUs and also from children’s centres. You are not able to apply online for a nursery place.

The closing date for applications is January 15, 2016 and you should return your application direct to the school or nursery.

Council day nurseries and private or voluntary groups have different admission arrangements and you should contact the relevant organisation for information and guidance.

Making decisions on applications to nursery classes/schools/EYUs

Individual schools will make decisions on applications for nursery places. If a school receives fewer applications than the number of places available every child will be offered a place. If there are more applicants than places available, decisions for community schools are taken according to the oversubscription criteria used for both nursery and reception. This can be found on page 11 of this booklet.

Church schools, free schools and academy schools have different oversubscription criteria and you should check with the school.

When you will hear about the outcome of your application

The headteacher of each individual nursery you applied to will write to you on May 9, 2016 to confirm whether or not your child has been offered a place. If your child is offered a place at more than one school, please contact the nurseries that you no longer need a place at, as soon as possible, so that the place can be offered to another child.

Deciding on whether a child can be offered a full-time or part-time nursery place

This decision is taken by the headteacher when places are offered. Children in the following categories will have priority for a full-time place:

1. Children with special educational needs;
2. Children looked after by the local authority, previously looked after children who left care under a residence or special guardianship order, or those adopted from local authority care;
3. Children for whom it is deemed there is a strong medical or social reason;
4. Children of working parents or parents who are studying.

The information you provide on the application form will determine admission to the school and also help decide whether your child can be offered a full-time or part-time place.

Appeals

Parents do not have the right of appeal against the decision to refuse their child a nursery place. However, parents may contact the school or nursery for more information on the reason why their child was not offered a place.
Frequently asked questions about nursery admission

Is there financial help available for nursery provision?
All children aged three and four are entitled to 15 hours a week free nursery education during school term times (38 weeks a year) from the term following their third birthday. This entitlement can also be taken in a private or voluntary provision. If your child attends for longer hours you will be asked to pay for the additional services.

The private or voluntary nursery or playgroup will be able to give you more information or you can contact the Family Information Service.

Can my child attend more than one provision?
It is not recommended for a child to be attending more than one type of under-fives activity (e.g. playgroup in the morning and nursery class in the afternoon). The adjustment is too demanding and confusing for most children of this age and much of the benefit from either activity could be lost.

Can I transfer my child between nurseries?
Once children are admitted to nursery education, it is in their interests to remain at that school until they have to move on. Children take at least a term to settle and can find it very upsetting to move at this stage. Transfers are only considered if a family has moved from the area or on exceptional grounds.

When can a child move from a school’s nursery to primary school?
Children normally start the reception year of primary school at the beginning of the school year (September) following their fourth birthday. If your child is born between September 1, 2011 and August 31, 2012 they would start reception in September 2016. Children who attend a school’s nursery class do not automatically transfer to reception as decisions on primary school admissions are taken separately. You must apply for a reception place by January 15, 2016.

If a child is already in the school’s nursery class, is there an automatic right to a place in the reception class?
No. When parents apply for their children to start reception, no priority is given to children that attend the nursery of the school. The decision on whether or not a place can be offered will be made in accordance with the school’s admission policy. The policy used for community schools in Tower Hamlets is explained on page 11.

Can I get help with free early education or childcare for my two-year-old?
Your two-year-old child is entitled to 15 hours education or childcare a week if you are in receipt of low income welfare benefit or your child meets other criteria. For a list of the eligibility criteria, please see the government website: www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds

Your child is eligible from the age of two, but the date you can claim will depend on when their birthday is. For more information, please contact the Family Information Service on 020 7364 6495.

Apply online at www.towerhamlets.gov.uk/schooladmissions
Starting primary school

Children start primary school in reception at the start of the school year in which they become five years of age. A child born between September 1, 2011 and August 31, 2012 will normally start school in September 2016.

When to make your application

If your child is due to start reception in September 2016, you must complete and submit your application form to Pupil Services by January 15, 2016.

What you should do before you apply

Starting primary school in the reception year is an important stage in your child’s life. It is important that you carefully consider which schools to apply to.

The different types of primary school in Tower Hamlets

There are five different types of maintained primary (government funded schools) within Tower Hamlets:

Community – these schools are run by the council and Pupil Services decides which children can be admitted.

Voluntary aided – these are either Church of England or Roman Catholic schools and each school’s governing body will decide on admissions. Priority is given to children whose families can provide evidence they practice in the school’s particular faith.

Foundation trust – these schools are charitable trusts and work in partnership with a charity or businesses. Decisions on admissions are made by the local authority on behalf of the school’s board of trustees.

Academy – schools that are directly funded by central government and independent of local authority control. Decisions on admissions are made by the school’s trust board. However, applications for admission must be made via the local authority.

Free schools – these are schools established by parents, teachers, charities or businesses and are independent of the local authority. Decisions on admissions are made by the school’s board of trustees. However, applications for admission must be made via the local authority.

A list of the Tower Hamlets schools with their description, location and contact details can be found on pages 25 to 27 of this brochure.

Decide which schools to apply for

You should visit your local schools to help you decide. You can make an appointment by contacting each school direct. You should also look at:

- the school’s prospectus
  (information about how the school runs);
- the school’s most recent Ofsted inspection report
  (www.ofsted.gov.uk/reports); and
- the school’s performance results
  (www.education.gov.uk/schools/performance).

You should also consider the likelihood of being offered a place at the schools you most prefer. This booklet explains the applications process and how school admission decisions are made.
How to apply

If you live in Tower Hamlets, you will need to complete the application form issued by Tower Hamlets Pupil Services even if you want to apply to schools outside of the borough.

You should apply online by visiting the website: www.eadmissions.org.uk
Please see page 43 for instructions on how to complete the Tower Hamlets online application.

When you have completed and submitted your application you will receive an instant email confirmation. You can then make changes to your application up until the January 15, 2016 closing date.

If you are not able to make an online application, a paper form is available from all Tower Hamlets primary schools or by calling Pupil Services on 020 7364 5006. Please return your paper form by the closing date to:

Pupil Services
Town Hall, Mulberry Place
5 Clove Crescent
London E14 2BG

Provide a stamped, self-addressed envelope if you would like a receipt.

If your child is in a Tower Hamlets nursery school or nursery class you can give the form to the school office and they will send it on to Pupil Services for you.

However, you must do so before January 8, 2016 and you are strongly advised to request a receipt for your application.

NB: If you live in another London borough you can contact their School Admissions’ Team for a copy of their primary school brochure and application form. There will also be the facility for you to apply online. A list with the contact details of nearby London local authorities is provided on page 38.

The number of schools you can apply for

It is strongly advised that you apply to six maintained primary schools. It is important that you list the schools you want to apply to in order of preference. This will decide which school is offered if your child qualifies for admission at more than one of the schools you have applied to.

You must not name independent schools on your application and you should apply direct to these schools.

You must complete an application for a reception place, even if your child is already in the school’s nursery

Children do not have an automatic right to transfer from a school’s nursery class to its reception. You must therefore make a separate application for a reception place.

Please also note that even by making an application you are not guaranteed that a place will be offered as children in the nursery are not given priority above other applicants.

You must complete the local authority application form, even if you have already completed the school’s form

The school’s form will be a ‘supplementary form’ and is used by voluntary aided (church) or free schools to gather additional information that will enable the school to consider your application under its faith criteria. You must also complete the local authority application form.

Reception admissions

Reception year is an important stage in your child’s life.
Changing your address
If you move address before January 15, 2016 and have applied online, you will be able to log in and update your address. You can also make changes to the schools you wish to apply to. If you completed a paper application form, you will need to submit a new application to Pupil Services.

If you move address after January 15, 2016, you must inform Pupil Services immediately. It may still be possible to change your choice of schools.

A change in your circumstances
If an older child transfers to another school after January 15, 2016 and you need to change your younger child’s school preferences because of this, you should contact Pupil Services on 020 7364 5006. Depending on when your older child transfers, it may be possible to change your school preferences.

If any medical or social circumstances within the family change after January 15, 2016 that means that you feel your child would need a place at a particular school, please also contact Pupil Services.

If you live outside Tower Hamlets, you must fill in the application form for the borough that you live in and return that form to your council by the closing date.

Applying after the closing date
Applications received after January 15, 2016 are dealt with after all on-time applications have been considered. Most schools will not have any places available after considering on-time applications. This is why it is really important that parents apply on time.

Processing applications
The Pupil Services team will process applications and co-ordinate the decisions for Tower Hamlets children, including those applying to schools in other boroughs. This is done as part of the Pan London Admissions System, which seeks to ensure that as many children as possible are placed in school at the earliest opportunity.

Your application for each school is processed individually and, in each case, a decision is taken to determine whether or not your child can be offered a place. If we find that we can place your child at more than one of your school preferences only one school will be allocated. This will be for the highest preference school at which an offer can be made.

Making the decisions on applications
The decisions on applications for Tower Hamlets community schools are made by Pupil Services. If a community school receives more applications than places available the council’s oversubscription criteria are used to determine who can be offered a place. The oversubscription criteria are set out on the next page.

For voluntary aided schools, free schools and academies it is the school’s governors who will make decisions and they will base their decision on the information you provided on your application and the school’s supplementary form. The admissions policy and oversubscription criteria for these schools can be found in each school’s prospectus, its website or at: www.towerhamlets.gov.uk/schooladmissions

If one or more of the schools you have applied for is outside of Tower Hamlets, the decision will be taken by the local authority or the admission authority for the school and notified to Pupil Services. Once all admission decisions are made Pupil Services will then co-ordinate the offers of places as explained above.

NB: The Paradigm Academies (Culloden, Old Ford and Solebay) and St Paul’s Way Foundation Trust School have delegated decisions on admissions to the council and, therefore, use the same oversubscription criteria as Tower Hamlets community schools.
The number of places available at each Tower Hamlets school

The number of children who can be admitted to each Tower Hamlets school for the school year 2016/17 is set out in the list on pages 25 to 27 of this booklet.

Oversubscription criteria for Tower Hamlets community schools and nurseries

If a community school receives more applications than places available it will not be possible to offer every child a place. Children with a Statement of Special Educational Needs or an Education, Health and Care Plan, which names the school applied to, will be placed before all other applicants.

The remaining places will be filled in the priority order below.

Priority 1: Children looked after by the local authority, previously looked after children who left care under a residence or special guardianship order, or those adopted from local authority care.

