

# Starting **Primary School** in Tower Hamlets **2019**

For children  
born between  
1 September 2014  
and 31 August  
2015



Closing date for applications: **15 January 2019**  
National offer day: **16 April 2019**  
Apply online at [www.towerhamlets.gov.uk/schooladmissions](http://www.towerhamlets.gov.uk/schooladmissions)



# Key dates at a glance

## From September 2018

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

## September 2018 to 15 January 2019

Complete an application form at [www.towerhamlets.gov.uk/schooladmissions](http://www.towerhamlets.gov.uk/schooladmissions)  
Apply for up 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.

## 15 January 2019

This is the closing date for applications.  
Make sure you apply online by this date.

## January to April 2019

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

## 16 April 2019

You will be sent a letter and email by Pupil Services informing you of the  
outcome 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.

## 3 May 2019

Deadline for you to confirm acceptance of a place, directly with the school you have  
been offered. You can also add your child's name to any other school's waiting list.

## 17 May 2019

Deadline for making an appeal for admission to a preferred school(s).

## June/July 2019

Appeals heard, parents can attend the hearings.

## September 2019

Your child starts school.

# Foreword by the Corporate Director



**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 them can often be a difficult decision. This booklet is designed to help you make the right choice so that your child is happy and successful at school.

Inside you will find 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.

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 of 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 call Pupil Services on 020 7364 5006. We have a number of multilingual as well as Bengali speaking admissions officers.

You should make your application online. 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](http://www.towerhamlets.gov.uk/schooladmissions)**.  
Please see page 9 for more information on admissions.

All of Tower Hamlets primary schools have now been judged 'good' or 'outstanding' by Ofsted and the borough has some of the fastest improving schools in the country. The latest primary school results show that very high standards are common in schools across the borough. This has meant a rise in the number of parents wanting to send their children to study in our borough. Many schools in the borough receive more applications than there are places available, so some children may not be offered a place at the 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 all children in Tower Hamlets progress well and make the best of their time at school. You can be sure our teachers and other staff strive for nothing short of excellence and, working with you, we can achieve this for your child.

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

Yours sincerely,

**Debbie Jones**  
Corporate Director for Children's Services





# Contents

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 son or daughter, if they are due to start reception or you would like them 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 they are two years old.

If your child was born between 1 September 2014 and 31 August 2015, they should start reception in the 2019/20 school year.

You need to apply by 15 January 2019 to secure a place for your child in the 2019/20 school year.

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## 1 Nursery schools, classes and early years units

- Nursery admission 5
- How to apply 6
- Frequently asked questions 8

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## 2 Reception admission

- Starting primary school 9
- How to apply 9
- Making changes to your application 10
- Oversubscription criteria 11
- Tie-break 12
- Outcome of your application 12
- Making further applications 13
- Deferring entry 14
- Frequently asked questions 16

---

## 3 In-year admissions, school transfer and moving from infant to junior

- In-year admission 17
- Infant to junior transfer 18

---

## 4 School list and catchment area maps

- Catchment area maps 19
- School catchment area 1 (Stepney) 20
- School catchment area 2 (Bow) 21
- School catchment area 3 (Poplar) 22
- School catchment area 4 (Isle of Dogs) 23
- School catchment area 5 (Wapping) 24
- School catchment area 6 (Bethnal Green) 25
- Nursery and primary schools in Tower Hamlets 26

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## 5 Appendices

- Appendix A - Understanding school catchment areas and the oversubscription criteria 29
- Appendix B - Summary of last year's offers 32
- Appendix C - Step-by-step guide to applying online 33
- Glossary 38
- Useful contacts 39

# Nursery schools, classes and early years units

# 1

## Nursery admission

**Children will usually start nursery school or a nursery class in the September following their third birthday. It is possible for eligible children to access a funded place from the beginning of the term after their third birthday. Both part-time (15 hours per week) and full-time (30 hours per week) places are available at Tower Hamlets nurseries.**

## Who is nursery education for?

Nursery education is free for all three and four year olds. Your child is entitled to 15 hours of free early years education per week and this is available from the term after their third birthday. Eligible parents may also be entitled to an additional 15 hours per week. Some parents of two year olds are also eligible for 15 hours of free nursery, but must meet certain government (income-based) criteria.



## The benefits of choosing nursery education

Attending a nursery school or a nursery class gives children a valuable introduction to school. They will have the opportunity to develop their skills and to be part of a large group of children of their own age. We work in partnership with parents to give your child the best possible start to their education and prepare them for reception class.

Our nurseries are run by experienced, early years trained teachers, who are supported by nursery nurses and early years trained teaching assistants. All nursery education in Tower Hamlets' nursery schools and nursery classes are rated 'good' by Ofsted - many are rated 'outstanding'.

The nursery day is arranged to allow your child to develop at their own pace. Nursery classes are usually organised in the same way as a school, with three terms. A typical day consists of two sessions: a morning session from approximately 9am to 12pm and an afternoon session from approximately 12.30pm to 3.30pm. Some places offer wrap around care which means children can attend breakfast club (e.g. from 8am) and after school care (e.g. until 5.30pm).

Contact your local nursery for more information about how a typical day is arranged. You can also learn more about the early years foundation stage from [www.towerhamlets.gov.uk/earlyyears](http://www.towerhamlets.gov.uk/earlyyears) or the Department for Education website: [www.gov.uk/dfe](http://www.gov.uk/dfe)

Nurseries welcome visits from parents to ensure you feel confident you're picking the right setting for your child. It is well worth visiting a few nursery settings before making your application.

## Nursery provision in Tower Hamlets

### Nursery schools

There are six nursery schools in Tower Hamlets:

- Alice Model Nursery School
- Children's House Nursery School
- Columbia Market Nursery School
- Harry Roberts Nursery School
- Old Church Nursery School
- Rachel Keeling Nursery School

### Primary schools with nursery classes

There are 61 maintained primary schools which have an attached nursery class in Tower Hamlets. A full list of these nursery schools and classes, along with more information about them, can be found on page 26.

## Other pre-school provisions

Private, voluntary and independent nurseries, preschools and playgroups also offer pre-school provision. A list of these providers is available from the Family Information Service on **020 7364 6495**.



# Nursery schools, classes and early years units

## Nursery class sessions

Nursery classes are part-time for 15 hours or full-time for 30 hours each week during the school term.

Usually children attend either a morning or afternoon session of three hours or a full day. Where a school offers both morning and afternoon sessions, the school will allocate them. They may be allocated in consultation with parents. No guarantee is made of the session time when a place is offered. Children from multiple births will be offered the same session (i.e. twins or triplets).

## Early learning for two year olds

Some children may be eligible for 15 hours of funded childcare from the term after their second birthday. Unlike the nursery education for three and four year olds, which is open to all, the early learning for two year olds is only available to families that meet certain criteria.

Children love to play and learn, and Tower Hamlets has some excellent nurseries, pre-school playgroups and childminders where they can do just that.

Your child could take up their place in the term after they turn two, with 15 hours a week of free care if you are on a low income, if your child has additional needs or if your child is looked after by the council. If you have an older child at school and they receive free school meals, your younger children will probably be eligible for a free two year old place too.

Your child will be eligible if any of the following apply:

- they have a current education, health and care plan (EHCP)
- they get disability living allowance
- they have left care through special guardianship or an adoption or child arrangement order
- they are looked after by the local authority.

Families who have no recourse to public funds are not eligible for a funded place for two year olds.

You can call the Family Information Service on 020 7364 6495 to check whether your child is eligible. The Family Information Service will also be able to discuss with you what childcare is available and what best suits you and your child.

## Start dates

Children will usually start nursery school or a nursery class in the September following their third birthday. However, it is possible for eligible children to access a funded place from the beginning of the term after their third birthday.

## How to apply

If your child was born between 1 September 2015 and 31 August 2016 and you would like a nursery place for September 2019, you must submit an online application by 17 February 2019.

You should apply online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk)

It is very important not to apply late, because applications made after the closing date will be considered

only after places have been allocated to children whose parents applied on time. Nursery class places are in considerable demand and most schools will not have vacancies once all applications that have been received on time have been processed.

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 closing date (17 February 2019).

If you are not able to make an online application, you should contact Pupil Services on 020 7364 5006.

If you wish to apply to a private nursery or a nursery in another local borough, you must contact the nursery directly. To find out how to apply for a nursery place for other than a September 2019 start, such as in January 2019 or April 2019, please contact Pupil Services on 020 7364 5006 or email [school.admissions@towerhamlets.gov.uk](mailto:school.admissions@towerhamlets.gov.uk).

For further information on nursery admissions, including instructions on how to make an online application, please refer to the **Starting Nursery in Tower Hamlets** brochure.

You can download a copy of the brochure from [www.towerhamlets.gov.uk/schooladmissions](http://www.towerhamlets.gov.uk/schooladmissions) or you can contact Pupil Services on 020 7364 5006 to request a copy.

# Nursery schools, classes and early years units

# 1

## How decisions are made

The Pupil Services team will process applications and coordinate the decisions for all those who apply.

Applications for each individual school will be processed separately 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.

The decisions on applications for Tower Hamlets community nursery schools and primary schools with nursery classes are made by the local authority. For voluntary aided schools, free schools and academies, it is the school's governors who will make decisions, based on the information you provided in your application and the school's supplementary information form, which you must also complete.



Admission policies and oversubscription criteria for these schools can be found on their websites or at [www.towerhamlets.gov.uk/schooladmissions](http://www.towerhamlets.gov.uk/schooladmissions)

The Paradigm Academies (Culloden, Old Ford and Solebay), St Paul's Way Foundation Primary School, The LETTA Trust Primary Schools (Bygrove Primary School and Stebon Primary School) and The Clara Grant Primary School (part of The Tower Trust) have delegated decisions on admissions to the council and, therefore, use the same oversubscription criteria as Tower Hamlets community schools.

## Notification of decisions

If your application was received on or before the closing date (17 February 2019), Pupil Services will notify you of the outcome of your application by letter and email. The letter will be sent on **7 May 2019** and will name the nursery at which a place has been offered for your child. The email will be sent after 5pm on the same day.

**This offer will be for a part-time place only.** The local authority will only offer part-time places. Once your child has been offered a part-time place, you may request a full-time place from your nursery. Full-time places will be subject to availability and will depend on the eligibility criteria (see below).

If you have not been offered a place at your chosen nurseries, you will be sent a list of nurseries that still have places remaining and given

the opportunity to visit and apply to one of these nurseries. Your child will also be placed on the waiting list for your preferred nursery.

## Part-time and full-time funding

All parents are entitled to 15 hours per week of free early years education for 38 weeks each year from the start of the school term after their child's third birthday, up until the child reaches compulsory school age.

An additional free 15 hours will only be available for families where both parents are working (or the sole parent is working). Typically each parent must earn at least the national minimum or living wage for 16 hours a week and less than £100,000 a year to be eligible. For more information visit: [www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds](http://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds).

Parents who are not eligible for the additional free 15 hours may still access a full time place by paying a top-up fee. This fee will be set by each nursery. Please contact your local nursery for further information.

## Appeals

As nursery is non-statutory, parents do not have the right of appeal if they do not get their preferred nursery choice. However, parents may contact the local authority for more information on the reason as to why their child was not offered a place.

# Frequently asked questions about nursery admission

## **Q Is there financial help available for nursery provision?**

All parents are entitled to 15 hours per week of free early years education for 38 weeks each year from the start of the school term after their child's third birthday until the child reaches compulsory school age – the term after their fifth birthday.

An additional free 15 hours will only be available for families where both parents are working (or the sole parent is working). Typically each parent must earn at least the national minimum or living wage for 16 hours a week and less than £100,000 a year to be eligible. For more information on eligibility go to: [www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds](http://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds)

For more information you can contact the Family Information Service on **020 7364 6495**.

