

**TOWER HAMLETS CHILDREN'S SERVICES**  
**PROPOSED SCHEMES for CO-ORDINATION OF ADMISSIONS TO**  
**RECEPTION and YEAR 7 IN 2017/18**



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## DEFINITIONS USED IN TOWER HAMLETS SCHEMES

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

“the Mandatory Elements”	those elements of the Pan-London Scheme to which participating authorities must subscribe.
“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day, which communicates any determination granting or refusing admission to a primary school, which is attached as Schedule 2.
“the Prescribed Day”	the day on which outcome letters are posted to parents  Reception (Primary Schools): <b>18<sup>th</sup> April 2017</b> Year 7 (Secondary Schools): <b>1<sup>st</sup> March 2017</b>
“the Pan-London Register (PLR)”	the computer database that transmits application and offer data between each LA’s Local System.
“the Pan London Timetable”	the framework for making and processing applications attached as Schedule 3.
“the Participating LA”	any LA that has indicated in the ‘Memorandum of Agreement’ that they are willing to incorporate, at a minimum, the mandatory elements of the Pan London scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with ‘The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012’, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

## Proposed Scheme for the Co-ordination of Admissions to Reception in 2017/18

### When children can start primary school in Tower Hamlets

All children of reception age (i.e. those born between 1<sup>st</sup> September 2012 and 31<sup>st</sup> August 2013) can start school in September 2017. However, parents can ask for their child's entry to be deferred until later in the school year. When a place is deferred the LA cannot offer it to another child. Parents will be advised of their right to defer in the 'Starting School in Tower Hamlets' booklet and in the letter notifying them of the school of which a place can be offered.

### ADMISSIONS NUMBERS

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

### APPLICATIONS

1. All primary schools, nurseries and early years centres will advise Tower Hamlets LA of all children on roll that are eligible for admission in the following academic year. Tower Hamlets LA will forward details of Out of Borough residents to the home LA
2. Tower Hamlets residents will make their applications on the Tower Hamlets LA Common Application Form (CAF), which will be available from September 2016 and will be able to be submitted on-line. The form will include all the fields and information specified in Schedule 1. Applications to Out of Borough schools can also be made on this CAF.
3. Tower Hamlets LA will take reasonable steps to ensure that the parent(s) of a child living in Tower Hamlets due to start primary school in 2017/18 receives a copy of the 'Starting School in Tower Hamlets' booklet, including details of how to apply online. The booklet will also be available to parents who do not live in Tower Hamlets and will contain information on how non-Tower Hamlets residents access their home LA'S booklet and CAF.
4. Tower Hamlets residents will be able to express a preference for a maximum of six schools whether the schools are in Tower Hamlets or in another Local Authority.
5. The separate admission authorities within this LA will use supplementary information forms where there is not sufficient information on the CAF for consideration of the application against the published oversubscription criteria. This will normally only be in circumstances where schools require additional information relating to membership of a particular faith. The supplementary form will be available on the school's website and should be completed and returned to the school concerned. The LA will seek to ensure that supplementary forms only collect information that is required by the published oversubscription criteria, in accordance with paragraph 2.4 the School Admissions Code 2014.
6. Where a school in Tower Hamlets receives a supplementary information form, it will not be considered as a valid application unless the parent has also listed the school on their CAF, in accordance with the School Admissions Code. All Supplementary Forms will be made available on the Tower Hamlets website and details of Tower Hamlets School requiring a Supplementary Form will be stated in the 'Starting School in Tower Hamlets' booklet.

7. All preferences expressed on the CAF for maintained schools will be valid preferences. The order of preference given on the CAF will not be revealed before the offer date. If there is a preference to a non-Tower Hamlets school the order of preference for that school will be revealed to the Home LA. This is to ensure that only the highest ranked offer is made.
8. Applicants must return the CAF, which will be available and can be submitted on-line to this LA by **15<sup>th</sup> January 2017**.
9. Schools which receive the CAF (whether or not the family live in Tower Hamlets) must send these to Tower Hamlets LA by the closing date for applications – **15<sup>th</sup> January 2017**.
10. All applications made to non-Tower Hamlets Schools containing evidence of any Looked After children will be confirmed to the Home LA, by **3<sup>rd</sup> February 2017**.
11. All applicants in Tower Hamlets nurseries will have their address verified as set out in the Business User Guide. Pupil Services will notify the Home LA of any discrepancies of address for an applicant applying to one of their schools, by **17<sup>th</sup> February 2017**.
12. Pupil Services will advise the maintaining LA of the reason for any preference expressed for a school in its area of a child applying for a school that is born outside of the correct age cohort. All details and information to be forwarded by **3<sup>rd</sup> February 2017**.