Priority 2: Children for whom it is deemed there is strong medical or social reason to attend the school applied to (see note 1).

Priority 3: Children living within the catchment area who have a sibling attending the school (including the school of separate infants and junior schools) and who will continue to do so on the date of admission (see note 2).

Priority 4: Children who live within the catchment area of the school and for whom the school applied for is their nearest community school within the catchment area.

Priority 5: Other children from within the catchment area of the school.

Priority 6: Children living outside of the catchment area of the school applied to.

Tie-break

In the event of oversubscription within categories 3, 4, 5, and 6 above, priority will be given to children who live closest to the school by the shortest walking distance. A digitised ordnance survey map is used to measure the distance from the home address to the school’s designated official entrance. The distance is measured from the centre point of the address to the centre point of the main entrance of the school, measuring along the centre line of the shortest approved route. The system will take account of local footpaths and public walkways with regard to the safety of the route. It does not take account of the location of pedestrian crossing points.

Distances measured by other means i.e. private car, pedometer or internet websites are likely to result in different calculations that should not be relied upon as evidence that the local authority’s distance calculation is incorrect. The local authority’s measurement system is designed to be reliable and consistent.

Note 1: This can include the parents’, carers’ or other family members’ medical conditions and the family’s social needs. Parents must complete the relevant section on the application form and attach medical and/or social reports from a suitable professional (e.g. a doctor or social worker) to support the application, explaining why the particular school is most suitable with regards to the family’s circumstances.

Note 2: Includes the sibling of a child who does not live within the school’s catchment area, but who was admitted before the start of the 2015/16 school year. For this purpose “sibling” means a whole, half or step-brother or step-sister resident at the same address.

Apply online at www.towerhamlets.gov.uk/schooladmissions
**Catchment areas**

The school catchment area maps are on pages 18 to 24. Please also see pages 39 to 41 for an explanation of school catchment areas and the tie-break criterion.

**When you will hear about the outcome of your application**

If your application was received before the closing date (January 15, 2016), Pupil Services will notify you of the outcome by letter, which will be sent on April 18, 2016. The letter will name the school at which a place has been offered for your child. If you have applied online you will receive notice earlier and by email sent after 5pm on April 18.

**Confirming acceptance of the school offer**

Shortly afterwards, the school will contact you to confirm whether you want to accept or refuse the place. You must inform the school of your decision within ten school days. You need to accept the offer by the reply date or it could be withdrawn. If an offer is withdrawn or you refuse it, your child will not have a school place. You are, therefore, advised to accept the offer even if it is not your most preferred school.

**Providing the school with proof of your address**

When offering school places, the council will check addresses to prevent fraudulent applications. The school will, therefore, need proof of where you and your child are living. You will need to provide the school with your original 2015/16 Council Tax bill or Council Tax Benefit letter or notice, and one of the following documents that show your address:

- A utility bill (gas, electricity or water) from the last three months. We do not accept a mobile phone bill or an internet bill.
- A statement from your bank or building society or a credit card statement from the last three months.
- Your Child Benefit entitlement letter from HM Revenue & Customs for your 2015/16 claim.

Your name, your child’s name and your address on these documents must match the information on your application form. If you change your address at any time in this process, you must provide proof of your new address by sending the documents shown above to Pupil Services. If you do not inform Pupil Services that you have moved, the offer made to your child may be withdrawn if your child gained an unfair advantage over other applicants.

Families of **UK service personnel** with a confirmed posting in Tower Hamlets, or crown servants returning from overseas to live in Tower Hamlets, will need to provide an official letter (i.e. from the MOD or FCO) which declares a relocation date and a unit postal address or quartering area address.

**If you have not got an offer at any of the schools you have applied for**

If an offer cannot be made at any of the schools you applied for, the letter that Pupil Services sends you on April 18 will name the school at which a place has been reserved for your child. The letter will also provide information on the schools that still have places remaining, how you can add your child’s name to additional school waiting lists and how you can exercise your right of appeal.
Making further applications

If you are unhappy with the school at which a place has been reserved for your child, you can apply for a place at one of the schools with places remaining. Please contact Pupil Services if you wish to make a further application.

What happens next

Pupil Services will then advise you of the outcome of any further school applications you make by June 15, 2016. It is strongly recommended that you secure a place at one of the schools that will still have places.

Your child’s waiting list position at your preferred schools, or the outcome of an appeal that you decide to make, will not be affected by your child having an alternative school place.

School waiting lists

Waiting lists are ordered using the oversubscription criteria in the council’s admission policy. The date an application is made is not taken into account. Therefore, a child’s position on the waiting list can go down as more names are added to the waiting list.

If your child is not offered a place at a community school you named as higher preference they will remain on the waiting list until the October half-term. Normally children are settled in school by this stage. However, if you wish for your child to remain on the waiting list beyond this point, you will need to complete an in-year application form. This is available from Pupil Services by contacting 020 7364 5006. Your child’s name will then stay on the waiting list for the remainder of the school year.

You will need to contact voluntary aided schools, free schools and academies directly to confirm their waiting list procedures. Schools outside of the borough may operate waiting lists differently and you should check with the admission authority.

How to appeal against a decision not to offer a place

You will be able to appeal for any of the schools listed on your application form for which a place could not be offered to your child. If all six of your applications are unsuccessful, you have the right to appeal for all of them.

Appeal forms and guidance notes are available from Pupil Services on 020 7364 5006. You can also download a form from: www.towerhamlets.gov.uk/schooladmissions

Appeals for community schools should be made by May 17, 2016.

If you wish to appeal against the refusal of a place at a voluntary aided school, free school or academy, you should contact the school directly for details of the appeals procedure and how appeals have to be made.

Appeal timetable

Your appeal will normally be heard within 30 school days of the closing date from its receipt and before your child is due to start the reception year.

The independent appeal panel

An independent panel made up of three people with knowledge of education will hear your appeal. None of these people will have any connection with the school or admission authority. They are served by an independent clerk who will contact you to confirm the date, time and venue for the hearing and invite you to attend.

The appeal panel will accept comments in writing or in person at the appeal hearing. The appeal panel’s decision is final and both you and the local authority are required to accept it.

Please note that government rules limit school infant class size to a maximum of 30 pupils. These rules also mean that the independent appeal panel would not normally overturn a decision if it finds that it was made fairly and correctly. Consequently, there is much less chance of a successful appeal for a place in the reception class.

Apply online at www.towerhamlets.gov.uk/schooladmissions
Deferring entry

Parents who are offered a place in the reception year can ask for their child’s entry to the school to be deferred until later in the school year. Where a place is deferred it cannot be given to another child, but the child must enter school by the beginning of the school term following their fifth birthday and within the school year for which the offer was made. Parents may also request that their child attends reception part-time from September 2016 up until the latest date entry can be deferred.

The latest point that your child’s entry can be deferred depends on when your child was born:

<table>
<thead>
<tr>
<th>Your child was born between</th>
<th>Point until which entry can be deferred</th>
</tr>
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<tbody>
<tr>
<td>September 2011 – December 2011</td>
<td>January 2017 (Start of the spring term)</td>
</tr>
<tr>
<td>January 2012 – August 2012</td>
<td>April 2017 (Start of summer term)</td>
</tr>
</tbody>
</table>

Tower Hamlets schools will try to accommodate parents’ wishes wherever possible and will try to ensure there is no gap in a child’s education.

Admission of children outside their normal age group

It is the view of the local authority that children should start primary school with their normal age group i.e. the beginning of the school year following their fourth birthday. Primary schools in Tower Hamlets are able to address an individual child’s educational needs through an appropriately differentiated and enriched curriculum.

However, a parent may seek admission for their child outside the normal group, for example, if the child is:

- gifted and talented;
- where the child has missed a significant amount of education due to ill-health; or
- where the child has been born prematurely and would otherwise be in the year below.

If you wish to request for your child to be admitted outside the normal year group you should include a letter with your reception application and also provide a report from an appropriate education or health professional.

Your request will be considered by the admission authority for the school. In the case of community schools this will be the local authority’s service head for Learning and Achievement. For schools which are their own admission authority this will be the governing body.

When considering your request the admission authority will seek the views of your child’s primary school headteacher and other relevant professionals, before deciding whether or not your child’s needs can be met within the current year group. The decision will be notified to you in writing.

If it is agreed that your child should start school earlier than the normal year group, it cannot be guaranteed that a place will be offered at one of your preferences. If your request is for your child to start reception later than the normal year group, and this is refused, your child will need to start school at the normal time.
Will my child definitely get a place at one of the schools I apply to?

The council expects that most families will be offered a place at one of their six preferred schools. However, this cannot be guaranteed. Unfortunately, it is not always possible for everyone to get a place at the school they most prefer.

When a school receives more applications than the number of places available, not all children can be admitted. It is important therefore that you fully consider the likelihood of your child getting a place at a preferred school before you make your application.

To increase the likelihood your child getting a place at one of your preferred schools you are advised to apply to six schools. If you are applying to community schools, your child is more likely to be offered a place at schools in the catchment area for your home address, especially if this is your nearest community school within your catchment area.

Is my child more likely to be offered a place at my first preference school?

Applications for each school are determined in line with the school’s admissions policy with no consideration given to whether or not it is the first, second, third or sixth preference school. However, if your child qualifies for a place at more than one school, the order in which you listed your preferences on your application form will determine the school you are offered.

This school will be the highest listed preference at which an offer can be made. Your applications for schools listed as lower preferences will then be cancelled. This is why it is important to list the schools you are applying to in order of preference on the application form.

Are voluntary aided schools, free schools and academies part of the school catchment area system?

All voluntary aided schools, Sir William Burrough Academy and the Canary Wharf free schools have their own admissions policies and do not use the catchment area system.

The Paradigm Academies (Culloden, Old Ford and Solebay) and St Paul’s Way Trust Primary use the council’s admissions policy and, therefore, the catchment area system.

I live in one of the neighbouring boroughs; will I fall into one of the school catchment areas?

Some of the school catchment area boundaries cover areas in neighbouring boroughs. If you live in Hackney, Newham or the City of London and your home address is in one of the school catchment areas your child will have the same priority as those who are resident in Tower Hamlets.

If you live outside of the school catchment area, you are still welcome to apply for a school place in Tower Hamlets; however, you will not have priority for those schools. To find out the catchment area for your home address, please view the maps or visit the website: www.towerhamlets.gov.uk/equalchance

Can I apply to a school that is not within my catchment area?