## **Q 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 the benefit from either activity could be lost.

## **Q 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 and start reception class. Children take at least a term to settle and can find it very upsetting to move at this stage. Transfers will only take place at the start of each term and should only be considered if a family has moved from the area or on exceptional grounds.

## **Q 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 1 September 2015 and 31 August 2016 they will start reception in September 2020.



## **Q 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.

## **Q Can I get help with free early education or childcare for my two year old?**

Your two year old child may be entitled to 15 hours of free 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 eligibility criteria visit [www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds](http://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds)

Your child would be eligible from the beginning of the term after their second birthday, if you qualify for a funded place. For more information, call the Family Information Service on **020 7364 6495**.



## Starting primary school

**Children start primary school at the beginning of the school year in which they become five years of age. A child born between 1 September 2014 and 31 August 2015 should start school in September 2019.**

## When to make your application

If your child is due to start reception in September 2019, you must complete and submit your application by 15 January 2019.

## 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.

## Decide which schools to apply for

You should visit your local schools to help you decide. You can make an appointment by contacting each of them directly. 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](http://www.ofsted.gov.uk/reports))
- **the school's performance results** ([www.education.gov.uk/schools/performance](http://www.education.gov.uk/schools/performance)).

You should also consider the likelihood of being offered places at the schools you 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 through the local authority, even if you want to apply to schools outside of the borough. You should apply online at: [www.eadmissions.org.uk](http://www.eadmissions.org.uk)

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 15 January 2019 closing date.

If you are not able to make an online application, you should contact Tower Hamlets Pupil Services on **020 7364 5006**.

If you live in another London borough, you can contact their School Admissions team for a copy of their primary school brochure. There will be the facility for you to apply online. A list with the contact details of nearby London local authorities is provided on page 39.

## 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 the local authority 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 practise 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 through the local authority.

**Free school** – 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 maintained schools with their description, location, website and contact details can be found on pages 26 to 28 of this brochure. Details of admissions policy and oversubscription criteria for schools can be accessed via the school's website.

## The number of schools you can apply for

It is strongly advised that you apply to six primary schools. It is important that you list them in order of preference. The school you want the most should be your first choice. 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 (private) schools on your application. Instead, you should apply directly 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 by making an application you are not guaranteed that a place will be offered, as children in the nursery are not prioritised above other applicants.

## You must submit an application with the local authority, even if you have already completed the school's form

The school's form will be a 'supplementary information 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 or other criteria. You must also submit an application with the local authority.

## Changing your address

If you move address before 15 January 2019, you will be able to log in and update the address on your online application. You can also make changes to the schools you wish to apply to.

If you move address after 15 January 2019, you must inform Pupil Services immediately. It may still be possible to change your choice of schools.

## A change in your circumstances

If your older child transfers to another school after 15 January 2019 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 15 January 2019 that means that you feel your child would need a place at a particular school, please contact Pupil Services.

If you live outside of Tower Hamlets, you must complete and submit your application to the borough where you live.

## Applying after the closing date

Applications received after 15 January 2019 will be dealt with after all on-time applications have been considered. Most schools will not have any places available after considering on-time applications.

## Processing applications

The local authority's Pupil Services team will process applications and coordinate 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 a 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 there are places available, the local authority'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, based on the information you provided in your application and the school's supplementary information form. Admission policies and oversubscription criteria for these schools can be found in their prospectuses, on their websites or at [www.towerhamlets.gov.uk/schooladmissions](http://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 coordinate the offers of places as explained above.

The Paradigm Academies (Culloden, Old Ford and Solebay), St Paul's Way Trust School, Bygrove Primary School, Stebon Primary School and The Clara Grant Primary School have delegated decisions on admissions to the local authority 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 2019/20 is set out on pages 26 to 28 of this booklet.

## Oversubscription criteria for Tower Hamlets community primary schools

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 (EHCP), which names the school applied to, will be placed before all other applicants.

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

1. Children looked after by the local authority, including adopted children who were previously looked after and children who leave care under a special guardianship or residence order.
2. Children for whom it is deemed there is strong medical or social reason to attend the school applied to (refer to note 1).
3. Children living within the catchment area of the school who have a sibling attending the school (including the school of a separate infants and junior schools) and who will continue to do so on the date of admission (refer to note 2).
4. Children whose parent is a member of staff who has been employed at the school concerned for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage (refer to note 3).
5. 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.

6. Other children from within the catchment area of the school.
7. Children living outside of the catchment area of the school.

## NOTES

**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 2018/19 school year. For this purpose sibling means a whole, half, step-brother or step-sister resident at the same address.

**Note 3:** Priority will be limited to one place for each form of entry in any year, with an additional maximum limit dependent on the size of the school as follows:

Planned admission number	Max per year group	Max per school
30 to 45 pupils	1	4
60 pupils	2	8
90 pupils	3	12

An exception to the above will apply to children of multiple birth or siblings born in the same academic year.



## Tie break

In the event of oversubscription within categories 3, 4, 5, 6 and 7 (on the previous page), priority will be given to children who live closest to the school by the shortest walking distance. In the event of two distances being the same, a decision will be made by random allocation.

A digital 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 as they may use different parameters for the address locations and the underlying network, which is used to calculate the distance, and therefore 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.

## Catchment areas

The school catchment area maps are on pages 19 to 25.

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

If your application was received on or before the closing date (15 January 2019), Pupil Services will notify you of the outcome by letter and email. The letter will be sent on 16 April 2019 and will name the school at which a place has been offered for your child. The email will be sent after 5pm on 16 April 2019.



## 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 local authority 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 2019/20 council tax bill or council tax benefit letter or notice, as well as 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; or
- your child benefit entitlement letter from HM Revenue and Customs for your 2018/19 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 Ministry of Defence or Foreign & Commonwealth Office), which declares a relocation date and a unit postal address or quartering area address.

## If you do not have 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 16 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 in May, 2019. It is strongly recommended that you secure a place at one of the schools that 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 local authority'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 a higher preference, they will remain on the waiting list until the end of the 2019 autumn 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 calling **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 have the right to appeal 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](http://www.towerhamlets.gov.uk/schooladmissions)**

Appeals for community schools should be made by 17 May 2019.

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 the panel members 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 a school's 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.

## Deferring entry to the reception year

Children are normally admitted to their school reception class in September, at the start of the school year following their fourth birthday. Your child will get the most from their education in a school reception class if they start at the same time as their friends and other children of the same age. However, if you feel there are particular reasons why your child should not start reception in September, for example your child may have an education, health and care plan (EHCP), you can ask for your child's entry to be deferred until later in the school year. You should first discuss this with the headteacher or manager at your child's current nursery or playgroup. This is especially important if your child has significant developmental delay. Following a discussion with the head teacher or manager at your child's current nursery, you should also speak with the headteacher of the school your child will be attending.

A leaflet with further advice and a form to request your child's deferral can be obtained by calling the Pupil Services team on 020 7364 5006. You should not request to defer your child's admission to one school because you are awaiting a place at another.

Where a place is deferred it cannot be given to another child, but your 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. You can also request that your child attends reception part-time from September 2019 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:

Your child was born between	Point until which entry can be deferred
September 2014 – December 2014	January 2020 (Start of the spring term)
January 2015 – August 2015	April 2020 (Start of summer term)

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.



## Special educational needs/education, health and care plan

If you feel that your child may have special educational needs, you should discuss your concerns with the head teacher and special educational needs coordinator (SENCO) as early as possible.

If your child has a statement of special educational needs (SEN) or an education, health and care plan (EHCP), the SEN team will work closely with Pupil Services to arrange a school place. When you submit your application, please ensure that you have clearly stated that your child has a statement/EHCP.

The SEN team 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 further advice.

Please call the SEN team on **020 7364 4880** if you have any queries. You may also wish to contact the Parents' Advice Centre on **020 7364 6489**.

## 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:

- they are gifted and talented
- they have missed a significant amount of education due to ill-health
- they were 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 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 education and partnership. For schools that 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.



# Frequently asked questions on reception admission

## **Q Will my child definitely get a place at one of the schools I apply to?**

No. The local authority 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 of 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 the nearest community school within your catchment area.

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

Not necessarily. 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.

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

No. 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), St Paul's Way Foundation Primary School, Bygrove Primary School, Stebon Primary School and The Clara Grant Primary School use the local authority's admissions policy and, therefore, the catchment area system.

## **Q I live in one of the neighbouring boroughs. Will I fall into one of the school catchment areas?**

This depends. Some of the school catchment area boundaries cover areas in neighbouring boroughs. If you live in Hackney 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 reside in Tower Hamlets.

If you live outside of the school catchment area, you are welcome to apply for a school place in Tower Hamlets, but will not have priority for those schools. To find out the catchment area for your home address, please view the maps or visit

[www.towerhamlets.gov.uk/equalchance](http://www.towerhamlets.gov.uk/equalchance)

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

Yes. You can 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.



# In-year admissions, school transfer and moving from infant to junior



## 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 overseas.**

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

**Tel:** 020 7364 5006

**Email:** [school.admissions@towerhamlets.gov.uk](mailto: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 first need to speak with the head teacher of your child's current school and together complete 'Part B' of the in-year application form that will be provided.

For more information on submitting an in-year application, please contact the Pupil Services team.

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 while awaiting a transfer.

You will need to reapply 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 six of primary school.

Entry point	Closing date	Parents sent outcomes
<b>Autumn half term</b> (November 2018 start)	14 September 2018	11 October 2018
<b>Spring Term</b> (January 2019 Start)	16 November 2018	7 December 2018
<b>Spring half term</b> (February 2019 Start)	16 January 2019	1 February 2019
<b>Summer Term</b> (April 2019 Start)	6 March 2019	22 March 2019
<b>Summer half term</b> (June 2019 Start)	24 April 2019	10 May 2019
<b>Autumn Term</b> (September 2019 start)	19 June 2019	5 July 2019



## 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 normally 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 ten 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 the 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 two class, you must apply for your child's year three place, even if this is for a place at the linked junior school. You must submit your application by 15 January 2019.

## What you must do

You should submit your application online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) giving the name of the school you want your child to transfer to (this should be your child's linked junior school). Please see page 33 of this brochure for instructions.

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 15 January 2019 closing date.

If you are not able to make an online application, you should contact Tower Hamlets Pupil Services on **020 7364 5006**.

If you live in another London borough you can contact their school admissions team for a copy of their primary school brochure. There will be the facility for you to apply online. A list with the contact details of nearby London local authorities is provided on page 39.