## PROCESSING

13. Applicants' resident within Tower Hamlets must return the Common Application Form, which can be completed and submitted on-line, by **15<sup>th</sup> January 2017**.
14. Application data relating to all preferences for schools in other participating LAs, which have been expressed within the terms of this LA's scheme, will be up-loaded to the PLR by **6<sup>th</sup> February 2017**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
15. Pupil Services shall, in consultation with the admission authorities within the Tower Hamlets borough and within the framework of the Pan-London timetable in Schedule 3, determine and publish its own timetable for the processing of preference data and the application of published oversubscription criteria.
16. Tower Hamlets LA will accept late applications and treat them as though they were received on time, only if they are late for a good reason. Examples of what will be considered as "good reason" includes: when a single parent has been very ill during the relevant period, or has been dealing with the death of a close relative; a family has just moved into the area. Other circumstances will be considered and each case decided on its own merits
17. If late applications that are being treated as having been received on time include preferences for schools in other LAs, Tower Hamlets LA will forward the details to the maintaining LAs via the PLR as they are received.

18. The latest date for the upload to the PLR of late applications which are being treated as having been received on-time is **10<sup>th</sup> February 2017**.
19. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **10<sup>th</sup> February 2017**, on the basis that an on-time application already exists within the Pan-London system.
20. Tower Hamlets will participate in the application data checking exercise scheduled between **17<sup>th</sup> and 24<sup>th</sup> February 2017** in the Pan-London timetable in 3A.
21. All preferences for schools within Tower Hamlets LA will be considered by the relevant admission authorities without reference to rank order in accordance with paragraph 1.9 of the School Admissions Code 2014. When the admission authorities within Tower Hamlets have provided a list of applicants in criteria order to this LA, this LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]
22. Tower Hamlets LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
23. Tower Hamlets LA will upload the highest potential offer available to an applicant for a school in this LA to the PLR by **16<sup>th</sup> March 2017**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
24. The LAS of Tower Hamlets LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved or until **24<sup>th</sup> March 2017** if this is sooner.
25. Tower Hamlets LA will not make any additional offer between the end of the iterative process and **18<sup>th</sup> April 2017** which may impact on an offer being made by another participating LA.
26. Notwithstanding paragraph 24, if an error is identified within the allocation of places at one of Tower Hamlets LA's schools, the LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) this LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.
27. Tower Hamlets LA will participate in the offer data checking exercise scheduled between **27<sup>th</sup> March and 7<sup>th</sup> April 2017** in the Pan-London timetable in 3A.

28. Tower Hamlets LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **12<sup>th</sup> April 2017**. (33 London LAs and Surrey only)

## OFFERS

29. On **18th April 2017** Tower Hamlets LA will send a letter notifying parents of the school place provisionally offered. The letter will advise the following:
- The name of the school at which a place is provisionally offered.
  - The procedure and documentation required for the parent(s) to accept the offer by **5<sup>th</sup> May 2017**
  - If applicable, the reasons why the child is not being offered a place at any of the schools they nominated on the CAF.
30. Parents who do not obtain an offer at a preferred school may apply to schools that still have vacancies. Children who have not been offered a place at any school and late applicants will be offered a place at a school with places remaining.
31. Tower Hamlets LA shall use various forms of the notification letter set out in Schedule 2. Parents will be required to accept or decline the offer with the school at which the place is being offered.
32. Tower Hamlets LA will compile destination data of all its resident applicants by the end of the summer term 2016.

## POST OFFER

33. **Tower Hamlets** LA will request that resident applicants accept or decline the offer of a place by **5<sup>th</sup> May 2017**, or within two weeks of the date of any subsequent offer.
34. Where an applicant resident in Tower Hamlets LA accepts or declines a place at a school maintained by another LA by **5<sup>th</sup> May 2017**, Tower Hamlets LA will forward the information to the maintaining LA by **12<sup>th</sup> May 2017**. If information is received from applicants after **12<sup>th</sup> May 2017**, Tower Hamlets LA will pass it to the maintaining LA as it is received.
35. Where a place becomes available in an oversubscribed maintained school or academy in this LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
36. Tower Hamlets will inform the home LA, where different, of an offer for a maintained school in Tower Hamlets LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
37. When acting as a maintaining LA, Tower Hamlets LA, and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
38. Tower Hamlets LA will offer a place at a maintained school in the area of another LA to an applicant resident in Tower Hamlets area, provided that the school is ranked higher on the Common Application Form than any school already offered.