You will still be able to apply to any school within the borough. However, if the school is not within your catchment area, your child will not have priority for that school and will only be considered after those children who live within the school’s catchment area. You can also apply to schools outside of Tower Hamlets.

Apply online at www.towerhamlets.gov.uk/schooladmissions
In-year admission

In-year admission is where a child starts primary school at a time other than the normal point of entry in reception. This is often when a child has moved into the Tower Hamlets area from another part of the UK or abroad.

If you have recently moved to the Tower Hamlets area, please contact Pupil Services immediately. They can tell you about the schools with places that are nearest to your home address and provide you with an application form to complete for your child's school admission. Pupil Services contact details are:

**Pupil Services**

Town Hall, Mulberry Place  
5 Clove Crescent  
London E14 2BG

**Telephone:** 020 7364 5006  
**Email:** school.admissions@towerhamlets.gov.uk

School transfer

You may want your child to transfer from one Tower Hamlets primary school to another. This can be arranged by Pupil Services, but you will firstly need to speak with the headteacher of your child’s current school and together complete ‘Part B’ of the in-year application form that will be provided.

It is not always possible for a child to transfer to another school if that school is already full or if there are more applicants than places available at the time you make your application. Your child will, therefore, be placed on the school’s waiting list in line with the school’s admission criteria. The local authority will consider transfer requests twice a term in line with the timetable below and children are expected to transfer at the beginning of the next half term. Your child must, therefore, continue to attend school whilst awaiting a transfer.

You will need to re-apply in September every year if you wish for your child to remain on the waiting lists for the schools you wish for them to transfer to.

Children transfer to a secondary school in the September after reaching the age of 11. You will receive a separate booklet with information about the schools and the application procedure when your child begins year 6 of primary school.

<table>
<thead>
<tr>
<th>Entry Point</th>
<th>Application Closing Date</th>
<th>Parents Sent Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn half term (Nov 2015 start)</td>
<td>September 25, 2015</td>
<td>October 19, 2015</td>
</tr>
<tr>
<td>Spring term (Jan 2016 start)</td>
<td>November 20, 2015</td>
<td>December 14, 2015</td>
</tr>
<tr>
<td>Spring half term (Feb 2016 start)</td>
<td>January 15, 2016</td>
<td>February 8, 2016</td>
</tr>
<tr>
<td>Summer term (April 2016 start)</td>
<td>February 26, 2016</td>
<td>March 16, 2016</td>
</tr>
<tr>
<td>Summer half term (June 2016 start)</td>
<td>April 29, 2016</td>
<td>May 23, 2016</td>
</tr>
<tr>
<td>Autumn term (Sept 2016 start)</td>
<td>June 22, 2016</td>
<td>July 14, 2016</td>
</tr>
</tbody>
</table>
Tower Hamlets Fair Access Admission Protocol

All schools in Tower Hamlets follow the Fair Access Admission Protocol. The protocol sets standards for dealing with applications that are made when families move into the borough or want to transfer their child from one school to another. The protocol also provides the early admission to school or access to alternative education for children whose circumstances make them ‘difficult to place’.

Pupil Services will let parents know whether or not a place can be offered within ten school days of applying. Children out of school would normally be admitted within five school days after the decision is made, although more time is allowed if a school has to make arrangements to support the child’s education in the school.

More information about the protocol is available from Pupil Services on 020 7364 5006.

Infant to junior transfer

If your child goes to an infant school, they will transfer to a junior school in September after their seventh birthday.

Children at infant schools in the borough will normally transfer to their linked junior school at the age of seven, but you must apply for a junior school place. Most linked schools are on the same site and have the same name. We treat the following as linked schools:

- Blue Gate Fields Infants and Juniors
- Cubitt Town Infants and Juniors
- Elizabeth Selby Infants and Lawdale Juniors

When your child is in a year 2 class, you must apply for your child’s year 3 place even if this is for a place at the linked junior school. We must receive your application by January 15, 2016.

What you must do

You must fill in and return the borough’s junior school transfer request form, giving the name of the school you want your child to transfer to (even if that is your child’s linked junior school). The infant school your child goes to will give you this form in October/November 2015.

You must return your form to the infant school by January 15, 2016. If you do not fill in and return your school transfer request form by the closing date, your child will not have a school place.

For all year 3 places at community junior and primary schools we use the admission criteria listed on page 11 in priority order to decide which children should be offered places.

Pupil Services will offer places based on the admissions criteria and we will tell you our decision on April 18, 2016.
To find out the catchment area for your home address, please view the maps or visit the website: www.towerhamlets.gov.uk/equalchance
School catchment area 1 (Stepney)

Schools in the catchment area

Community schools:
1  Alice Model Nursery
3  Bangabandhu
4  Ben Jonson
7  Bonner (Bethnal Green)
13  Cayley
24  Globe
27  Halley
30  Harry Roberts Nursery
32  John Scurr
37  Marion Richardson
41  Old Church Nursery
47  Rachel Keeling Nursery
48  Redlands
52  Smithy Street

Voluntary primary schools:
25  Guardian Angels RC
68  Stepney Greencoat CE

Academy/free schools:
51  Sir William Burrough
53  Solebay - a Paradigm Academy (uses same admissions policy as community schools)

Area covered:
- South of Approach Road and Old Ford Road
- West of Regents Canal (up to the Railway Bridge on Grove Road)
- West of Grove Road and Burdett Road
- North of Limehouse Cut from Burdett Road to River Thames
- North of River Thames
- East of Brodlove Lane and Devonport Street
- East of Lukin Street
- North of Commercial Road (from Lukin Street to Sidney Street)
- East of Sidney Street and Cambridge Heath Road

To find out the catchment area for your home address, please view the maps or visit the website: www.towerhamlets.gov.uk/equalchance

Apply online at www.towerhamlets.gov.uk/schooladmissions
Schools in the catchment area

Community schools:
8  Bonner (Mile End)
14  Children’s House Nursery
15  Chisenhale
35  Malmesbury
43  Old Palace
44  Olga
73  Wellington

Voluntary primary schools:
54  St Agnes RC

Academy/free schools:
42  Old Ford - a Paradigm Academy (uses same admissions policy as community schools)

Area covered:
- South of Approach Road and A106 Victoria Park Road
- South of Cadogan Terrace
- West of River Lea
- East of Regents Canal (from Railway Bridge on Grover Road) and Burdett Road
- North of the railway line connecting Limehouse and Bromley by Bow

To find out the catchment area for your home address, please view the maps or visit the website: www.towerhamlets.gov.uk/equalchance
Schools in the catchment area

Community schools:
9  Bygrove
21  Cyril Jackson
34  Lansbury Lawrence
36  Manorfield
38  Marner
39  Mayflower
67  Stebon
70  The Clara Grant
75  Woolmore

Voluntary primary schools:
46  Our Lady & St Joseph RC
62  St Paul’s with St Luke’s CE
66  St Saviours CE

Academy/foundation trust schools:
20  Culloden - a Paradigm Academy
   (uses same admissions policy as community schools)
63  St Paul’s Way Foundation

Area covered:
• South of the railway line connecting Limehouse and Bromley by Bow
• West of River Lea
• East of Burdett Road and the River Thames
• North of South Dock Entrance

To find out the catchment area for your home address, please view the maps or visit the website: www.towerhamlets.gov.uk/equalchance

Apply online at www.towerhamlets.gov.uk/schooladmissions
Schools in the catchment area

Community schools:
2  Arnhem Wharf
19  Cubitt Town Infants & Junior
28  Harbinger
49  Seven Mills

Voluntary primary schools:
56  St Edmund’s RC
59  St Luke’s CE

Academy/free schools:
10  Canary Wharf College East Ferry
11  Canary Wharf College Glenworth
NB  Canary Wharf College 3 (see note below)

Area covered:
• South of South Dock Entrance
• North of River Thames

To find out the catchment area for your home address, please view the maps or visit the website: www.towerhamlets.gov.uk/equalchance

NB: Canary Wharf College 3
At the time of going to print, the site for Canary Wharf College 3 was yet to be confirmed.
School catchment area 5 (Wapping)

Schools in the catchment area

Community schools:
5  Bigland Green
6  Blue Gate Fields Infants & Junior
12 Canon Barnett
29 Harry Gosling
31 Hermitage
50 Shapla

Voluntary primary schools:
23 English Martyrs RC
60 St Mary & St Michael RC
64 St Paul’s (London Docks) CE

Area covered:

Tower Hamlets
- South of Wentworth Street (up to Osborn Street)
- South of Commercial Road (from Whitechurch Lane to Lukin Street)
- South of Poonah Street
- West of Lukin Street, Devonport Street and Brodlove Lane
- North of River Thames
- East of Trinity Square, Mansell Street and Middlesex Street

City of London
- South of Cornhill, Leadenhall Street, Aldgate High Street
- South of Harrow Place (from White Kennet Street)
- West of Middlesex Street, Mansell Street and Trinity Square
- North of River Thames
- East of King Williams Street

To find out the catchment area for your home address, please view the maps or visit the website: www.towerhamlets.gov.uk/equalchance

Apply online at www.towerhamlets.gov.uk/schooladmissions
Schools in the catchment area

Community schools:
17 Columbia Market Nursery
18 Columbia
22 Elizabeth Selby Infant*
22 Lawdale Junior*
26 Hague
33 Kobi Nazrul
40 Mowlem
45 Osmani
69 Stewart Headlam
71 Thomas Buxton
72 Virginia
74 William Davis

*Linked infant and junior schools

Voluntary primary schools:
16 Christ Church CE
55 St Anne’s RC
57 St Elizabeth’s RC
58 St John’s CE
61 St Matthias CE

Area covered:

Tower Hamlets
- South of Hackney Road (from Shoreditch High Street to Goldsmiths Row), South of Teale Street Pritchard’s Road and Regent’s Canal
- West of Approach Road and Old Ford Road
- West of Cambridge Heath Road and Sidney Street
- North of Commercial Road (from Sidney Street to Whitechurch Lane)
- North of Wentworth Street (from Osborn Street to Middlesex Street)
- East of Middlesex Street, Norton Folgate and Boundary Street