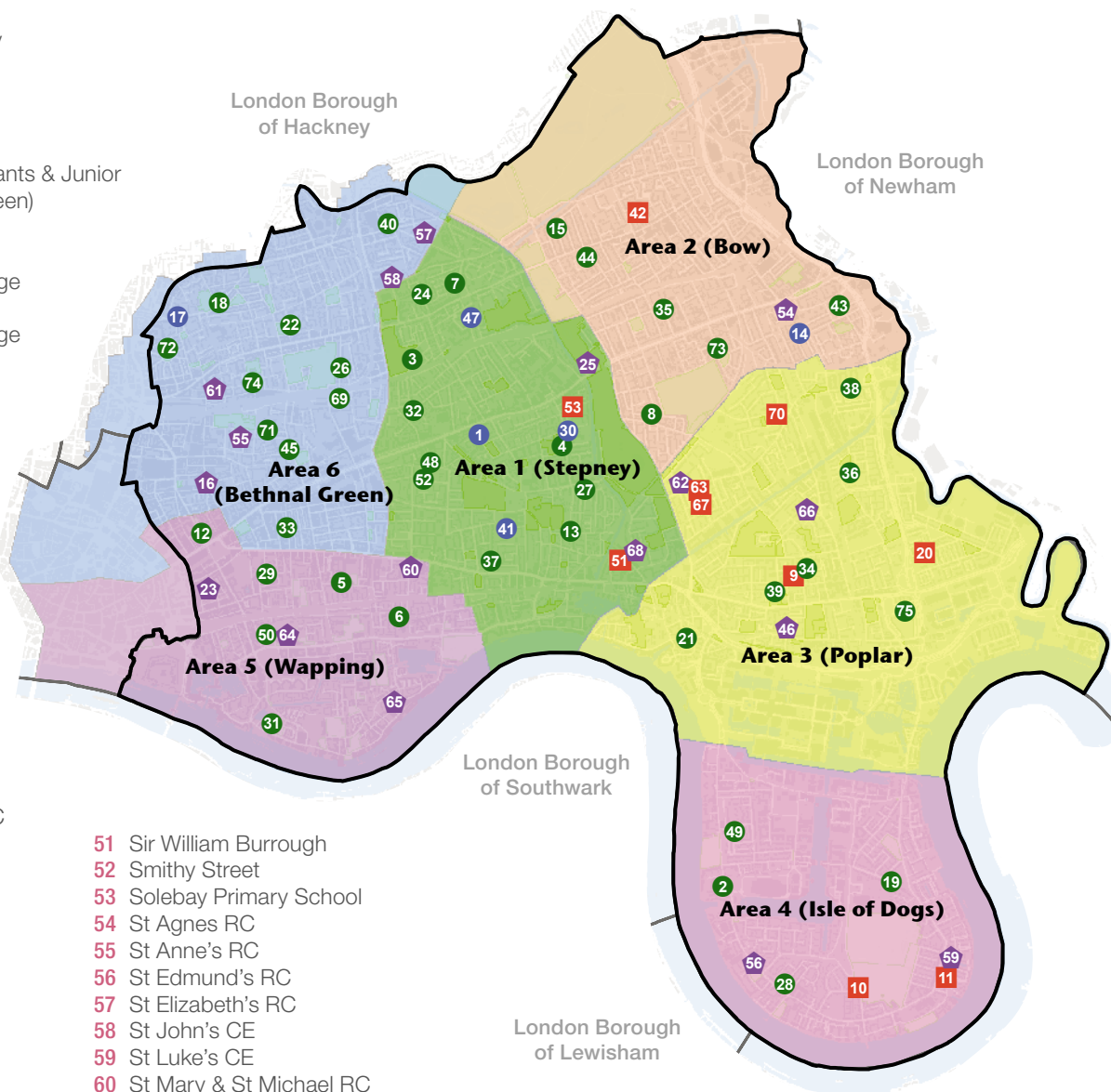
For all year three places at community junior schools, we use the admission criteria listed on page 11 in priority order to decide which children should be offered places.

Pupil Services will offer places based on the admissions criteria and we will notify you of our decision on 16 April 2019.

# School list and catchment area maps

# 4

- 1 Alice Model Nursery
- 2 Arnhem Wharf
- 3 Bangabandhu
- 4 Ben Jonson
- 5 Bigland Green
- 6 Blue Gate Fields Infants & Junior
- 7 Bonner (Bethnal Green)
- 8 Bonner (Mile End)
- 9 Bygrove
- 10 Canary Wharf College East Ferry
- 11 Canary Wharf College Glenworth
- 12 Canon Barnett
- 13 Cayley
- 14 Children's House
- 15 Chisenhale
- 16 Christ Church CE
- 17 Columbia Market Nursery
- 18 Columbia
- 19 Cubitt Town Infants & Juniors
- 20 Culloden
- 21 Cyril Jackson
- 22 Elizabeth Selby & Lawdale Junior
- 23 English Martyrs RC
- 24 Globe
- 25 Guardian Angels RC
- 26 Hague
- 27 Halley
- 28 Harbinger
- 29 Harry Gosling
- 30 Harry Roberts
- 31 Hermitage
- 32 John Scurr
- 33 Kobi Nazrul
- 34 Lansbury Lawrence
- 35 Malmesbury
- 36 Manorfield
- 37 Marion Richardson
- 38 Marner
- 39 Mayflower
- 40 Mowlem
- 41 Old Church
- 42 Old Ford
- 43 Old Palace
- 44 Olga
- 45 Osmani
- 46 Our Lady & St Joseph
- 47 Rachel Keeling
- 48 Redlands
- 49 Seven Mills
- 50 Shapla



- 51 Sir William Burrough
- 52 Smithy Street
- 53 Solebay Primary School
- 54 St Agnes RC
- 55 St Anne's RC
- 56 St Edmund's RC
- 57 St Elizabeth's RC
- 58 St John's CE
- 59 St Luke's CE
- 60 St Mary & St Michael RC
- 61 St Matthias CE
- 62 St Paul's With St Luke's CE
- 63 St Paul's Way Foundation
- 64 St Paul's Whitechapel CE
- 65 St Peter's (London Docks) CE
- 66 St Saviours CE
- 67 Stebon
- 68 Stepney Greencoat CE
- 69 Stewart Headlam
- 70 The Clara Grant
- 71 Thomas Buxton
- 72 Virginia
- 73 Wellington
- 74 William Davis
- 75 Woolmore

- N Academy with Nursery
- Free/Academy/Foundation Trust Schools
- Community Primary Schools
- N Community Primary Schools with Nursery
- N Nursery Schools
- Voluntary Aided Primary Schools
- Borough Boundary

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

## 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:

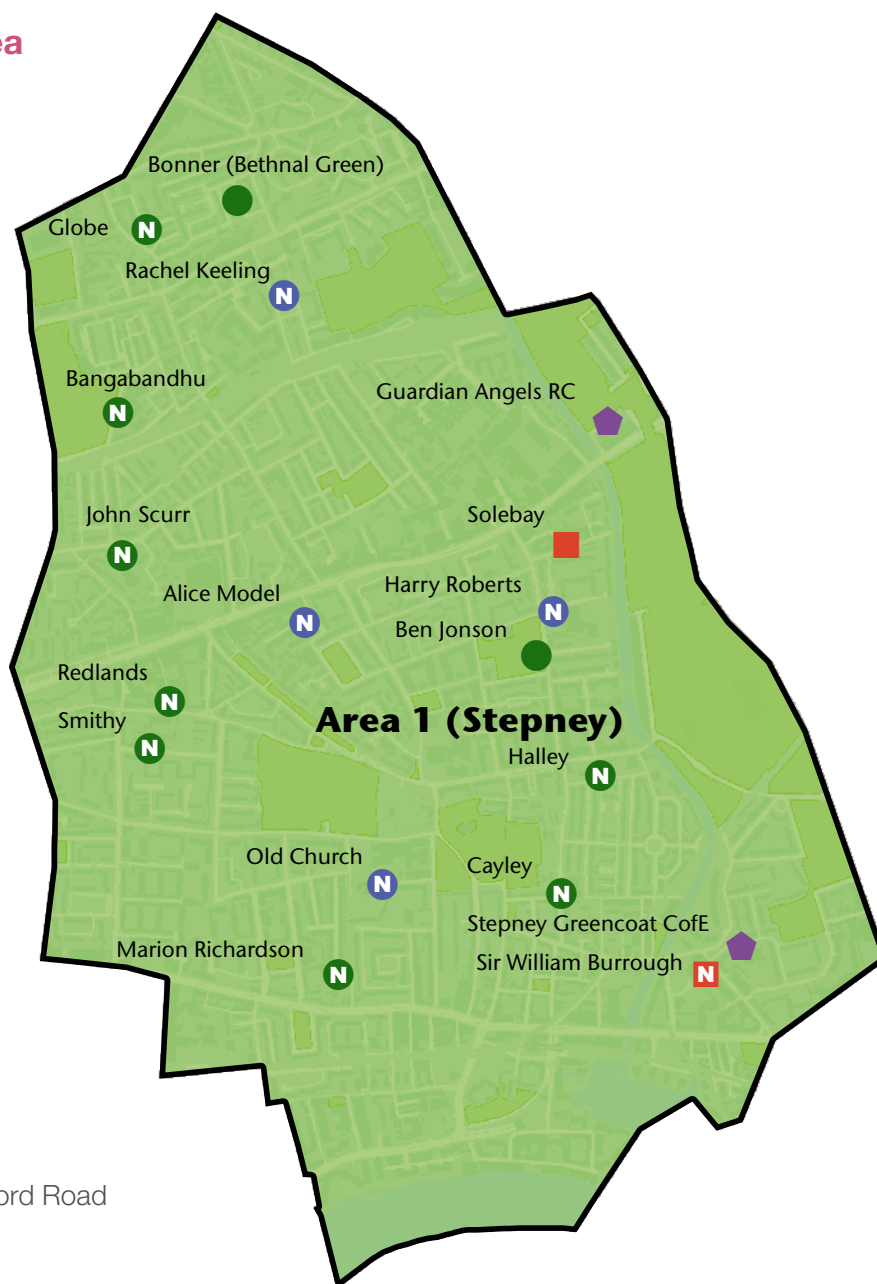
- 25 Guardian Angels RC
- 68 Stepney Greencoat CE

### 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



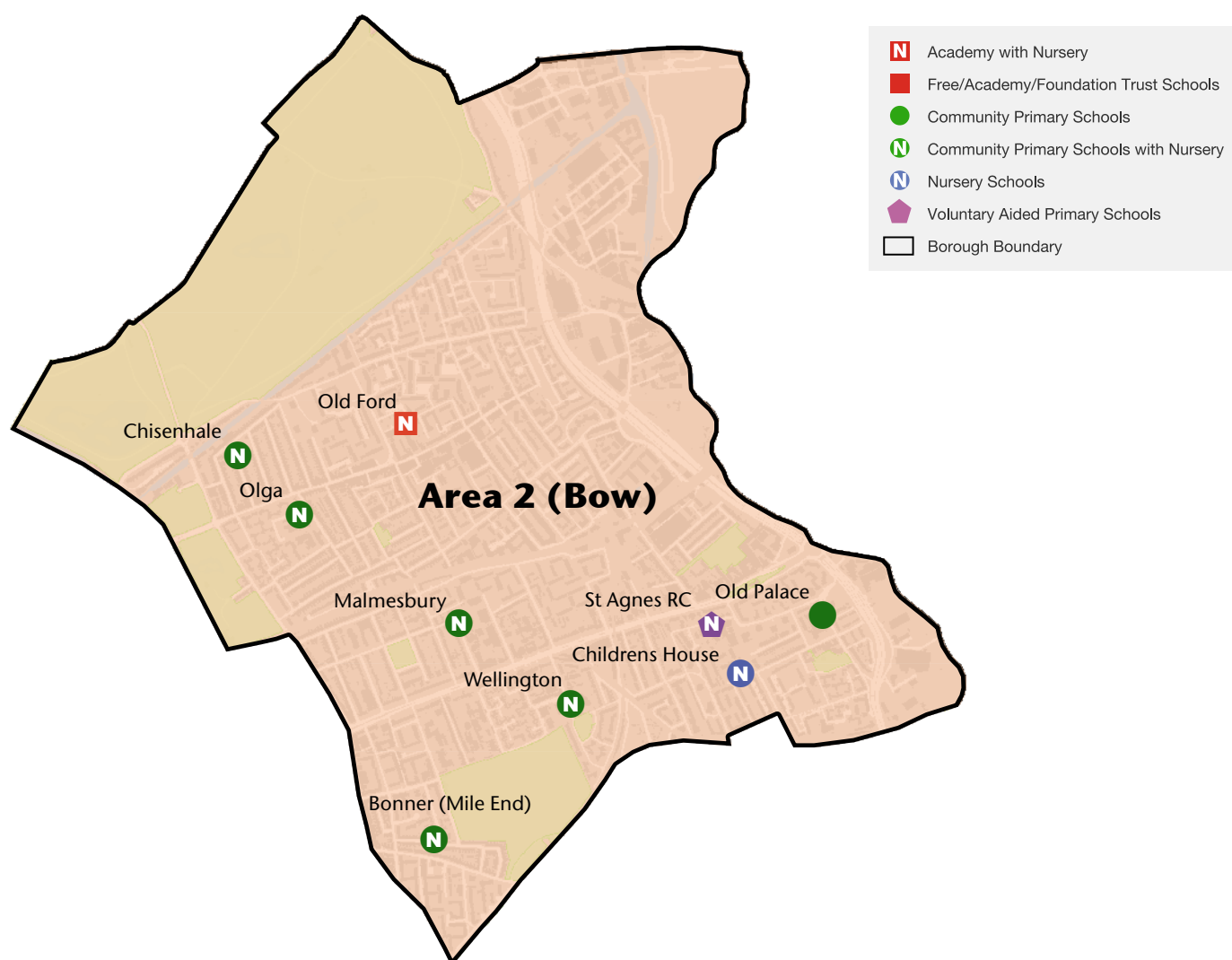
- N Academy with Nursery
- Free/Academy/Foundation Trust Schools
- Community Primary Schools
- N Community Primary Schools with Nursery
- N Nursery Schools
- Voluntary Aided Primary Schools
- Borough Boundary