39. Where Tower Hamlets LA is informed by a maintaining LA of an offer which can be made to an applicant resident in Tower Hamlets LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
40. Where this LA, acting as a home LA, has agreed to a change of preference order for good reason, it must inform any maintaining LA affected by the change. In such cases, paragraphs 36 and 37 shall apply to the revised order of preferences.
41. Tower Hamlets LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
42. Tower Hamlets LA will accept new applications (including additional preferences) from home LAs for maintained schools in its area.
43. Parents who wish their children's names to be placed on the waiting list of a higher ranked school to the one offered or to any of the preferred schools if an offer has not been possible must notify Pupil Services by **5<sup>th</sup> May 2017**.
44. Tower Hamlets will seek to ensure that a place is not offered at a school which is ranked on the CAF as a lower preference than any school already offered to a parent.

## APPEALS

45. Parents have the right of appeal against the refusal of a place at any of the schools for which they have applied. Parents wishing to appeal to a Tower Hamlets community school must do so by **16<sup>th</sup> May 2017**. Tower Hamlets voluntary schools may have different arrangements and parents will be advised to contact the individual school for information.

## Proposed Scheme for the Co-ordination of Admissions to Year 7 in 2017/18

### When children start the Year 7 of Secondary School in Tower Hamlets

All children of born between 1<sup>st</sup> September 2005 and 31<sup>st</sup> August 2006 can start the Year 7 of secondary school in September 2017.

### APPLICATIONS

1. Tower Hamlets LA will advise home LAs of their resident pupils on the roll of this LA's maintained primary schools and academies who are eligible to make application in the forthcoming application year.
2. Applications from residents of Tower Hamlets will be made on the authority's Common Application Form (CAF), which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1. These will be supplemented by any additional fields and information where deemed necessary by this LA to enable admission authorities in Tower Hamlets to apply their published oversubscription criteria.
3. Tower Hamlets will take all reasonable steps to ensure that every parent who is resident in this LA and has a child in their last year of primary education within a maintained school, either in Tower Hamlets or any other maintaining LA, receives a copy of this LA's admissions booklet and CAF, **including details of how to apply online**. The admissions booklet will also be available to parents who do not live in Tower Hamlets, and will include information on how they can access their home LA's CAF.
4. Tower Hamlets LA and the admission authorities within this LA i.e. Bishop Challoner, Raine's and Sir John Cass Foundation Schools will use supplementary forms to collect information which is required by the school's published oversubscription criteria and not available through the CAF. The LA will seek to ensure that information collected is in accordance with paragraph 2.4 of the School Admissions Code 2014.
5. Where Tower Hamlets or the other admission authorities within the LA use a supplementary form, they will be available on the Tower Hamlets website. The Tower Hamlets admission booklet will indicate which schools in Tower Hamlets require supplementary forms to be completed and where they can be obtained. Such forms will advise parents that they must complete their Home LA's CAF. An application will not be considered to be a valid application unless the parent has also listed the school on their home LA's CAF, in accordance with the School Admissions Code 2014.
6. Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside Tower Hamlets.
7. The order of preference given on the CAF will not be revealed to a school within the Authority area in accordance with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.

8. Tower Hamlets LA undertakes to carry out address verification process as set out in its entry in the LIAAG Address Verification Register. This will in all cases include the validation of resident applicants against Tower Hamlets primary school data and the further investigation of any discrepancy. Where this LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than the **12<sup>th</sup> December 2016**.
9. Tower Hamlets LA will confirm the status of any resident child for whom it receives a CAF stating s/he is a 'Child Looked After' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **11<sup>th</sup> November 2016**.
10. Tower Hamlets LA will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by the **11<sup>th</sup> November 2016**.