Hackney
- South of Ash Grove and Earlston Grove
- East of Fremont Street
- West and South of Christchurch Square
- North of Regent’s Canal (up to Ash Grove)
- South of Dunloe Street (from Dawson Street to Columbia Road)
- West of Columbia Road
- North of Hackney Road
- East of Weymouth Terrace (from Hackney Road to 14 Dunloe Court)
- South of Cremer Street
- West of Hackney Road, Boundary Street and Shoreditch High Street
- North of Worship Street East of Scruton Street, Christina Street, Gatesborough Street, Great Eastern Street and Curtain Road
- East of Shoreditch High Street (from Rivington Street to Waterson Street) and Nazrul Street City of London
- South of South Place, Sun Street, Appold Street and Worship Street
- West of Norton Folgate and Bishopsgate
- North of Cornhill
- East of Prince’s Street and Moorgate
<table>
<thead>
<tr>
<th>Nursery and Primary Schools</th>
<th>Catchment Area</th>
<th>Number on Map</th>
<th>Telephone</th>
<th>Type of School and Age Range</th>
<th>Reception Admission Number (Sep 2016)</th>
<th>Nursery Class/Early Years Unit</th>
<th>Breakfast Club*</th>
<th>After School Club</th>
<th>Website Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alice Model</td>
<td>Beaumont Grove, E1 4NH</td>
<td>1</td>
<td>020 7790 5425</td>
<td>Nursery 3-5</td>
<td>N/A</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td><a href="http://www.alicemodel.weebly.com">www.alicemodel.weebly.com</a></td>
</tr>
<tr>
<td>Arnhem Wharf (A)</td>
<td>Arnhem Place, E14 3RP</td>
<td>4</td>
<td>020 7515 4310</td>
<td>Community 3-11</td>
<td>90</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td><a href="http://www.arnhemwharfprimaryschool.com">www.arnhemwharfprimaryschool.com</a></td>
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<tr>
<td>Bangabandhu (A)</td>
<td>Wessex Street, E2 GLB</td>
<td>1</td>
<td>020 8980 0580</td>
<td>Community 3-11</td>
<td>60</td>
<td>Yes</td>
<td>Yes</td>
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<td><a href="http://www.bangabandhu.towerhamlets.sch.uk">www.bangabandhu.towerhamlets.sch.uk</a></td>
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<tr>
<td>Ben Jonson (A)</td>
<td>Harford Street, E1 4PZ</td>
<td>1</td>
<td>020 7790 4110</td>
<td>Community 4-11</td>
<td>90</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td><a href="http://www.benjonson.towerhamlets.sch.uk">www.benjonson.towerhamlets.sch.uk</a></td>
</tr>
<tr>
<td>Bigland Green (A)</td>
<td>Bigland Street, E1 2ND</td>
<td>5</td>
<td>020 7702 7088</td>
<td>Community 3-11</td>
<td>60</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td><a href="http://www.biglandgreen.towerhamlets.sch.uk">www.biglandgreen.towerhamlets.sch.uk</a></td>
</tr>
<tr>
<td>Blue Gate Fields Infant (A)</td>
<td>King David Lane, E1 0EH</td>
<td>5</td>
<td>020 7790 3611</td>
<td>Community 3-7</td>
<td>90</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td><a href="http://www.bluegatefields-inf.towerhamlets.sch.uk">www.bluegatefields-inf.towerhamlets.sch.uk</a></td>
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<tr>
<td>Blue Gate Fields Junior (A)</td>
<td>King David Lane, E1 0EH</td>
<td>5</td>
<td>020 7790 3616</td>
<td>Community 7-11</td>
<td>N/A</td>
<td>N/A</td>
<td>Yes</td>
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<td><a href="http://www.bluegatefieldsjuniors.co.uk">www.bluegatefieldsjuniors.co.uk</a></td>
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<tr>
<td>Bonner (Bethnal Green) (A)</td>
<td>Stainsbury Street, E2 8NF</td>
<td>1</td>
<td>020 8980 1004</td>
<td>Community 4-11</td>
<td>60</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td><a href="http://www.bonner.towerhamlets.sch.uk">www.bonner.towerhamlets.sch.uk</a></td>
</tr>
<tr>
<td>Bonner (Mile End) (A)</td>
<td>Poppy Street, E3 4QE</td>
<td>2</td>
<td>020 8980 1004</td>
<td>Community 3-11</td>
<td>60</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td><a href="http://www.bonner.towerhamlets.sch.uk">www.bonner.towerhamlets.sch.uk</a></td>
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<tr>
<td>Bygrove (A)</td>
<td>Bygrove Street, E1 4DN</td>
<td>3</td>
<td>020 7538 4925</td>
<td>Community 3-11</td>
<td>30</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td><a href="http://www.bygrove.towerhamlets.sch.uk">www.bygrove.towerhamlets.sch.uk</a></td>
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<tr>
<td>Canary Wharf College East Ferry (S)</td>
<td>East Ferry Road, E14 3BA</td>
<td>N/A</td>
<td>020 7515 2328</td>
<td>Free 4-11</td>
<td>40</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td><a href="http://www.canarywharfcollege.co.uk">www.canarywharfcollege.co.uk</a></td>
</tr>
<tr>
<td>Canary Wharf College Glenworth (S)</td>
<td>Saunders Ness Road, E14 3EB</td>
<td>N/A</td>
<td>020 7515 2328</td>
<td>Free 4-11</td>
<td>40</td>
<td>No</td>
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<td><a href="http://www.canarywharfcollege.co.uk">www.canarywharfcollege.co.uk</a></td>
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<tr>
<td>Canary Wharf College (S)</td>
<td>Saunders Ness Road, E14 3EB</td>
<td>N/A</td>
<td>020 7515 2338</td>
<td>Free 4-19</td>
<td>40</td>
<td>No</td>
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<td><a href="http://www.canarywharfcollege.co.uk">www.canarywharfcollege.co.uk</a></td>
</tr>
<tr>
<td>Canon Barnett (A)</td>
<td>Gunthorpe Street, E1 7RQ</td>
<td>5</td>
<td>020 7247 9023</td>
<td>Community 3-11</td>
<td>45</td>
<td>Yes</td>
<td>No</td>
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<td><a href="http://www.canonbarnett.towerhamlets.sch.uk">www.canonbarnett.towerhamlets.sch.uk</a></td>
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<tr>
<td>Cayley (A)</td>
<td>Aston Street, E14 7NG</td>
<td>1</td>
<td>020 7790 1490</td>
<td>Community 3-11</td>
<td>90</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td><a href="http://www.cayley.towerhamlets.sch.uk">www.cayley.towerhamlets.sch.uk</a></td>
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<tr>
<td>Children's House (A)</td>
<td>Bruce Road, E3 3HL</td>
<td>2</td>
<td>020 8980 4662</td>
<td>Nursery 3-5</td>
<td>N/A</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td><a href="http://www.childrenshouse.towerhamlets.sch.uk">www.childrenshouse.towerhamlets.sch.uk</a></td>
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<tr>
<td>Chisenhale (A)</td>
<td>Chisenhale Road, E3 5DY</td>
<td>2</td>
<td>020 8980 2584</td>
<td>Community 3-11</td>
<td>45</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td><a href="http://www.chisenhale.towerhamlets.sch.uk">www.chisenhale.towerhamlets.sch.uk</a></td>
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<tr>
<td>Christ Church CE (S) (A)</td>
<td>Brick Lane, E1 6PU</td>
<td>N/A</td>
<td>020 7247 0792</td>
<td>Voluntary 3-11</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td><a href="http://www.christchurchprimarybricklane.org">www.christchurchprimarybricklane.org</a></td>
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<tr>
<td>Columbia Market Nursery</td>
<td>Columbia Road, E2 7PG</td>
<td>6</td>
<td>020 7739 4518</td>
<td>Nursery 3-5</td>
<td>N/A</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td><a href="http://www.columbiamarket.towerhamlets.sch.uk">www.columbiamarket.towerhamlets.sch.uk</a></td>
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<tr>
<td>Columbia</td>
<td>Columbia Road, E2 7RQ</td>
<td>6</td>
<td>020 7739 3835</td>
<td>Community 3-11</td>
<td>60</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td><a href="http://www.columbia.towerhamlets.sch.uk">www.columbia.towerhamlets.sch.uk</a></td>
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<tr>
<td>Cubitt Town Infants (A)</td>
<td>Manchester Road, E14 3NE</td>
<td>4</td>
<td>020 7987 3373</td>
<td>Community 3-7</td>
<td>90</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td><a href="http://www.cubitttowninf.co.uk">www.cubitttowninf.co.uk</a></td>
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<tr>
<td>Cubitt Town Juniors (A)</td>
<td>Manchester Road, E14 3NE</td>
<td>4</td>
<td>020 7987 4362</td>
<td>Community 7-11</td>
<td>N/A</td>
<td>N/A</td>
<td>Yes</td>
<td>Yes</td>
<td><a href="http://www.cubitttownjuniorschool.co.uk">www.cubitttownjuniorschool.co.uk</a></td>
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<tr>
<td>Culloden (A)</td>
<td>Dee Street, E14 6PT</td>
<td>3</td>
<td>020 7954 1010</td>
<td>Academy 3-11</td>
<td>90</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td><a href="http://www.culloden.towerhamlets.sch.uk">www.culloden.towerhamlets.sch.uk</a></td>
</tr>
<tr>
<td>Cyril Jackson (A)</td>
<td>Three Colt Street, E14 8HH</td>
<td>3</td>
<td>020 7987 3737</td>
<td>Community 3-11</td>
<td>90</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td><a href="http://www.cyriljackson.towerhamlets.sch.uk">www.cyriljackson.towerhamlets.sch.uk</a></td>
</tr>
<tr>
<td>Elizabeth Selby (A)*</td>
<td>Old Bethnal Green Road, E2 6PP</td>
<td>5</td>
<td>020 7739 6187</td>
<td>Community 3-7</td>
<td>75</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td><a href="http://www.elizabethselby.towerhamlets.sch.uk">www.elizabethselby.towerhamlets.sch.uk</a></td>
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<tr>
<td>English Martyrs RC (S)</td>
<td>St Mark Street, E1 8DJ</td>
<td>N/A</td>
<td>020 7709 0182</td>
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<td><a href="http://www.englishmartyrs.towerhamlets.sch.uk">www.englishmartyrs.towerhamlets.sch.uk</a></td>
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<tr>
<td>Globe (A)</td>
<td>Gawber Street, E2 0JH</td>
<td>1</td>
<td>020 8980 1738</td>
<td>Community 3-11</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Guardian Angels RC (S)</td>
<td>Whitman Road, E3 4RB</td>
<td>N/A</td>
<td>020 8980 3939</td>
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(C(E) Church of England  
(RC) Roman Catholic  
(S) Applicants must also complete the school’s supplementary form as well as the local authority application form.  
(A) Accessible school - see page 23 for more information.  
* Linked infant and junior schools.