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



# School catchment area 2 (Bow)

4



## 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

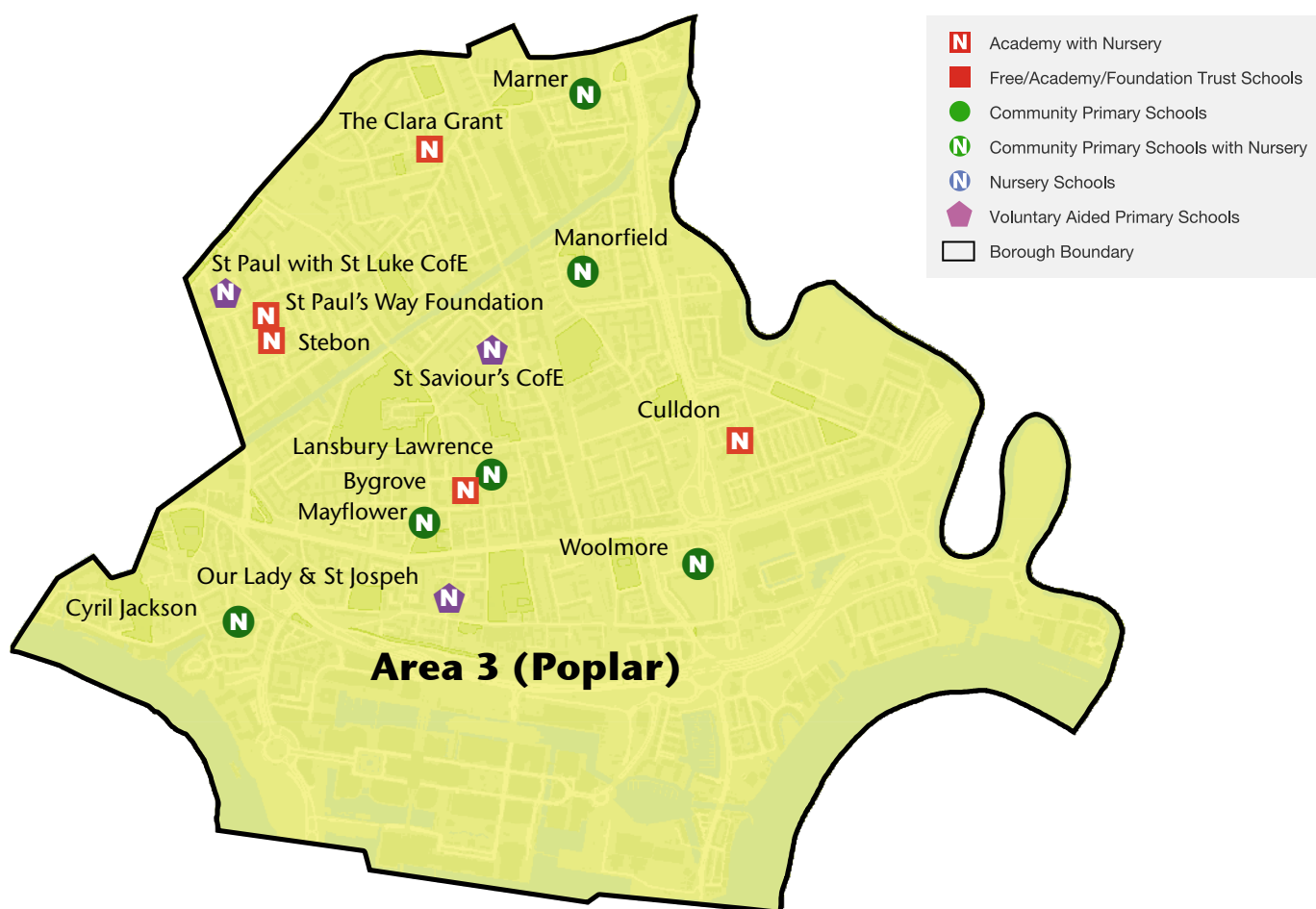
### Academy/Free schools:

- 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](http://www.towerhamlets.gov.uk/equalchance)



## Schools in the catchment area

### Community schools:

- 21 Cyril Jackson
- 34 Lansbury Lawrence
- 36 Manorfield
- 38 Marner
- 39 Mayflower
- 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/Free schools:

- 9 Bygrove (uses same admissions policy as community schools)
- 20 Culloden – a Paradigm Academy (uses same admissions policy as community schools)
- 63 St Paul's Way Foundation (uses same admissions policy as community schools)
- 67 Stebon (uses same admissions policy as community schools)
- 70 The Clara Grant (uses same admissions policy as community schools)

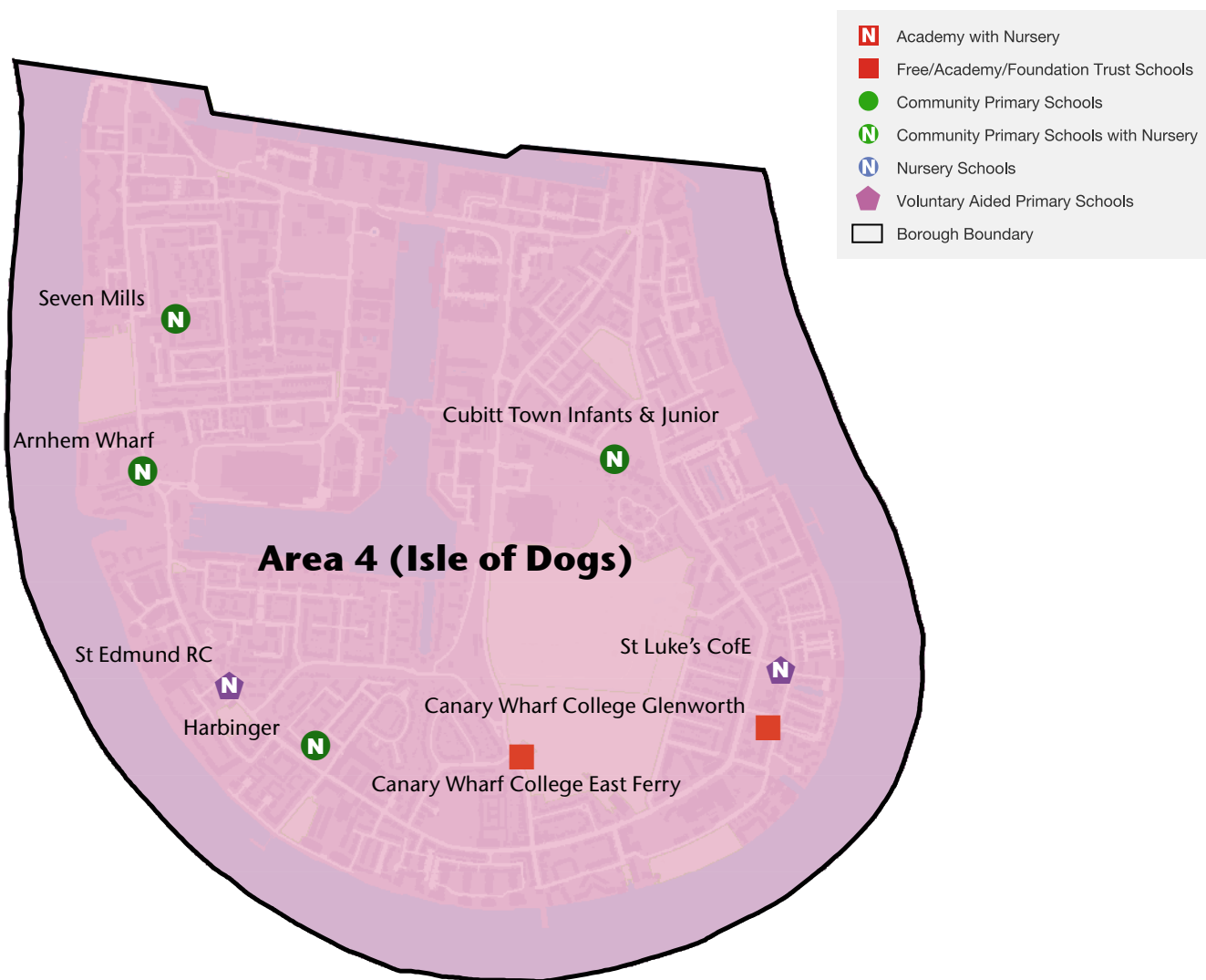
## Area covered

- 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](http://www.towerhamlets.gov.uk/equalchance)