## PROCESSING

11. Applicants resident within Tower Hamlets must return the CAF, which will be available and able to be submitted on-line, to this LA by **31<sup>st</sup> October 2016**. This closing date applies to all LAs participating in the Pan London co-ordinated admissions arrangements. However, Tower Hamlets LA will publish information which encourages applicants to submit their application by the **21<sup>st</sup> October 2016 (i.e. the Friday before half term)**, to allow sufficient time to process and check all applications before the mandatory date when data must be sent to the PLR.
12. Application data relating to all preferences for Tower Hamlets residents applying to maintained schools in the area of other participating LAs, which have been expressed within the terms of the Tower Hamlets scheme, will be up-loaded to the PLR by **11<sup>th</sup> November 2016**. Supplementary forms mistakenly sent with the CAF will be sent to maintaining LAs and TH admission authorities by the same date, where possible.
13. Tower Hamlets, in consultation with the admission authorities within its area and within the framework of the Pan-London Timetable in Schedule 3B, will determine its own timetable for the processing of application data and the application of published oversubscription criteria.
14. Tower Hamlets will accept late applications only if they are late for a good reason. Examples of what will be considered as good reason include: when a single parent has been ill during the relevant period, or has been dealing with the death of a close relative; a family has just moved into the area. Other circumstances will be considered and each case decided on its own merits.
15. Where such applications contain preferences for schools in other LAs, Tower Hamlets will forward the details to maintaining LAs via the PLR as they are received. Tower Hamlets will accept late applications which are considered to be on time within the terms of the home LA's scheme, providing they are uploaded to the PLR by the latest date i.e. **12<sup>th</sup> December 2016**.

16. If, after submitting an on-time application, an applicant moves from Tower Hamlets to another participating LA or vice versa, it will be accepted and treated as on-time up to **12th December 2016**. This is on the basis that an on-time application already exists within the Pan-London system.
17. Tower Hamlets LA will participate in the application data checking exercise scheduled between the **13<sup>th</sup> December 2016 and 3rd January 2017** in the Pan London Timetable in Schedule 3B.
18. All preferences for schools within Tower Hamlets will be considered by the relevant admission authorities without reference to rank order in accordance with paragraph 1.9 of the School Admission Code 2012. Once each Tower Hamlets admission authority has ranked its applicants in criteria order and provided its list to the LA, Tower Hamlets LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System']
19. Tower Hamlets LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
20. Tower Hamlets will upload the highest potential offer available to an applicant for a maintained school in this LA to the PLR by **3<sup>rd</sup> February 2017**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
21. The LAS of Tower Hamlets LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of information between the LAS and the PLR (in accordance the iterative timetable published in the Business User Guide) which will continue until notification that a steady state is achieved (which the PLR will indicate), or until **16<sup>th</sup> February 2017** if this is sooner.
22. Tower Hamlets LA will not make an additional offer between the end of the iterative process and **1<sup>st</sup> March 2017**, which may impact on an offer being made by another participating LA.
23. Notwithstanding paragraph 22, if an error is identified within the allocation of places at one of Tower Hamlets schools, Tower Hamlets LA will attempt to manually resolve the allocation to the correct the error. Where this impacts on another LA (either as home or maintaining LA) Tower Hamlets LA will liaise with the other LA in an attempt to resolve the correct offer and any multiple offers. However, if the other LA is unable to resolve a multiple offer, or is the impact is too far reaching, Tower Hamlets LA will accept that the applicants affected might receive a multiple offer.
24. Tower Hamlets LA will participate in the offer data checking exercise scheduled between the **17<sup>th</sup> and 23<sup>rd</sup> February 2017** in Pan London timetable in Schedule 3B.

25. Tower Hamlets LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **24<sup>th</sup> February 2016**. (33 London LAs and Surrey only).

## OFFERS

26. Tower Hamlets LA will inform all residents applicants of their highest offer of a school place and, where relevant, the reason why higher preferences were not offered. Whether they were for schools in Tower Hamlets or in other participating LAs.
27. For Tower Hamlets residents for whom a place cannot be offered at any of the schools listed on the CAF on the **1<sup>st</sup> March 2017**. There will be an opportunity to state further preferences between March and Mid-April. Parents of pupils still unplaced by the week ending **18<sup>th</sup> April 2016** will be notified of a school at which a place is reserved.
28. The Tower Hamlets LA outcome letter will include the information set out in schedule 2.
29. On **1<sup>st</sup> March 2017** Tower Hamlets LA will send by first class post notification of the outcome to resident applicants.
30. Tower Hamlets will provide its primary schools with destination data of its resident applicants by the end of February and provide updates at regular intervals throughout the summer term of 2016.