NB: Canary Wharf College 3 - At the time of going to print the site for Canary Wharf College 3 is yet to be confirmed.

Apply online at www.towerhamlets.gov.uk/schooladmissions
### Nursery and primary schools in Tower Hamlets

<table>
<thead>
<tr>
<th>Name</th>
<th>Catchment Area</th>
<th>Number on Map</th>
<th>Telephone</th>
<th>Type of School and Age Range</th>
<th>Reception Number (Sept 2016)</th>
<th>Nursery Class/Early Years Unit</th>
<th>Breakfast Club*</th>
<th>After School Club</th>
<th>Website Address</th>
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<tr>
<td>Hague</td>
<td>Wilmot Street, E2 0BP</td>
<td>6</td>
<td>020 7739 9574</td>
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<td>Halley (A)</td>
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<td>1</td>
<td>020 7265 8061</td>
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<td>Harbinger</td>
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<tr>
<td>Harry Roberts (A)</td>
<td>Commodore Street, E1 4PF</td>
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<td>Nursery 3-5</td>
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<td>Hermitage (A)</td>
<td>Vaughan Way, E1W 2PT</td>
<td>5</td>
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<td>John Scurt (A)</td>
<td>Cephas Street, E1 4AX</td>
<td>1</td>
<td>0207 790 3647</td>
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<tr>
<td>Kobi Nazrul (A)</td>
<td>Settles Street, E1 1JP</td>
<td>6</td>
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<td>Lansbury Lawrence</td>
<td>Cordelia Street, E14 6QZ</td>
<td>3</td>
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<td>Lawdale*</td>
<td>Mansford Street, E2 6LS</td>
<td>6</td>
<td>020 7739 6258</td>
<td>Community 7-11</td>
<td>N/A</td>
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<tr>
<td>Malmesbury (A)</td>
<td>Coborn Street, E3 2AB</td>
<td>2</td>
<td>020 8980 4299</td>
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<td>Manorfield (A)</td>
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<tr>
<td>Marion Richardson</td>
<td>Servicab Street, E1 6QF</td>
<td>1</td>
<td>020 7790 1441</td>
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<td>Maner</td>
<td>Devas Street, E3 3LL</td>
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<td>Mayflower (A)</td>
<td>Upper North Street, E14 6DU</td>
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<td>Mowlem (A)</td>
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<tr>
<td>Old Church (A)</td>
<td>Water Terrace, E1 8RJ</td>
<td>1</td>
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<tr>
<td>Old Ford</td>
<td>Wrights Road, E3 5LD</td>
<td>2</td>
<td>020 8980 1503</td>
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<tr>
<td>Old Palace</td>
<td>St Leonards Street, E3 3BT</td>
<td>2</td>
<td>020 8980 3020</td>
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<tr>
<td>Olga (A)</td>
<td>Lanfranc Road, E3 5DN</td>
<td>2</td>
<td>020 8981 7127</td>
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<tr>
<td>Osman</td>
<td>Villance Road, E1 5AD</td>
<td>6</td>
<td>020 7247 8909</td>
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<td><a href="http://www.osmani.towerhamlets.sch.uk">www.osmani.towerhamlets.sch.uk</a></td>
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<tr>
<td>Our Lady &amp; St Joseph (S) (A)</td>
<td>Wades Place, E14 9DE</td>
<td>N/A</td>
<td>020 3764 8860</td>
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<td><a href="http://www.oljg.towerhamlets.sch.uk">www.oljg.towerhamlets.sch.uk</a></td>
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<tr>
<td>Rachel Keeling (A)</td>
<td>Morpeth Street, E2 0PS</td>
<td>1</td>
<td>020 8980 3856</td>
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<tr>
<td>Redlands</td>
<td>Redman’s Road, E1 3AQ</td>
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<td>020 7790 4534</td>
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<tr>
<td>Seven Mills</td>
<td>Malabar Street, E14 8LY</td>
<td>4</td>
<td>020 7987 2350</td>
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<td>Shapla (A)</td>
<td>Welleslie Square, E1 8HY</td>
<td>5</td>
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<td>Sir William Burrough</td>
<td>Salmon Lane, E14 7PD</td>
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<td>Smithy Street (A)</td>
<td>Smithy Street, E1 3BW</td>
<td>1</td>
<td>020 7702 7971</td>
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<td><a href="http://www.smithystreet.org.uk">www.smithystreet.org.uk</a></td>
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**Notes:**
- (CE) Church of England
- (RC) Roman Catholic
- (S) Applicants must also complete the school’s supplementary form as well as the local authority application form.
- (A) Accessible school - see page 23 for more information.
- * Linked infant and junior schools.
- NB: It is proposed to stage the expansion of Olga School. The school will offer 60 Reception places in 2016/17 and 90 Reception places in 2017/18.
Nursery and primary schools in Tower Hamlets

Accessible schools

These are schools that have wheelchair access that enable the national curriculum to be taught and children to be able to access other important areas of the school. Other facilities such as a hygiene room with grab rails, an adapted toilet, a low sink, a changing bench, and room for a hoist may be available.

Apply online at www.towerhamlets.gov.uk/schooladmissions

If your child has any mobility issues, please speak to the SEN Co-ordinator at your child’s current nursery or to the SEN team by calling 020 7364 4880.
Settling in
Your child should settle into school quickly and happily but, if there are any difficulties, you can discuss these with the class teacher and, if necessary, with the headteacher. In addition, there is an Attendance and Welfare Service which may be able to help. Your headteacher will know how you can contact the school’s Attendance and Welfare Adviser or telephone 020 7364 3416.

Attendance at school

Every day matters, every minute counts
All children must receive education from the age of five; if you need to know the exact date that applies for your child, contact Pupil Services. In order for children to get the best out of their education it is essential that they attend regularly and punctually. Children who arrive late disrupt the rest of the class as well as their own education.

If your child cannot go to school:
• make sure that the absence is absolutely unavoidable;
• let the school know the reason why as soon as possible;
• if your child is ill, tell the school what is wrong and when your child may be back at school.

You should not allow your child to miss school:
• to care for brothers or sisters
• to translate for family or friends
• to go shopping
• to spend long weekends away
• to go on holiday
• to go on trips abroad.

Children with attendance of 80 per cent or less are classified as having persistent absence and will be the subject of rigorous follow-up and close monitoring by their school. As a parent, you face serious consequences if you do not ensure that your child attends school regularly and on time. You could receive a penalty notice (a fine) or be prosecuted. The local authority may also consider applying to the Family Proceedings Court for an Education Supervision Order.

If you are concerned that your child may be missing school or truanting:
• check the attendance with the school
• speak to your child to try to find out why
• speak to the headteacher or class teacher

Remember that education is a vital opportunity for your child and is too precious to waste. If you need advice about school attendance issues, you can get help from the school’s Attendance and Welfare Adviser; telephone 020 7364 3416.

More advice on attendance is available from the DfE Publications Centre:
DfE Publications Centre
PO Box 5050
Sudbury CO10 6ZQ
Tel: 0845 60 222 60
Fax: 0845 60 333 60
Email: dfe@prolog.uk.com
Holiday in term time and extended leave

Parents should not take children out of school because of the effect that absence has on children’s educational progress. Schools expect parents to support their children’s learning by ensuring that they attend regularly and punctually.

Family holidays should be taken during the school holidays when the children can enjoy them without their education being affected. There is no right to take leave or a holiday in term time.

Tower Hamlets Council has advised headteachers and governing bodies that applications for leave in term time should not normally be approved.

In most cases, schools will refuse the request and the child’s place will not be held open indefinitely. The local authority advises parents to alter their travel arrangements to coincide with school holiday periods.

It is better to make sure your children’s school places are safe by keeping them in school.

Taking children out of school can disrupt their education:

• many children who go on leave in term time do worse in national tests and examinations
• children who do not take leave in term time are likely to do better in tests
• the absence from school will be marked as truancy
• your children’s school places may be lost and they may not be able to return to the same school
• often the nearest school with a place is a long way from home
• days missed from school due to leave in term time may lead to your child being identified as having persistent absence
• where children’s attendance is poor, unauthorised leave may be taken into account when parents are prosecuted for failing to send their children to school regularly.

School term and holiday dates 2015/16

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Autumn half term</td>
<td>Tuesday, September 1 – Friday, December 18, 2015 (Half term October 26 – 30, 2015)</td>
</tr>
<tr>
<td>Spring term</td>
<td>Monday, January 4 – Thursday, March 24, 2016 (Half term February 15 – 19)</td>
</tr>
<tr>
<td>Summer term</td>
<td>Monday, April 11 – Friday, July 22, 2016 (Half term May 30 – June 3)</td>
</tr>
</tbody>
</table>

Please note that these dates are for guidance only. Some schools may have slightly different dates. Please check with the individual school.
Free bus travel from home to school

All school children can travel free on buses within London if you pay a one-off cost of £10 for a Zip Oyster card. Children under 11 can also travel free on tubes and trains with a Zip Oyster card. Find out all about your and your children’s travel options at: www.tfl.gov.uk
The local authority expects residents of Tower Hamlets to make use of the concessions offered by TfL.

Assistance with home to school travel

If travel assistance is required outside the scope of free travel arrangements and any other alternatives, you can make an application to Pupil Services for travel assistance. Please check whether you are eligible for travel assistance before completing the form.

Who is eligible?

The local authority can provide assistance for eligible children of compulsory school age who meet the following criteria:

- children unable to walk safely to school because of the nature of their special educational needs, disability or mobility problems (including temporary medical conditions)
- children unable to walk in safety to school because of the nature of the route
- children living outside ‘statutory walking distance’ (two miles for children under eight and three miles for children over eight years of age)
- children whose parents are in receipt of their maximum level of Working Tax Credit
- children attending a school where the education provided is that of the faith to which the parent adheres
- children whose parent/carer’s disability prevents him/her from accompanying a child along a walking route which can be considered safe

In most cases, children will only be eligible for travel assistance if the local authority cannot offer a place at a suitable alternative school. Therefore, please ensure that you make an application to six of your local schools before submitting an application.

Supporting documentation

You must be resident in Tower Hamlets to apply for travel assistance and be able to provide us with proof of your address, such as a recent council tax bill.