# School catchment area 4 (Isle of Dogs)

4



## 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:

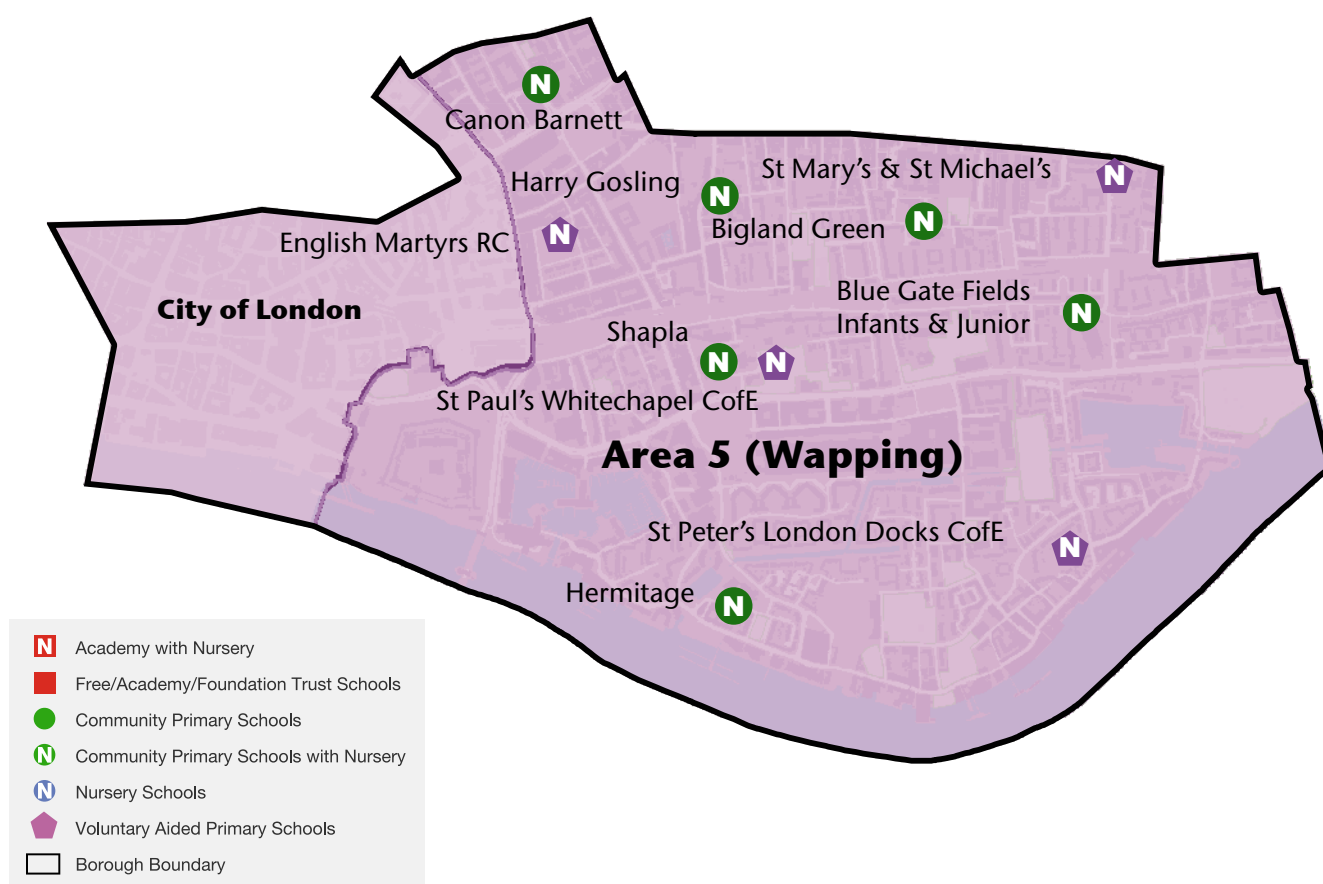
- 10 Canary Wharf College East Ferry
- 11 Canary Wharf College Glenworth

## 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](http://www.towerhamlets.gov.uk/equalchance)





## 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 Whitechapel CE
- 65** St Peter'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](http://www.towerhamlets.gov.uk/equalchance)

# School catchment area 6 (Bethnal Green)

# 4

## Schools in the catchment area

### Community schools:

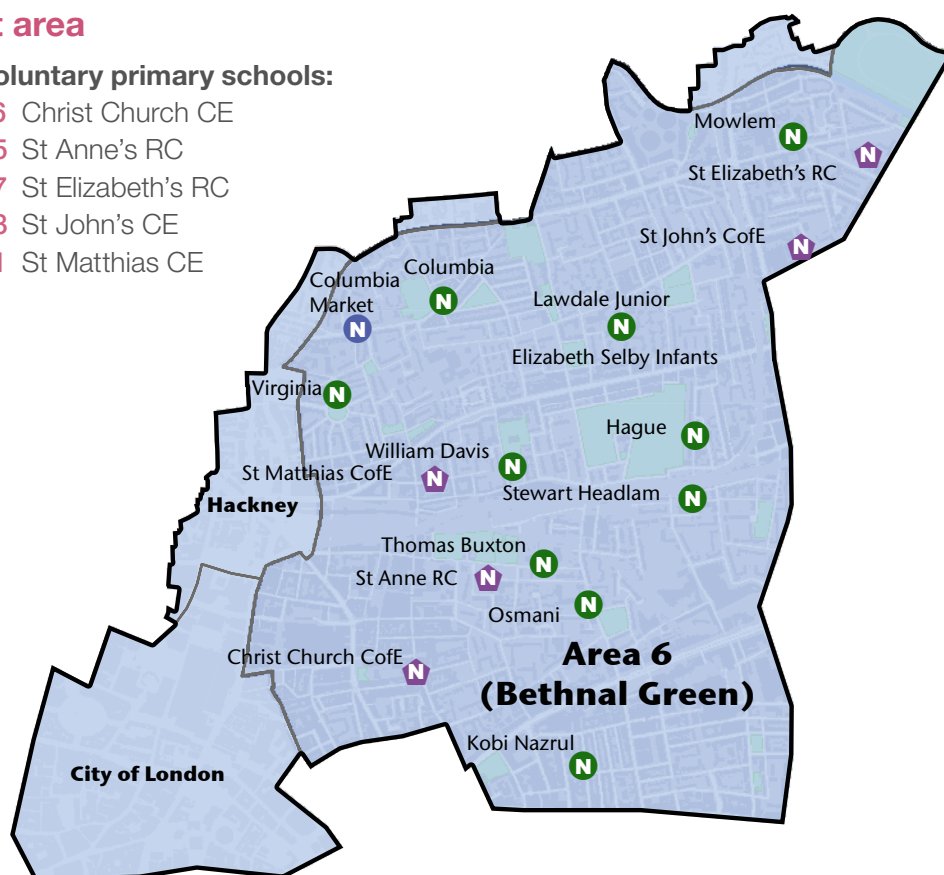
- 17 Columbia Market Nursery
- 18 Columbia
- 22 Elizabeth Selby Infant\*
- 22 Lawdale Junior\*
- 26 Hague
- 33 Kobi Nazrul
- 40 Mowlem
- 45 Osmani
- 69 Stewart Headlam
- 71 Thomas Buxton
- 72 Virginia
- 74 William Davis

\*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

	Academy with Nursery
	Free/Academy/Foundation Trust Schools
	Community Primary Schools
	Community Primary Schools with Nursery
	Nursery Schools
	Voluntary Aided Primary Schools
	Borough Boundary



## 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 Earlstown 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 Scrutton 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

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

# Nursery and primary schools in Tower Hamlets

Nursery and Primary Schools	Catchment Area	Number on Map	Telephone	Type of School and Age Range	Reception Admission Number (Sept 2019)	Nursery Class/ Early Years Unit	Breakfast Club*	After School Club*	Website
<b>Alice Model</b> Beaumont Grove, E1 4NQ	1	1	020 7790 5425	Nursery 3-5	N/A	Yes	No	No	www.alicemodel.weebly.com
<b>Arnhem Wharf (A)</b> Arnhem Place, E14 3RP	4	2	020 7515 4310	Community 3-11	90	Yes	Yes	Yes	www.arnhemwharfprimarieschool.com
<b>Bangabandhu (A)</b> Wessex Street, E2 0LB	1	3	020 8980 0580	Community 3-11	60	Yes	Yes	Yes	www.bangabandhu.towerhamlets.sch.uk
<b>Ben Jonson (A)</b> Harford Street, E1 4PZ	1	4	020 7790 4110	Community 4-11	90	No	Yes	No	www.benjonson.towerhamlets.sch.uk
<b>Bigland Green (A)</b> Bigland Street, E1 2ND	5	5	020 7702 7088	Community 3-11	60	Yes	No	Yes	www.biglandgreen.towerhamlets.sch.uk
<b>Blue Gate Fields Infant (A)</b> King David Lane, E1 0EH	5	6	020 7790 3611	Community 3-7	90	Yes	Yes	No	www.bluegatefields-inf.towerhamlets.sch.uk
<b>Blue Gate Fields Junior (A)</b> King David Lane, E1 0EH	5	6	020 7790 3616	Community 7-11	N/A	N/A	Yes	Yes	www.bluegatefieldsjuniors.co.uk
<b>Bonner (Bethnal Green) (A)</b> Stainsbury Street, E2 0NF	1	7	020 8980 1004	Community 4-11	60	No	Yes	Yes	www.bonner.towerhamlets.sch.uk
<b>Bonner (Mile End) (A)</b> Ropery Street, E3 4QE	2	8	020 8980 1004	Community 3-11	60	Yes	Yes	No	www.bonner.towerhamlets.sch.uk
<b>Bygrove (A)</b> Bygrove Street, E14 6DN	3	9	020 7538 4925	Academy 3-11	30	Yes	Yes	Yes	www.bygrove.towerhamlets.sch.uk
<b>Canary Wharf College East Ferry (S)</b> East Ferry Road, E14 3BA	N/A	10	020 7515 2328	Free 4-11	40	No	No	No	www.canarywharfcollege.co.uk
<b>Canary Wharf College Glenworth (S)</b> Saunders Ness Road, E14 3EB	N/A	11	020 7515 2328	Free 4-11	40	No	No	No	www.canarywharfcollege.co.uk
<b>Canon Barnett (A)</b> Gunthorpe Street, E1 7RQ	5	12	020 7247 9023	Community 3-11	45	Yes	No	Yes	www.canonbarnett.towerhamlets.sch.uk
<b>Cayley (A)</b> Aston Street, E14 7NG	1	13	020 7790 1490	Community 3-11	90	Yes	Yes	Yes	www.cayley.towerhamlets.sch.uk
<b>Children's House (A)</b> Bruce Road, E3 3HL	2	14	020 8980 4662	Nursery 3-5	N/A	Yes	Yes	Yes	www.childrenshouse.towerhamlets.sch.uk
<b>Chisenhale (A)</b> Chisenhale Road, E3 5QY	2	15	020 8980 2584	Community 3-11	45	Yes	Yes	Yes	www.chisenhale.towerhamlets.sch.uk
<b>Christ Church CE (S) (A)</b> Brick Lane, E1 6PU	N/A	16	020 7247 0792	Voluntary 3-11	30	Yes	Yes	Yes	www.christchurchprimarybricklane.org
<b>Columbia Market Nursery</b> Columbia Road, E2 7PG	6	17	020 7739 4518	Nursery 3-5	N/A	Yes	Yes	Yes	www.columbiamarket.towerhamlets.sch.uk
<b>Columbia</b> Columbia Road, E2 7RG	6	18	020 7739 3835	Community 3-11	60	Yes	Yes	Yes	www.columbia.towerhamlets.sch.uk
<b>Cubitt Town Infants (A)</b> Manchester Road, E14 3NE	4	19	020 7987 3373	Community 3-7	90	Yes	Yes	Yes	www.cubitttowninf.co.uk
<b>Cubitt Town Juniors (A)</b> Manchester Road, E14 3NE	4	19	020 7987 4362	Community 7-11	N/A	N/A	Yes	Yes	www.cubitttownjuniorschool.co.uk
<b>Culloden (A)</b> Dee Street, E14 0PT	3	20	020 7364 1010	Academy 3-11	90	Yes	Yes	Yes	www.culloden.towerhamlets.sch.uk
<b>Cyril Jackson (A)</b> Three Colt Street, E14 8HH	3	21	020 7987 3737	Community 3-11	60	Yes	Yes	Yes	www.cyriljackson.towerhamlets.sch.uk
<b>Elizabeth Selby (A)*†</b> linked with Lawdale Junior School Old Bethnal Green Road, E2 6PP	6	22	020 7739 6187	Community 3-7	75	Yes	Yes	Yes	www.elizabethselby.towerhamlets.sch.uk
<b>English Martyrs RC (S)</b> St Mark Street, E1 8DJ	N/A	23	020 7709 0182	Voluntary 3-11	30	Yes	Yes	Yes	www.englishmartyrs.towerhamlets.sch.uk
<b>Globe (A)</b> Gawber Street, E2 0JH	1	24	020 8980 1738	Community 3-11	45	Yes	Yes	Yes	www.globeschool.org.uk
<b>Guardian Angels RC (S)</b> Whitman Road, E3 4RB	N/A	25	020 8980 3939	Voluntary 4-11	30	No	Yes	Yes	www.guardianangelsprimary.org.uk
<b>Hague</b> Wilnot Street, E2 0BP	6	26	020 7739 9574	Community 3-11	30	Yes	No	Yes	www.hague.towerhamlets.sch.uk

(CE) Church of England. (S) Applicants must also complete the school's supplementary form as well as the local authority application form. (RC) Roman Catholic. (A) Accessible school – see page 28 for more information. \*Linked infant and junior schools. †The Published Admission Number for this school is undergoing review and could be reduced to 60 from September 2019, subject to consultation.



# Nursery and primary schools in Tower Hamlets



Nursery and Primary Schools	Catchment Area	Number on Map	Telephone	Type of School and Age Range	Reception Admission Number (Sept 2019)	Nursery Class/ Early Years Unit	Breakfast Club*	After School Club*	Website
<b>Halley (A)</b> Halley Street, E14 7SS	1	27	020 7265 8061	Community 3-11	30	Yes	No	Yes	<a href="http://www.halley.towerhamlets.sch.uk">www.halley.towerhamlets.sch.uk</a>
<b>Harbinger</b> Cahir Street, E14 3QP	4	28	020 7987 1924	Community 3-11	45	Yes	Yes	Yes	<a href="http://www.harbingerschool.co.uk">www.harbingerschool.co.uk</a>
<b>Harry Gosling (A)</b> Fairclough Street, E1 1NT	5	29	020 7481 1650	Community 3-11	60	Yes	Yes	Yes	<a href="http://www.harrygosling.towerhamlets.sch.uk">www.harrygosling.towerhamlets.sch.uk</a>
<b>Harry Roberts (A)</b> Commodore Street, E1 4PF	6	30	020 7790 6711	Nursery 3-5	N/A	Yes	No	No	<a href="http://www.harryroberts.towerhamlets.sch.uk">www.harryroberts.towerhamlets.sch.uk</a>
<b>Hermitage (A)</b> Vaughan Way, E1W 2PT	5	31	0207 702 1037	Community 3-11	45	Yes	Yes	Yes	<a href="http://www.hermitage.towerhamlets.sch.uk">www.hermitage.towerhamlets.sch.uk</a>
<b>John Scurr (A)</b> Cephas Street, E1 4AX	1	32	0207 790 3647	Community 3-11	60	Yes	Yes	Yes	<a href="http://www.johnscurr.ik.org">www.johnscurr.ik.org</a>
<b>Kobi Nazrul (A)</b> Settles Street, E1 1JP	6	33	020 7375 3626	Community 3-11	30	Yes	Yes	Yes	<a href="http://www.kobinazrul.towerhamlets.sch.uk">www.kobinazrul.towerhamlets.sch.uk</a>
<b>Lansbury Lawrence</b> Cordelia Street, E14 6DZ	3	34	020 7987 4589	Community 3-11	60	Yes	Yes	Yes	<a href="http://www.lansbury.org.uk">www.lansbury.org.uk</a>
<b>Lawdale* linked with Elizabeth Selby Infant School†</b> Mansford Street, E2 6LS	6	22	020 7739 6258	Community 7-11	N/A	N/A	No	Yes	<a href="http://www.lawdaleschool.com">www.lawdaleschool.com</a>
<b>Malmesbury (A)</b> Coborn Street, E3 2AB	2	35	020 8980 4299	Community 3-11	75	Yes	Yes	Yes	<a href="http://www.malmesbury.towerhamlets.sch.uk">www.malmesbury.towerhamlets.sch.uk</a>
<b>Manorfield (A)</b> Wyvis Street, E14 6QD	3	36	020 7987 1623	Community 3-11	90	Yes	Yes	Yes	<a href="http://www.manorfield.towerhamlets.sch.uk">www.manorfield.towerhamlets.sch.uk</a>
<b>Marion Richardson</b> Senrab Street, E1 0QF	1	37	020 7790 1441	Community 3-11	60	Yes	Yes	Yes	<a href="http://www.marionrichardson.towerhamlets.sch.uk">www.marionrichardson.towerhamlets.sch.uk</a>
<b>Marner</b> Devas Street, E3 3LL	3	38	020 7987 2938	Community 3-11	90	Yes	Yes	Yes	<a href="http://www.marner.towerhamlets.sch.uk">www.marner.towerhamlets.sch.uk</a>
<b>Mayflower (A)</b> Upper North Street, E14 6DU	3	39	020 7987 2782	Community 3-11	50	Yes	Yes	Yes	<a href="http://www.mayflower.towerhamlets.sch.uk">www.mayflower.towerhamlets.sch.uk</a>
<b>Mowlem (A)</b> Mowlem Street, E2 9HE	6	40	020 8249 6880	Community 3-11	30	Yes	Yes	Yes	<a href="http://www.mowlem.towerhamlets.sch.uk">www.mowlem.towerhamlets.sch.uk</a>
<b>Old Church (A)</b> Walter Terrace, E1 0RJ	1	41	020 7790 2824	Nursery 3-5	N/A	Yes	Yes	Yes	<a href="http://www.oldchurch.towerhamlets.sch.uk">www.oldchurch.towerhamlets.sch.uk</a>
<b>Old Ford</b> Wrights Road, E3 5LD	2	42	020 8980 1503	Academy 3-11	90	Yes	Yes	Yes	<a href="http://www.oldford-pri.towerhamlets.sch.uk">www.oldford-pri.towerhamlets.sch.uk</a>
<b>Old Palace</b> St Leonards Street, E3 3BT	2	43	020 8980 3020	Community 4-11	60	No	Yes	Yes	<a href="http://www.oldpalaceprimary.co.uk">www.oldpalaceprimary.co.uk</a>
<b>Olga (A)</b> Lanfranc Road, E3 5DN	2	44	020 8981 7127	Community 3-11	90	Yes	No	Yes	<a href="http://www.olga.towerhamlets.sch.uk">www.olga.towerhamlets.sch.uk</a>
<b>Osmani</b> Vallance Road, E1 5AD	6	45	020 7247 8909	Community 3-11	60	Yes	Yes	Yes	<a href="http://www.osmani.towerhamlets.sch.uk">www.osmani.towerhamlets.sch.uk</a>
<b>Our Lady &amp; St Joseph (S) (A)</b> Wades Place, E14 0DE	N/A	46	020 3764 8860	Voluntary 3-11	60	Yes	Yes	Yes	<a href="http://www.olsj.towerhamlets.sch.uk">www.olsj.towerhamlets.sch.uk</a>
<b>Rachel Keeling (A)</b> Morpeth Street, E2 0PS	1	47	020 8980 5856	Nursery 3-5	N/A	Yes	Yes	No	<a href="http://www.rachelkeelingnursery.weebly.com">www.rachelkeelingnursery.weebly.com</a>
<b>Redlands</b> Redman's Road, E1 3AQ	1	48	020 7790 4534	Community 3-11	60	Yes	Yes	Yes	<a href="http://www.redlands.towerhamlets.sch.uk">www.redlands.towerhamlets.sch.uk</a>
<b>Seven Mills</b> Malabar Street, E14 8LY	4	49	020 7987 2350	Community 3-11	30	Yes	Yes	Yes	<a href="http://www.sevenmills.towerhamlets.sch.uk">www.sevenmills.towerhamlets.sch.uk</a>
<b>Shapla (A)</b> Wellclose Square, E1 8HY	5	50	020 7480 5829	Community 3-11	30	Yes	No	No	<a href="http://www.shaplaprimary.co.uk">www.shaplaprimary.co.uk</a>
<b>Sir William Burrough</b> Salmon Lane, E14 7PQ	N/A	51	020 7987 2147	Academy 3-11	45	Yes	Yes	Yes	<a href="http://www.sirwilliamburrough.net">www.sirwilliamburrough.net</a>
<b>Smithy Street (A)</b> Smithy Street, E1 3BW	1	52	020 7702 7971	Community 3-11	60	Yes	Yes	Yes	<a href="http://www.smithystreet.org.uk">www.smithystreet.org.uk</a>
<b>Solebay Primary School</b> Solebay Street, E1 4PW	1	53	020 8980 2414	Academy 4-11	60	No	Yes	Yes	<a href="http://solebayacademy.paradigmtrust.org">solebayacademy.paradigmtrust.org</a>

(CE) Church of England. (S) Applicants must also complete the school's supplementary form as well as the local authority application form. (RC) Roman Catholic. (A) Accessible school – see page 28 for more information. \*Linked infant and junior schools. †The Published Admission Number for this school is undergoing review and could be reduced to 60 from September 2019, subject to consultation.

# Nursery and primary schools in Tower Hamlets

Nursery and Primary Schools	Catchment Area	Number on Map	Telephone	Type of School and Age Range	Reception Admission Number (Sept 2019)	Nursery Class/ Early Years Unit	Breakfast Club*	After School Club*	Website
<b>St Agnes RC (S)</b> Rainhill Way, E3 3ER	N/A	54	020 8980 3076	Voluntary 3-11	30	Yes	Yes	No	<a href="http://www.stagnesprimary.co.uk">www.stagnesprimary.co.uk</a>
<b>St Anne's RC (S) (A)</b> Underwood Road, E1 5AW	N/A	55	020 7247 6327	Voluntary 3-11	50	Yes	Yes	Yes	<a href="http://www.stannesschool.org.uk">www.stannesschool.org.uk</a>
<b>St Edmund's RC (S) (A)</b> Westferry Road, E14 3RS	N/A	56	020 7987 2546	Voluntary 3-11	30	Yes	Yes	Yes	<a href="http://www.st-edmunds.towerhamlets.sch.uk">www.st-edmunds.towerhamlets.sch.uk</a>
<b>St Elizabeth's RC (S) (A)</b> Bonner Road, E2 9JY	N/A	57	020 8980 3964	Voluntary 3-11	60	Yes	Yes	Yes	<a href="http://www.stelizabeth.co.uk">www.stelizabeth.co.uk</a>
<b>St John's CE (S)</b> Peel Grove, E2 9LR	N/A	58	020 8980 1142	Voluntary 3-11	30	Yes	Yes	No	<a href="http://www.stjohns-sch.com">www.stjohns-sch.com</a>
<b>St Luke's CE (S)</b> Saunder Ness Road, E14 3EB	N/A	59	020 7987 1753	Voluntary 3-11	60	Yes	Yes	Yes	<a href="http://www.st-lukes.towerhamlets.sch.uk">www.st-lukes.towerhamlets.sch.uk</a>
<b>St Mary &amp; St Michael RC (S) (A)</b> Commercial Road, E1 0BD	N/A	60	020 7790 4986	Voluntary 3-11	60	Yes	Yes	Yes	<a href="http://www.st-marymichael.towerhamlets.sch.uk">www.st-marymichael.towerhamlets.sch.uk</a>
<b>St Matthias CE (S) (A)</b> Bacon Street, E2 6DY	N/A	61	020 7739 8058	Voluntary 3-11	30	Yes	Yes	Yes	<a href="http://www.st-matthias.towerhamlets.sch.uk">www.st-matthias.towerhamlets.sch.uk</a>
<b>St Paul's Whitechapel (S)</b> Wellclose Square, E1 8HY	N/A	64	020 7480 6581	Voluntary 3-11	30	Yes	Yes	Yes	<a href="http://www.st-pauls.towerhamlets.sch.uk">www.st-pauls.towerhamlets.sch.uk</a>
<b>St Paul's Way Foundation</b> Wallwood Street, E14 7BW	3	63	020 7987 1883	Academy 3-11	60	Yes	Yes	Yes	<a href="http://www.spwft.net">www.spwft.net</a>
<b>St Paul's With St Luke's CE (S) (A)</b> Leopold Street, E3 4LA	N/A	62	020 7987 4624	Voluntary 3-11	30	Yes	Yes	Yes	<a href="http://www.spsl.towerhamlets.sch.uk">www.spsl.towerhamlets.sch.uk</a>
<b>St Peter's (London Docks) CE (S) (A)</b> Garnet Street, E1W 3QT	N/A	65	020 7488 3050	Voluntary 3-11	30	Yes	Yes	Yes	<a href="http://www.stpetersprimary.org.uk">www.stpetersprimary.org.uk</a>
<b>St Saviours CE (S) (A)</b> Crisp Street, E14 6BB	N/A	66	020 7987 4889	Voluntary 3-11	30	Yes	Yes	Yes	<a href="http://www.st-saviours.towerhamlets.sch.uk">www.st-saviours.towerhamlets.sch.uk</a>
<b>Stebon</b> Wallwood Street, E14 7AD	3	67	020 7987 4237	Academy 3-11	90	Yes	Yes	Yes	<a href="http://www.stebon.org.uk">www.stebon.org.uk</a>
<b>Stepney Greencoat CE (S)</b> Norbiton Road, E14 7TF	N/A	68	020 7987 3202	Voluntary 4-11	30	No	Yes	Yes	<a href="http://www.stepneygreencoat.towerhamlets.sch.uk">www.stepneygreencoat.towerhamlets.sch.uk</a>
<b>Stewart Headlam</b> Tapp Street, E1 5RE	6	69	020 7247 1201	Community 3-11	60	Yes	Yes	Yes	<a href="http://www.stewartheadlam.towerhamlets.sch.uk">www.stewartheadlam.towerhamlets.sch.uk</a>
<b>The Clara Grant</b> Knapp Road, E3 4BU	3	70	020 7987 4564	Academy 3-11	60	Yes	Yes	No	<a href="http://www.claragrants.towerhamlets.sch.uk">www.claragrants.towerhamlets.sch.uk</a>
<b>Thomas Buxton (A)</b> Buxton Street, E1 5AR	6	71	020 7247 3816	Community 3-11	60	Yes	Yes	Yes	<a href="http://www.thomasbuxton.towerhamlets.sch.uk">www.thomasbuxton.towerhamlets.sch.uk</a>
<b>Virginia</b> Virginia Road, E2 7NQ	6	72	020 7739 6195	Community 3-11	30	Yes	Yes	Yes	<a href="http://www.virginia.towerhamlets.sch.uk">www.virginia.towerhamlets.sch.uk</a>
<b>Wellington (A)</b> Wellington Way, E3 4NE	2	73	020 8980 2413	Community 3-11	60	Yes	Yes	Yes	<a href="http://www.wellington.towerhamlets.sch.uk">www.wellington.towerhamlets.sch.uk</a>
<b>William Davis</b> Wood Close, Cheshire St, E2 6EU	6	74	020 7739 1511	Community 3-11	30	Yes	Yes	No	<a href="http://www.williamdavis.org.uk">www.williamdavis.org.uk</a>
<b>Woolmore</b> Woolmore Street, E14 0EW	3	75	020 7987 2778	Community 3-11	90	Yes	Yes	Yes	<a href="http://www.woolmore.towerhamlets.sch.uk">www.woolmore.towerhamlets.sch.uk</a>