If you have any medical/social reason you would like to be considered with your application then please provide evidence with this application that is supported by a professional (such as a doctor’s report). Please also provide the correct proof of parental income as required.

Please note that if you do not provide the necessary supporting documentation, the application form may be returned to you and this will delay the assessment of your form.

For an application form, visit: www.towerhamlets.gov.uk and follow the links from Advice and Benefits to Grants to School Travel Support.
Making a decision

Pupil Services will decide on the form of travel assistance that is most suitable (i.e. bursary, travel pass for parent or child, place on the school bus etc.) taking into account the age and needs of the child, the distance from home to school, transport provision currently available and any other relevant factors. If your application for travel assistance is refused, then you have a right of appeal against the decision and you will be advised of this in your letter.

Appreciate and love your local area more by walking or cycling to school on a daily basis. Allow enough time for your journey so that you can enjoy it without rushing. Explore different routes regularly with your children so you both get to know Tower Hamlets better.

Choose a school where the daily journey is easy and pleasurable.

Your child will make over 4,500 home-school journeys through their school life – so choose your child’s school to make the daily journey as easy as possible, where your child can be in control of their own journey routes and times.

How to value and enjoy the new daily journey to and from school

An extra 30 minutes’ journey time every day mounts up to 190 hours spent away from home each year – that’s the equivalent of another 12 weeks of your child’s evening free time every year!

The benefits of a quick and easy sustainable journey to school which doesn’t need your involvement every day will also give you as a parent much more personal freedom and time.

If you were originally thinking of driving your child to school, the Travel Champion at the school or the council’s School Travel Adviser (020 7364 6918) will help you choose a different option that will improve both you and your child’s quality of life and self-esteem.

The council discourages use of the car for environmental reasons, reducing congestion, saving money on parking and petrol and for health and fitness reasons. We encourage the use of public transport for long school journeys and walking and cycling for shorter ones.

We have one of the biggest, most frequent transport networks in the world and Tower Hamlets has some of the best transport links in London. All school children can travel free on buses within London if you pay a one-off cost of £10 for a Zip Oyster card. Children under 11 can also travel free on the tube and trains with a Zip Oyster card. Find out all about your and your children’s travel options at: www.tfl.gov.uk/tickets

Your child should be getting at least 60 minutes of moderate intensity physical activity each day (three hours for under-fives). The walk to and from school can be incorporated into this – easy if you live within 2km of school.

Older children living within 5km can cycle to school, or get off a few bus stops early and walk the last ten minutes if they choose free bus travel.

Children learning about all aspects and modes of travel, and experimenting with them during their teenage lives, can enrich their adult lives through better, cheaper, faster and above all more enjoyable travel, giving access to better employment prospects, more leisure time and the ability to discover and explore new places.

Nursery school

Start the active travel habit the moment your child enters nursery – this is the moment when they should be walking on a regular basis every day. If they have difficulty keeping up with you, then let them use a scooter – most nurseries in Tower Hamlets have somewhere to store scooters. Nursery schools in the borough actively promote active travel for health and fitness, and to develop social skills. Tower Hamlets offers free cycle confidence, skills and safety training sessions to parents who would like to cycle their young children to school using a child seat. Find out more at: www.towerhamlets.gov.uk/cycling or call 020 7364 6940.

Apply online at www.towerhamlets.gov.uk/schooladmissions
Primary school

Many of our primary schools provide lessons to pupils to help them travel safely, actively and independently, such as cycle skills, on road cycle training, road safety training, travel awareness and journey planning. If you have had advice on planning a sustainable journey and your adviser agrees that you have no practical alternative to driving, then you should drive – and park – safely, legally and considerately.

Do not drive anywhere near the school entrance, but park well away from the school and walk with your child to the gate. Just two minutes’ walk is enough to park even a few streets away, and if you vary where you park every day it will make the journey more interesting.

You will also have the opportunity to remind your child how to be safe on the streets and when crossing roads every day so that it becomes second nature to them. Many younger children want to cycle whilst their parents walk with them. Tower Hamlets offers free cycle confidence, skills and safety sessions to all residents, so that when your children get a few years older you can both cycle to school safely and confidently on roads and cycle paths.

If you still have to drive to school

Be a responsible driver – show and tell your children why you drive and park safely, legally and considerately.

Allow plenty of time for your journey to prevent rushing, taking chances and breaking the law. Re-read The Highway Code – you might be surprised how useful this is. Take an official practice driving theory test to see whether you would still pass today.

Stopped and parked cars outside schools are a risk as they obstruct sight lines for children, and so Keep Clear markings are used to keep traffic moving: even stopping for a few seconds on them puts children at risk, and is considered serious enough an offence to attract a fine of £130.

Do not drive near or past the entrance to the school – park safely and legally in another street and walk between the car and the school leaving the entrance area clear for pedestrians and cyclists.

The School Travel Plan (STP)

A School Travel Plan (STP) is a package of measures tailored to a school’s needs to help make journeys to school safer, healthier and environmentally friendly. Every school in Tower Hamlets has an appointed School Travel Champion and an approved STP.

STPs include initiatives to help pupils walk, cycle and use public transport more and travel independently to school, reducing car use on the school run and removing barriers to travelling sustainably to school.

School travel initiatives

Key initiatives that you should look out for when choosing a school for your child to attend that encourage sustainable travel include:

• personal travel planning and safety training
• buddy walk or cycle to school schemes
• cycle training
• covered secure cycle parking
• bike It
• walk and Bike to school campaigns
• organised walks for families within and outside school hours
• school crossing patrols and Junior Road Safety Officers
• finding friendly, easy routes to walk or cycle to school
• school curriculum travel and transition materials
• safer Neighbourhoods Teams and Community Police Support links.

Ask your new school what support and schemes they have in place to help you travel sustainably or actively to school every day.
General advice - free school meals, pupil premium and school clothing grant

Free school meals
All children attending Tower Hamlets primary schools will be eligible to receive free school meals. Research has proven that there is a clear link between good nutrition and strong academic performance. By providing healthy and nutritious meals using fresh ingredients it ensures that your child is well nourished and ready to learn to their full potential. Parents will need to make an application to receive free school meals. The information you provide in your application will also be used to see if your child’s school can access additional funding for your child in the form of the Pupil Premium.

You can apply online at: www.towerhamlets.gov.uk/benefits and follow the link to Benefit Forms to apply for free school meals. Application forms are also available from your local One Stop Shop (see the list on page 38).

The headteacher will also discuss this with you when you are arranging for your child to start school.

Pupil premium
The school that your child attends will be able to claim the pupil premium if you receive one of the following:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- An income-related employment and support allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- The Guarantee element of State Pension Credit
- Working Tax Credit ‘run-on’ - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

This gives schools an additional £600 per child to spend on your child’s education so it is important that you complete an application.

School clothing grant
If you live in Tower Hamlets, help with school clothing is available for some children transferring to secondary school at age 11 only. Grants currently worth £110 are available. Families must be receiving certain types of financial support from the Department for Work and Pensions (DWP), such as Income Support.

An application form is available on the internet at: www.towerhamlets.gov.uk/benefits Follow the link to School Clothing Grants and Vouchers. Applications must be made between June and September.
The School Health Service

The School Health Service is provided by a team of school nurses and school doctors, supported by child health nursery nurses and school nurse assistants, based at a local health centre. The school nurse is a qualified nurse with additional training in school health.

Parents may meet the school nurse at a new parents’ meeting at the school and receive a questionnaire to complete to give an up-to-date summary of their child’s health and any particular needs which may require assistance or support during the school day. They will also be given details of how to contact their school nurse if needed.

A member of the school health team will have regular contact with each school as agreed with school education staff.

Each pupil will be offered a vision, growth and hearing screen during their first full year in school and a growth check in year 6. Parental consent will be required before any of these screening checks are undertaken. Parents will be advised of the outcome of each check. Some pupils may be offered an appointment for a health assessment with their parent or carer.

Following a health assessment, it may be necessary for the child to be referred to the school doctor. The school doctor will see children where there are concerns about how their health may be affecting their education.

Referrals to the school doctor are usually made via the school nurse or the school’s Special Educational Needs Co-ordinator and are only done with parental involvement and agreement.

The parent/carer must be present at any appointments so that health problems can be explained and discussed.

The school health team will work closely with other professionals involved with the child, for example, the general practitioner (GP), hospital specialists or therapists as necessary.

Some children have more complex health needs, for example an ongoing health condition or special needs and will have an agreed health care plan drawn up by the school health team in conjunction with the parents and school staff. These plans will be regularly reviewed and updated.

Some children require additional services such as physiotherapy, occupational therapy or speech therapy. The therapists will liaise with the school and may be able to provide some treatment in school, to avoid the child having to miss school and to ensure that their needs are met appropriately in school.

Your child’s health

If your child appears unwell, you should seek advice from your child’s general practitioner, including when it is appropriate for the child to return to school.

Educational Psychology Service (EPS)

All schools have a link educational psychologist who can give advice on the needs of children and young people who are experiencing difficulties affecting their education. This could include learning, behavioural, emotional, sensory (hearing or visual) or communication difficulties. Educational psychologists can offer support to families and schools in meeting these needs.

You may, yourself, ask for help through the school or direct by telephoning 020 7364 4323. In addition, the EPS holds a monthly drop in surgery in partnership with the Parents’ Advice Centre (PAC). Appointments can be made through the PAC.
Tower Hamlets Parents’ Advice Centre

The Parents’ Advice Centre is a self-referring service which offers mediation, advocacy and telephone support for parents / carers of children and young people with Special Educational Needs (SEN) and supports parents of children with SEN through transition and the admission system. The service is free and available to parents and carers resident in Tower Hamlets.

It operates a telephone helpline Monday to Friday from 9am to 5pm and a drop-in advice service on Tuesdays from 9.30am to 3.30pm.

Advice can be provided in Bengali, Somali and other languages by request.

Parents’ Advice Centre
Greatorex Street, London E1 4NP
Tel: 020 7364 6489
Email: pac@towerhamlets.gov.uk

Children with learning difficulties

Tower Hamlets has an inclusive policy which allows all children to attend a mainstream school if their parents wish, regardless of their physical needs or learning ability.

Advice for parents whose children have learning difficulties or disabilities can be sought from the Parents’ Advice Centre on 020 7364 6489. If your child already has a Statement of Special Educational Needs or Education, Health and Care Plan it is essential that the school are aware of this so that they can plan to meet your child’s needs.