(CE) Church of England. (S) Applicants must also complete the school's supplementary form as well as the local authority application form.  
(RC) Roman Catholic. (A) Accessible school – see section below for more information. \*Linked infant and junior schools.

## 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.

If your child has any mobility issues, please speak to the special educational needs (SEN) coordinator at your child's current nursery or to the SEN team by calling **020 7364 4880**.

# Appendix A – Understanding school catchment areas and the oversubscription criteria

# 5

## 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), St Paul's Way Foundation Primary School, Bygrove Primary School, Stebon Primary School and The Clara Grant Primary School 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 19 to 25.

To find out which catchment area you live in, view the maps on pages 19 to 25 or visit:

[www.towerhamlets.gov.uk/equalchance](http://www.towerhamlets.gov.uk/equalchance)

## Nearest school within the catchment area

Higher priority is given to children who apply to the 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

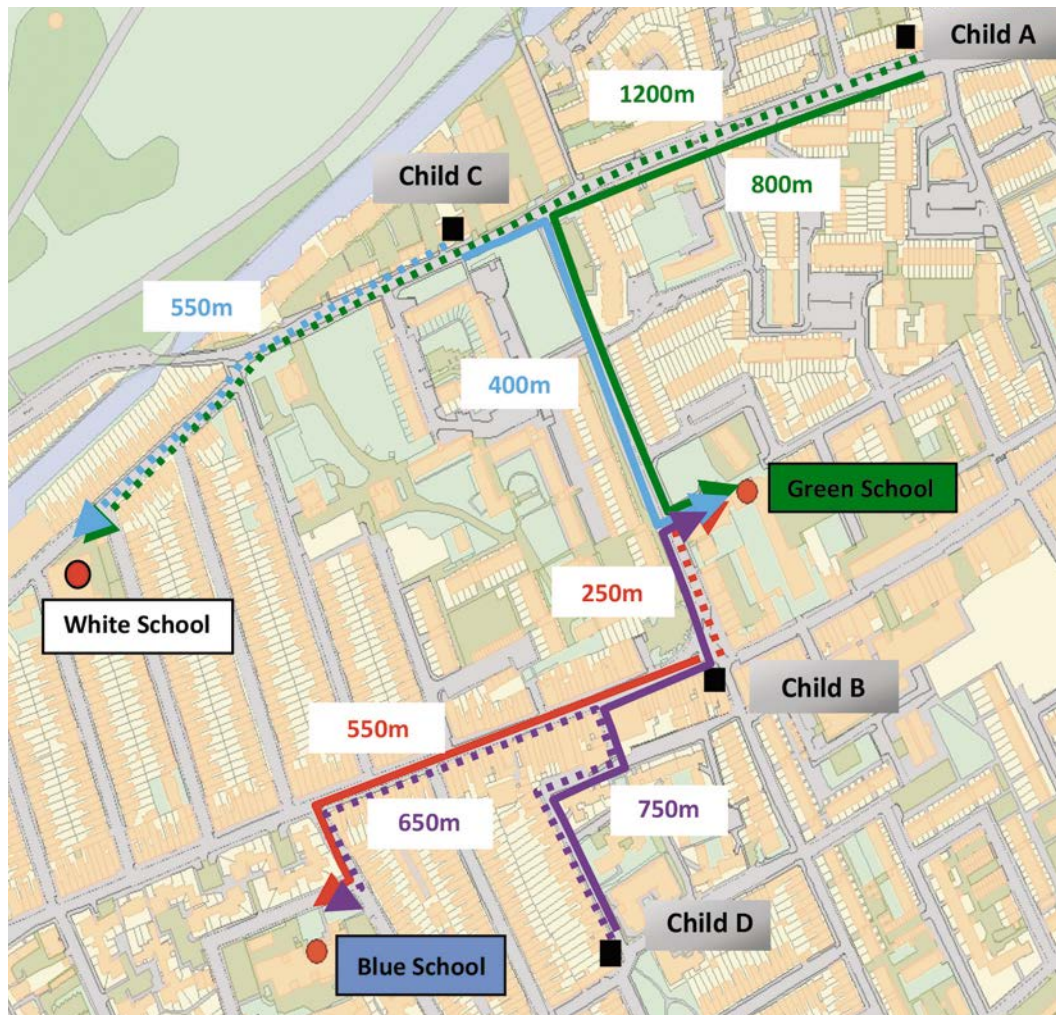
When there are more children within one of the admission priorities than there are places remaining at the school, the council must decide who to offer places to. The tie break gives priority to children that live the shortest walking distance from the school. For example, a school may have 25 places remaining once all children for whom the school is the nearest school in the catchment area have been offered a place there, 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.





## Appendix A – Understanding school catchment areas and the oversubscription criteria

### 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.

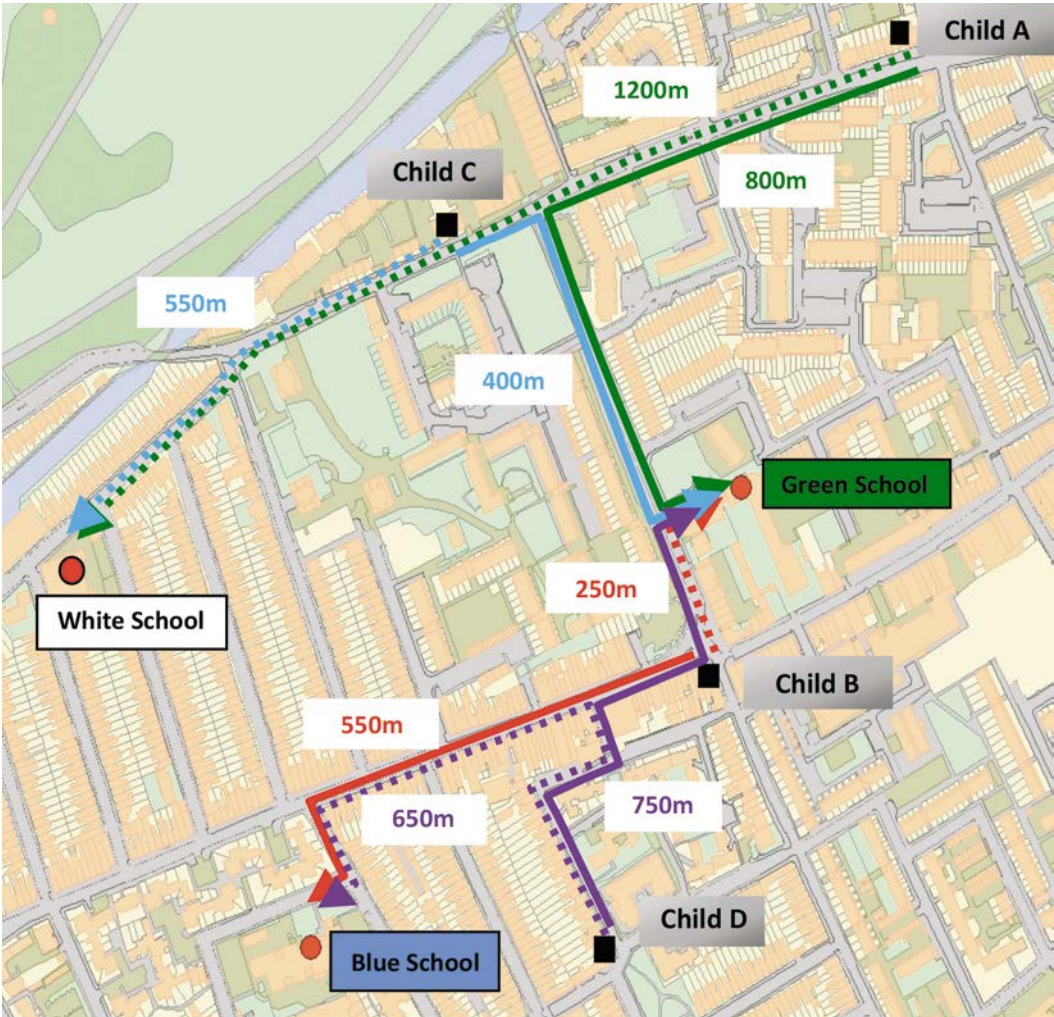
The highest priority would be given to Child B who lives 250m away from Green School, followed by Child C, who lives 400m away and then Child A, who lives 800m away. These children would, therefore, be ranked in order of priority as follows:

Admissions Criteria	Ranking Order
<b>Priority 5</b> – nearest school in catchment area	1. Child B 2. Child C 3. Child A
<b>Priority 6</b> – 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.

# Appendix A – Understanding school catchment areas and the oversubscription criteria

## 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:

Admissions Criteria	Ranking Order
<b>Priority 5</b> – nearest school in catchment area	1. Child C 2. Child A
<b>Priority 6</b> – catchment area	3. Child D

**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.



## Appendix B – Summary of last year's application 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 2018/19 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.

School	Number of applications	Statement of Special Educational Needs	Looked after children	Medical / Social	Sibling	Nearest school catchment area	Children living in catchment area	Children living outside of the catchment area	Total offers	Tie-break cut off distance (metres)
Ben Jonson	177	2		1	48	13	20	6	90	1927.12
Bigland Green	200			1	29	22	6	2	60	498.99
Blue Gate Fields Infant	189	2	1		55	30	2		90	783.84
Bonner Bethnal Green	178				16	27	16	1	60	579.59
Bonner Mile End	166	1	2	2	31	24			60	448.04
Bygrove	233	1			14	6	9		30	385.88
Chisenhale	164	1		1	23	9	10	1	45	548.19
Columbia	150	1			18	20	21		60	1165.14
Cubitt Town Infants	192	2	2		38	34	13	1	90	882.2
Culloden	144	3			41	29	13	4	90	6426.04
Cyril Jackson	176	2			32	26			60	470.43
Globe	163				24	3	18		45	727.88
Kobi Nazrul	65				12	12	1	5	30	692.61
Lansbury Lawrence	181	1			25	20	14		60	690.41
Marion Richardson	116	2			29	28	1		60	441.86
Mayflower	226			1	27	22			50	407.15
Old Ford	174			1	38	45	6		90	552.93
Old Palace	150	1			21	38			60	502.94
Seven Mills	81		1		11	16	1	1	30	2239.47
St Paul's Way Foundation	157	2	1		14	7	24	12	60	2056.2
The Clara Grant	130			2	29	27	2		60	2659.52
Virginia	78				14	11	25		30	938.7



# Appendix C – A step by step guide to applying online

# 5

To start your online application please visit:

**[www.eadmissions.org.uk](http://www.eadmissions.org.uk)**

You can also use the link from the council's website:

**[www.towerhamlets.gov.uk/schooladmissions](http://www.towerhamlets.gov.uk/schooladmissions)**



## Registration

- Go to **[www.eadmissions.org.uk](http://www.eadmissions.org.uk)**  
This will take you to the welcome page – click on create a new account – see figure 1.
- If you have previously applied using the online system you will be able to log in without the need for registration.
- Then enter your details and click next – see figure 2.
- You will then need to create a password and click next (please note the password for future reference) – see figure 3.
- You will receive confirmation that your USO account has been set up and will be sent a reminder of your username – see figure 4.
- You can now log in with email or username. You will be required to confirm your details and tick that these details are correct. You will need to tick to agree the privacy statement.

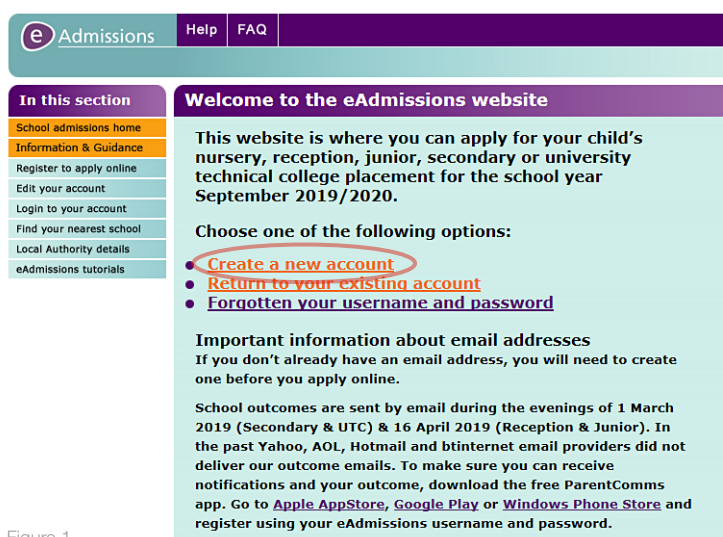


Figure 1

Figure 2

Figure 3

Figure 4

## 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 1 September 2014 and 31 August 2015.
- 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.

Child Details - Step 1 of 3

Back

Logout

33% Complete

Enter Child's Details

Select the underlined text for further information

First name	<input type="text"/>
Middle name	<input type="text"/>
Last name	<input type="text"/>
Date of Birth (DD/MM/YYYY)	<input type="text" value="01"/> <input type="text" value="01"/> <input type="text" value="2011"/>
Gender	<input type="radio"/> Boy <input type="radio"/> Girl
<u>Use your home address</u>	<input checked="" type="checkbox"/>
<u>Relationship to child</u>	<input type="text" value="Select a relationship"/>
<u>Do you have parental responsibility</u>	<input type="radio"/> Yes <input type="radio"/> No
<u>Is your child a twin or triplet etc (multiple birth)</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Tick if child is or has previously been in care of a local authority</u>	<input type="checkbox"/> <input type="text" value="Child not in care"/>
<u>Tick if child has a statement of special educational needs</u>	<input type="checkbox"/>
<u>Child's current school/nursery</u>	<input type="text" value="Select a Local Authority"/> <input type="text" value="Select an authority first"/>

# Appendix C – A step by step guide to applying online

# 5

## 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 that affect 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 15 January 2019.
6. Once you have inputted all six schools you would like to apply to click 'Next'.


Add your school preferences - Step 2 of 3

Currently logged in as: ahmad0614.uso

Back

Logout

66% Complete



The London Borough of Tower Hamlets

Phone: 020 7364 5006

Email: [school.admissions@towerhamlets.gov.uk](mailto:school.admissions@towerhamlets.gov.uk)

Add your school preferences (up to a maximum of 6)

Please ensure you have read the admissions policy for each school you have selected.

Please do not log out before you have selected the 'Save and continue' button at the bottom of the page, otherwise your school preferences will not be saved.

Apply for schools

Select a Local Authority from the drop down list.

Tower Hamlets

Select a school

Add this school

[Help](#)

Schools selected can be moved up or down, added to or deleted up until 15 January 2019.



## 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 15 January 2019.
- 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. Sibling priority is not given for children who, at the time of the application, attend nursery or year 6.


Check & Submit - Step 3 of 3

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Back

Logout

98% Complete



[The London Borough of Tower Hamlets](#)  
 Phone: 020 7364 5006  
 Email: [school.admissions@towerhamlets.gov.uk](mailto:school.admissions@towerhamlets.gov.uk)

Please check the information you have entered on the form before submitting your application at the bottom of the page.

Child Details

Child name	A Child
Address	Mulberry Place Town Hall 5 Clove Crescent London E14 2BG
Date of birth	01/01/2011
Gender	Boy
Multiple births	No
Child is not currently at school	
Number of schools applied for	6 out of 6

Your Details

Name	Mrs A Parent
Relationship	Mother
Parental responsibility	Yes
Address	Mulberry Place Town Hall 5 Clove Crescent London E14 2BG

# Appendix C – A step by step guide to applying online

# 5

## 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.

### 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.

#### 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

Currently logged in as: ahmad0614.uso



[The London Borough of Tower Hamlets](#)

Phone: 020 7364 5006

Email: [school.admissions@towerhamlets.gov.uk](mailto:school.admissions@towerhamlets.gov.uk)

#### Thank you for submitting your application online

You will shortly be sent an email confirming the submission of your application. Please make a note of the application reference below as it will help to identify your application should you have a query. The outcome of your application will be emailed on the outcome publication date.

**Application reference: 211-2015-09-E-001774 Version: 1**

**Application date: 02/09/2014 13:05**

**Closing date: 09/10/2014 17:00**

**Outcome publication date: 03/11/2014**

#### Next steps

If you wish to attach the documents requested by your home Local Authority they must be in a pdf or jpg file, please choose the **Attach a Document** button now (located at the bottom of this page). Alternatively, you can attach them before the closing date from the 'My school admissions' page by selecting 'view or attach supporting documents'.

**Definition of words used in this booklet**

<b>Academy</b>	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'.
<b>Admission</b>	Entry to school.
<b>Admission authority</b>	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 coordinate their admission arrangements.
<b>Admission number</b>	The number of places available at a school for each year group.
<b>Admission criteria</b>	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.
<b>Appeal</b>	The independent process for questioning a decision not to offer your child a place at the school you have applied for.
<b>(CAF) common application form</b>	The name of the local authority form used by anyone applying for a school place.
<b>Community schools</b>	Schools maintained only by the local authority. The local authority is responsible for admitting children to these schools.
<b>(DfE) Department for Education</b>	The central government department responsible for setting appropriate laws and guidance to help educate children and young people in England and Wales.
<b>E-admissions</b>	The online portal where parents submit their application for a reception place – <a href="http://www.eadmissions.org.uk">www.eadmissions.org.uk</a>
<b>Equal preference system</b>	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.
<b>Free school</b>	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.
<b>Governing bodies</b>	Responsible for making sure that the school is managed in line with laws and follows policies in line with the conditions set by the Department for Education.
<b>Infant, junior or primary schools</b>	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.
<b>In-year admissions</b>	In-year admission is where a child starts school at a time other than the normal point of entry.
<b>Local authority</b>	The council is responsible for many services and this includes providing education across schools within the local authority's boundaries.
<b>Voluntary aided schools</b>	Voluntary aided schools are either Church of England or Roman Catholic schools. Each schools governing body is responsible for admitting children to their school.



# Useful contacts

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## 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](http://www.towerhamlets.gov.uk/schooladmissions)
- [www.towerhamlets.gov.uk/equalchance](http://www.towerhamlets.gov.uk/equalchance)
- [www.eadmissions.org.uk](http://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

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## Useful websites

[www.eadmissions.org.uk](http://www.eadmissions.org.uk)  
[www.goodschoolsguide.co.uk](http://www.goodschoolsguide.co.uk)  
[www.gov.uk/dfes](http://www.gov.uk/dfes)  
[www.ofsted.gov.uk](http://www.ofsted.gov.uk)  
[www.parentview.ofsted.gov.uk](http://www.parentview.ofsted.gov.uk)

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## 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

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## 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 & North Poplar

John Onslow House  
1 Ewart Place  
London E3 5EQ  
**Tel:** 020 7364 5020

### South Poplar

15 Market Square  
Chrisp Street  
London E14 6AQ  
**Tel:** 020 7364 5020

### Stepney & Wapping

Idea Store Watney Market  
260 Commercial Road  
London E1 2FB  
**Tel:** 020 7364 5020

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## Contact details for surrounding London authorities

### Barking and Dagenham

**Tel:** 020 8215 3004  
[www.lbdd.gov.uk/admissions](http://www.lbdd.gov.uk/admissions)

### Camden

**Tel:** 020 7974 1625  
[www.camden.gov.uk](http://www.camden.gov.uk)

### City of London

**Tel:** 020 7332 3998  
[www.cityoflondon.gov.uk](http://www.cityoflondon.gov.uk)

### Greenwich

**Tel:** 020 8921 8043  
[www.greenwich.gov.uk](http://www.greenwich.gov.uk)

### Hackney

**Tel:** 020 8820 7000  
[www.hackney.gov.uk](http://www.hackney.gov.uk)

### Islington

**Tel:** 020 7527 5661  
[www.islington.gov.uk](http://www.islington.gov.uk)

### Lewisham

**Tel:** 020 8314 8282  
[www.lewisham.gov.uk](http://www.lewisham.gov.uk)

### Newham

**Tel:** 020 8430 2000  
[www.newham.gov.uk](http://www.newham.gov.uk)

### Redbridge

**Tel:** 020 8708 3139  
[www.redbridge.gov.uk](http://www.redbridge.gov.uk)

### Southwark

**Tel:** 020 7525 2910  
[www.southwark.gov.uk](http://www.southwark.gov.uk)

### Westminster

**Tel:** 020 7745 6433  
[www.westminster.gov.uk](http://www.westminster.gov.uk)

**Starting Primary School in Tower Hamlets 2019**

Apply online at [www.towerhamlets.gov.uk/schooladmissions](http://www.towerhamlets.gov.uk/schooladmissions)