Special Educational Needs (SEN)/Education, Health and Care Plan

If you feel that your child may have special educational needs, you should discuss your concerns with the headteacher and Special Educational Needs Co-ordinator (SENCO) as early as possible.

If your child has a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP), the SEN Section will work closely with Pupil Services to arrange a school place. When you complete the Common Application Form, please ensure that you have clearly stated that your child has a statement/EHCP.

The SEN Section will then consult your preferred school to see if it can meet your child’s needs. The school must then respond to us before a place is offered – please bear in mind that schools do have the right to object if they do not feel that they are able to meet a child’s needs. If this happens we can offer advice.

Please contact the SEN Section on 020 7364 4880 if you have any queries. You may also wish to contact the Parents’ Advice Centre.
**After-school clubs**

After-school clubs are usually based in schools and are open from 3.30-5.30pm/6pm during term time. They provide a play, educational, social and childcare function. You can enrol your child in an after-school club by contacting the Worker-in-Charge. For details of after school clubs see the table on pages 25 to 27 or contact the Junior Youth Service team on 020 7364 4692.

**Holiday play schemes**

The Junior Youth Service organises play schemes for children aged 5-11 years. Some schemes are also available for three and four year olds. For further details contact the Junior Youth Service on 020 7364 4692.

**Child employment**

Children under 13 may not take part in paid employment unless they are appearing in stage, film, television, modelling or sport. Child Performance Licences are issued by the local authority in which the child resides. If you need further advice please contact Pupil Services, telephone 020 7364 5006.

**Equal opportunities**

Tower Hamlets Council is committed to providing relevant and accessible services to all the people who live and work in Tower Hamlets. The council will work hard to ensure that the different needs and expectations of its diverse communities are met. The council is committed to:

- opposing all forms of discrimination - individual and institutional, direct and indirect. It will actively oppose discrimination carried out on the grounds of gender, colour, ethnicity or national origin, religion, disability, social background, HIV status, responsibilities as a carer, age, marital status, sexual orientation, people with spent convictions or any other disadvantaged groups
- challenging the beliefs (sometimes systemic) about different groups in society such as racism, sexism, homophobia, disabilitism and ageism
- promoting and celebrating the diversity of the people of Tower Hamlets.

* Notwithstanding any legal limitations e.g. persons aged over 65 or under-18 in certain jobs
| **Academy** | An academy is a publicly funded school which operates outside of local authority control. It is funded directly by central government and does not have to follow the National Curriculum. It can choose its own curriculum, as long as it is ‘broad and balanced’. |
| **Admission** | Entry to school. |
| **Admission authority** | The organisation that draws up the admission arrangements and sets out the admission criteria for the schools it maintains. The local authority is the admission authority for community schools. Each voluntary, academy or free school is its own admission authority. All admission authorities within an area liaise closely to co-ordinate their admission arrangements. |
| **Admission number** | The number of places available at a school for each year group. |
| **Admission criteria** | Conditions set by the admission authority, which are used to decide whether or not a place can be offered to a child when a school receives more applications than place available. |
| **Appeal** | The independent process for questioning a decision not to offer your child a place at the school you have applied for. |
| **(CAF) Common Application Form** | The name of the local authority form used by anyone applying for a school place. |
| **Community schools** | Schools maintained only by the local authority. The local authority is responsible for admitting children to these schools. |
| **(DfE) Department for Education** | The central government department responsible for setting appropriate laws and guidance to help educate children and young people in England and Wales. |
| **Equal preference system** | A model where all applications are treated equally in accordance with the admissions policy. Therefore, if a school receives more applications than it has places available; the admission criteria will be applied to each application with no consideration given to whether or not the school is the first, second or third preference. |
| **Free school** | Free schools are schools which are set up by groups of parents, teachers, charities, Trusts, religious and voluntary groups. They are funded in the same way as academies - directly from central government. |
| **Governing bodies** | Responsible for making sure that the school is managed in line with laws and follows policies in line with the conditions set by the DfE. |
| **Infant, junior or primary schools** | ‘Infant schools’ provide education for children aged four to seven, ‘junior schools’ for children aged seven to 11, and ‘primary schools’ for children aged four to 11. |
| **Local authority** | The council is responsible for many services and this includes providing education across schools within the local authority’s boundaries. |
Useful contacts:
Pupil Services
Town Hall, Mulberry Place,
5 Clove Crescent, London E14 2BG
Tel: 020 7364 5006
Fax: 020 7364 4311
Email: school.admissions@towerhamlets.gov.uk
Website:
- www.towerhamlets.gov.uk/schooladmissions
- www.towerhamlets.gov.uk/equalchance
- www.eadmissions.org.uk
Early Years Service
Tel: 020 7364 1553
Email: early.years@towerhamlets.gov.uk
Family Information Service
Tel: 020 7364 6495
Email: fis@towerhamlets.gov.uk
Special Educational Needs
Tel: 020 7364 4880
Email: sen@towerhamlets.gov.uk
Parents Advice Centre
Tel: 020 7364 6489

Useful Websites:
www.eadmissions.org.uk
www.goodschoolsguide.co.uk
www.gov.uk/dfe
www.ofsted.gov.uk
www.parentview.ofsted.gov.uk

Free internet access is available at our Idea Stores:
Idea Store Bow
1 Gladstone Place, Roman Road
London E3 5ES
Idea Store Canary Wharf
Churchill Place
London E14 5RB
Idea Store Chrisp Street
1 Vesey Path
East India Dock Road
London E14 6BT
Idea Store Watney Market
260 Commercial Road
London E1 2FB
Idea Store Whitechapel
321 Whitechapel Road
London E1 1BU

Help with free school meals and clothing grants can be obtained from One Stop Shops:
Bethnal Green
1 Rushmead
Bethnal Green
London E2 6NE
Tel: 020 7364 5020
Bow and North Poplar
Gladstone Place
1 Ewart Place (off Roman Road)
London E3 5EQ
Tel: 020 7364 5020
Stepney and Wapping
Cheviot House
227-233 Commercial Street
London E1 2BU
Tel: 020 7364 5020
260 Commercial Road
London E1 2FB
Tel: 020 7364 5020
South Poplar and Isle of Dogs
15 Market Square
Chrip Street
London E14 6AQ
Tel: 020 7364 5020

Contact details for surrounding London authorities:
Barking and Dagenham
Tel: 020 8215 3004
www.barking-dagenham.gov.uk
Camden
Tel: 020 7974 1625
www.camden.gov.uk
City of London
Tel: 020 7332 3998
www.cityoflondon.gov.uk
Greenwich
Tel: 020 8921 8043
www.greenwich.gov.uk
Hackney
Tel: 020 8820 7000
www.hackney.gov.uk
Islington
Tel: 020 7527 5661
www.islington.gov.uk
Lewisham
Tel: 020 8314 8282
www.lewisham.gov.uk
Newham
Tel: 020 8430 2000
www.newham.gov.uk
Redbridge
Tel: 020 8708 3139
www.redbridge.gov.uk
Southwark
Tel: 020 7525 2910
www.southwark.gov.uk
Westminster
Tel: 020 7745 6433
www.westminster.gov.uk
Understanding school catchment areas and the oversubscription criteria

Tower Hamlets Council seeks to operate an admissions system that provides equal and fair opportunities to all applicants. This includes having due regard to children living in areas where there are limited options in applying for a local school place.

School catchment area

A school catchment area is a geographically defined boundary used to help provide children with fairer access to a local school and ensure all schools in an area have an equal share of children.

A child living in the school’s catchment area will, therefore, be given priority over a child living outside of the school’s catchment area. This does not affect admission categories where children with a Statement of Special Educational Needs or an Education, Health and Care Plan are considered before any other admission. Catchment areas also do not affect looked after children who are given first priority in the admission policy. Other exceptional cases, such as medical and social reasons, will also be given priority before children living in the catchment area.

There are six school catchment areas for admission to Tower Hamlets community schools. The Paradigm Academies (Culloden, Old Ford and Solebay) and St Paul’s Way Trust Primary also use these catchment areas in their admissions criteria. Each catchment area has a number of schools that you can choose from. Maps of each catchment area and the schools within them can be found on pages 18 to 24.

To find out the catchment area you live in, please view the maps on pages 18 to 24 or visit the website: www.towerhamlets.gov.uk/equalchance

Nearest school within the catchment area

Higher priority is given to children who apply to their nearest school within their catchment area. This reduces the possibility of a family having to undertake an unreasonable journey to school and provides equal opportunity for families living in parts of the borough where there are a limited number of schools. Please see the examples on the next page which show how this works in practice.

‘Tie-break’ criterion

When there are more children within one of the admission priorities than there are places remaining at the school, the council must decide who to offer places to. The ‘tie-break’ gives priority to children that live the shortest walking distance from the school. For example, a school may have 25 places remaining once all children for whom the school is the nearest school in the catchment area, but there are 30 other children who have applied and live within the same catchment area. The 25 children that live closest to the school will be offered a place and the five children that live furthest from the school will not be offered a place.

Apply online at www.towerhamlets.gov.uk/schooladmissions
Example 1

In this ‘tie-break’ example, Child A, Child B, Child C and Child D have all applied to Green School.

Green School is the nearest school for Child A, Child B and Child C. The nearest school for Child D is Blue School.

Given that Green School is Child A, Child B and Child C’s nearest school, their applications will have higher priority than Child D’s.

The highest priority would be given to Child B who lives 250m away from Green School, followed by Child C, who lives 400m away and then Child A, who lives 800m away. These children would, therefore, be ranked in order of priority as follows:

<table>
<thead>
<tr>
<th>Admissions Criteria</th>
<th>Ranking Order</th>
</tr>
</thead>
</table>
| Priority 4 - nearest school in catchment area | 1. Child B  
                                                  2. Child C  
                                                  3. Child A |
| Priority 5 - catchment area | 4. Child D |

**Note:** Although Child D lives closer to Green School than Child A, Child A will have higher priority because Green School is Child A’s nearest school.
Example 2

This example is similar to the first one, but here Child B has decided not to apply to Green School, which is Child B’s nearest school.

Even though Child B lives closer to Green School than the other children, Child B would not be considered for a place at Green School, because no application was made. The ranking in order of priority would therefore be as follows:

<table>
<thead>
<tr>
<th>Admissions Criteria</th>
<th>Ranking Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority 4 - nearest school in catchment area</td>
<td>1. Child C</td>
</tr>
<tr>
<td></td>
<td>2. Child A</td>
</tr>
<tr>
<td>Priority 5 - catchment area</td>
<td>3. Child D</td>
</tr>
</tbody>
</table>

**Note:** Child B’s applications to Blue and White School would not be considered under the nearest school criterion because neither of these schools are Child B’s nearest school.

Apply online at [www.towerhamlets.gov.uk/schooladmissions](http://www.towerhamlets.gov.uk/schooladmissions)
Appendix B - Summary of last year’s applications and offers

The table below shows the number of applications and offers made for schools that use the admissions criteria for Tower Hamlets community schools that received more applications than places available for the 2015/16 school year. If a community school does not appear on this list it means that the school was able to offer a place to every child that applied or those that applied were offered a place at a higher preference school.

Last year, every child who had an older sibling already attending a community school was offered a place at the same school as long as an on-time application was made. You can also see that very few places were offered to children who live outside of the catchment area for the school.

<table>
<thead>
<tr>
<th>School</th>
<th>Number of applications</th>
<th>Number of places available</th>
<th>Statement of Special Educational Needs</th>
<th>Looked after children</th>
<th>Medical/social need</th>
<th>Sibling</th>
<th>Nearest School in catchment area</th>
<th>Other children in catchment area</th>
<th>Children living outside of the catchment area</th>
<th>Tie-break cut off distance (metres)</th>
<th>Number unsuccessful</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ben Jonson</td>
<td>197</td>
<td>90</td>
<td>2</td>
<td>0</td>
<td>4</td>
<td>41</td>
<td>25</td>
<td>18</td>
<td>0</td>
<td>1,069</td>
<td>7</td>
</tr>
<tr>
<td>Bigland Green</td>
<td>208</td>
<td>60</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>31</td>
<td>12</td>
<td>16</td>
<td>0</td>
<td>663</td>
<td>14</td>
</tr>
<tr>
<td>Blue Gate Fields</td>
<td>221</td>
<td>90</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>52</td>
<td>18</td>
<td>18</td>
<td>0</td>
<td>817</td>
<td>21</td>
</tr>
<tr>
<td>Bonner (Bethnal Green)</td>
<td>229</td>
<td>60</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>26</td>
<td>34</td>
<td>0</td>
<td>0</td>
<td>705</td>
<td>58</td>
</tr>
<tr>
<td>Bonner (Mile End)</td>
<td>180</td>
<td>60</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>19</td>
<td>30</td>
<td>11</td>
<td>0</td>
<td>1,215</td>
<td>23</td>
</tr>
<tr>
<td>Bygrove</td>
<td>290</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>22</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>516</td>
<td>90</td>
</tr>
<tr>
<td>Chisenhale</td>
<td>170</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>19</td>
<td>12</td>
<td>14</td>
<td>0</td>
<td>846</td>
<td>18</td>
</tr>
<tr>
<td>Columbia</td>
<td>147</td>
<td>60</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>26</td>
<td>16</td>
<td>18</td>
<td>0</td>
<td>947</td>
<td>18</td>
</tr>
<tr>
<td>Culloden</td>
<td>144</td>
<td>90</td>
<td>7</td>
<td>0</td>
<td>2</td>
<td>44</td>
<td>26</td>
<td>11</td>
<td>0</td>
<td>1,306</td>
<td>6</td>
</tr>
<tr>
<td>Cyril Jackson</td>
<td>139</td>
<td>60</td>
<td>4</td>
<td>0</td>
<td>2</td>
<td>30</td>
<td>15</td>
<td>9</td>
<td>0</td>
<td>787</td>
<td>19</td>
</tr>
<tr>
<td>Globe</td>
<td>180</td>
<td>45</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>24</td>
<td>10</td>
<td>10</td>
<td>0</td>
<td>740</td>
<td>36</td>
</tr>
<tr>
<td>Halley</td>
<td>189</td>
<td>30</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>13</td>
<td>7</td>
<td>9</td>
<td>0</td>
<td>1,478</td>
<td>6</td>
</tr>
<tr>
<td>Hermitage</td>
<td>101</td>
<td>45</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>19</td>
<td>19</td>
<td>4</td>
<td>1</td>
<td>1,413</td>
<td>6</td>
</tr>
<tr>
<td>Lansbury Lawrence</td>
<td>249</td>
<td>60</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>25</td>
<td>32</td>
<td>0</td>
<td>0</td>
<td>544</td>
<td>46</td>
</tr>
<tr>
<td>Manorfield</td>
<td>180</td>
<td>90</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>42</td>
<td>31</td>
<td>16</td>
<td>0</td>
<td>1,847</td>
<td>6</td>
</tr>
<tr>
<td>Marion Richardson</td>
<td>162</td>
<td>60</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>31</td>
<td>27</td>
<td>0</td>
<td>0</td>
<td>479</td>
<td>26</td>
</tr>
<tr>
<td>Mayflower</td>
<td>205</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>21</td>
<td>23</td>
<td>0</td>
<td>0</td>
<td>432</td>
<td>33</td>
</tr>
<tr>
<td>Mowlem</td>
<td>50</td>
<td>30</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>16</td>
<td>10</td>
<td>1</td>
<td>2</td>
<td>1,595</td>
<td>2</td>
</tr>
<tr>
<td>Old Ford</td>
<td>206</td>
<td>90</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>41</td>
<td>46</td>
<td>0</td>
<td>0</td>
<td>1,293</td>
<td>26</td>
</tr>
<tr>
<td>Old Palace</td>
<td>177</td>
<td>60</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>23</td>
<td>36</td>
<td>0</td>
<td>0</td>
<td>607</td>
<td>26</td>
</tr>
<tr>
<td>Olga</td>
<td>165</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>20</td>
<td>10</td>
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</tr>
<tr>
<td>Redlands</td>
<td>143</td>
<td>60</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>33</td>
<td>12</td>
<td>10</td>
<td>3</td>
<td>768</td>
<td>5</td>
</tr>
<tr>
<td>Seven Mills</td>
<td>101</td>
<td>30</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>11</td>
<td>18</td>
<td>0</td>
<td>0</td>
<td>561</td>
<td>2</td>
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Appendix C - A step by step guide to applying online

Registration

• If you have previously applied using the online system you will be able to log in without the need for registration.
• Click on ‘Register to apply online’ and enter your details including the home address where you and your child live.
• Please include your phone number so that the school may contact you to arrange for your child’s admission to school.
• Once complete, click ‘Register’.
• You will receive an email with a username and a link. Click on the link to validate your email address.
• You will then receive another email containing your username and password to apply online. This email will include a link to the start of the application process.
• Click on this link and log in using your username and password.

To start your online application please visit: www.eadmissions.org.uk

You can also use the link from the council’s website: www.towerhamlets.gov.uk/schooladmissions

Apply online at www.towerhamlets.gov.uk/schooladmissions
Step 1

**Child’s details**

- **Click on ‘Start Application for New Child’.**
- **Enter your child’s details.** Your child’s name should be their legal name given on their birth certificate or passport. Make sure the child’s date of birth you are applying for is between September 1, 2011 and August 31, 2012. You will need to apply on a paper form if you are applying for a nursery place or for a place in-year.
- **If your child is a twin or triplet please indicate this on the application.** You will need to complete a separate application for each child.
- **If your child is a looked after child (public care/foster care) or was previously a looked after child before being adopted or became subject to a residence order or special guardianship order, please indicate the responsible local authority for your child.**
- **If your child has a Statement of Special Educational Needs or has an Education, Health and Care plan please indicate this on your application.**
Step 2

Add the schools you wish to apply to

Using the drop down lists:

1. Select which borough the school you want to apply to is in.

2. Select the six schools you want to apply to in order of preference.

3. You can also choose a school using the ‘map’ or ‘keywords’ function. Please ensure that you select the correct school especially when there are schools with similar names.

4. Once the school has been selected you can also add details about any older siblings (brothers or sisters) attending the school or if there are any medical or social reasons affecting you, your child or other family members why you need a place at a particular school.

5. If the school you are applying to needs you to also complete a supplementary information form (SIF), this will automatically be flagged up by the system. Please ensure that all SIFs are completed and returned to the school by January 15, 2016.

6. Once you have inputted all six schools you would like to apply to click ‘Save and Continue’.

Apply online at www.towerhamlets.gov.uk/schooladmissions
Step 3

Check and submit

- Check all the details in your application are correct and that the schools you wish to apply to are in the correct order.
- Click ‘Back’ at the bottom of the screen if you need to make any changes to your application.
- If you are applying to any voluntary aided (church) schools, free schools or academies that require supplementary information forms (SIF) please make a note of this and ensure that you complete the form(s) at the school before January 15, 2016.
- If you have older children at any of the schools you have applied to, make sure you have filled in their details correctly. Siblings should be currently on roll at the school in the current reception class up to year 5 (i.e. born between September 1, 2010 and August 31, 2006).Sibling priority is not given for children who, at the time of the application, attend nursery or year 6.
Step 4

Checklist, declaration and submitting your application

• Read the checklist to make sure that you have completed all the necessary steps when you were making your application.

• Read the declaration and understand that you must contact Pupil Services of any change of circumstances including if you move house.

• Failure to do so may mean that your application is deemed invalid or lead to the offer of a school place being withdrawn.

• Confirm that you have read and accepted the declaration and click ‘Submit Application’.

• If you make any changes to your application you will need to resubmit your application.

Declaration

By submitting this form I agree to the following:

- I wish to apply for a place at each of the schools named above and have listed these in my order of preference.
- I will keep the Local Authority informed of any change of circumstances (e.g. change of address) and failure to do so may make this application invalid or lead to the offer of a place being withdrawn.
- I understand that the Local Authority may take steps to verify any information relating to this application.
- I understand that any false or deliberately misleading information given on this form and/or supporting information may make this application invalid or lead to the offer of a place being withdrawn.
- The Local Authority where you live is under a duty to protect the public funds it administers and may therefore share the information you have provided in this application within the Local Authority and with other bodies administering public funds, for the detection and prevention of fraud.

I have read and accepted the above declaration

Submit Application

Confirmation

Your application is now complete. You will receive an application reference number to confirm the form has been submitted correctly. You will also receive an email confirming submission with the reference number, along with a reminder about which schools require SIFs.
“Exceptional understanding of the local community and parents and pupils”
Ofsted Report 2012

Apply online at
www.towerhamlets.gov.uk/schooladmissions