## POST OFFER

31. Tower Hamlets secondary schools must contact successful applicants immediately after the **3<sup>rd</sup> March 2016** to confirm the offer of a place and the arrangements for admission. They will notify Tower Hamlets LA of any pupils for whom an offer of place is declined and the reasons for this.
32. Tower Hamlets LA will request that its resident applicants, who have been offered a place at a school maintained by another LA, accept or decline the offer by the **15<sup>th</sup> March 2017**, or within two weeks of the date of any subsequent offer.
33. Where an applicant resident in Tower Hamlets LA accepts or declines a place in a school maintained by another LA by **15<sup>th</sup> March 2017**, Tower Hamlets LA will forward the information to the maintaining LA by **22<sup>nd</sup> March 2017**. Where such information is received from applicants after **17<sup>th</sup> March 2017**, Tower Hamlets LA will pass it to the maintaining LA as it is received.
34. Where a place becomes available in an oversubscribed maintained school or academy in Tower Hamlets LA, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
35. When acting as a maintaining LA, Tower Hamlets LA will inform the home LA, where different, of an offer for a maintained school or Academy in the Tower Hamlets area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
36. When acting as a maintaining LA, Tower Hamlets LA, and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.

37. When acting as a home LA, Tower Hamlets LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
38. When acting as a home LA, when Tower Hamlets LA is informed by a maintaining LA of an offer which can be made to an applicant resident in Tower Hamlets which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
39. When acting as a home LA, Tower Hamlets LA has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 35 and 36 shall apply to the revised order of preferences.
40. When acting as a maintaining LA, Tower Hamlets LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
41. When acting as a maintaining LA, Tower Hamlets LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
42. The Tower Hamlets LA secondary admissions booklet explains how waiting lists operate. In-Year admissions will be in accordance with the co-ordinated in-year admission scheme.

## APPEALS

43. Parents have the right of appeal against the refusal of a place at any of the schools for which they have applied. Parents wishing to appeal to a Tower Hamlets community school must do so by **29<sup>th</sup> March 2017**. Tower Hamlets voluntary schools may have different arrangements and parents will be advised to contact the individual school for information.

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

### **Child's details:**

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

### **Parent(s) / Carer(s) details:**

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

### **Preference details (up to 6)**

Name of school  
Address of school  
Preference ranking  
Local Authority in which the school is based

### **Additional information:**

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

### **Other:**

Declaration and signature of parent or carer  
Date of signature



**Tower Hamlets Co-ordinated Admission Scheme**  
**(Template Outcome Letter for Admissions to Reception and Year 7 in 2014/15)**

From: Home LA

Date: **1 March 2017 (sec)**  
**18 April 2017 (prim)**

Dear Parent,

## Application to School

*I am writing to advise you that there is a place for «pupil\_firstname» «pupil\_surname» at \_\_\_\_\_ School for September 2017. This offer is subject to you providing the school with proof of your child's date of birth and current address by the \_\_\_\_\_ (2 weeks from date of offer).*

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

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

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

If you would like your child's name to be placed on the waiting list(s) for a Tower Hamlets community school you must contact Pupil Services telephone 020-364 5006 or e-mail: [schooladmissions@towerhamlets.gov.uk](mailto:schooladmissions@towerhamlets.gov.uk).



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

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

*\* If you are unable to take up the place at \_\_\_\_\_ for any reason, please contact the Pupil Services Team immediately on 020-7364 5006 or email [schooladmissions@towerhamlets.gov.uk](mailto:schooladmissions@towerhamlets.gov.uk).*

Yours sincerely

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

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

*Please confirm that you wish to accept the place at X School by completing the reply slip below. If you do not wish to accept the place, you will need to let me know what alternative arrangements you are making for your child's education. Please return the reply slip by 15<sup>th</sup> March 2017 (secondary) / 2<sup>nd</sup> May 2017 (primary).*

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

<b>15 Jan 2017</b>	Statutory deadline for receipt of applications
<b>3 Feb 2017</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
<b>10 Feb 2017</b>	Deadline for the upload of late applications to the PLR.
<b>17 Feb – 24 Feb 2017</b>	Checking of application data
<b>16 Mar 2017</b>	Deadline for the transfer of potential offer information from the maintaining LAs to the PLR (ALT file).
<b>24 Mar 2017</b>	Final ALT file sent to PLR
<b>24 Mar – 10 Apr 2017</b>	Checking of offer data
<b>12 Apr 2017</b>	Deadline for on-line ALT file to portal
<b>18 Apr 2016</b>	Notification letters posted.
<b>5<sup>th</sup> May 2017</b>	Deadline for receipt of acceptances
<b>9 May 2017</b>	Deadline to request a place on a school Waiting List
<b>12<sup>th</sup> May 2017</b>	Deadline for transfer of acceptances to maintaining LAs
<b>16<sup>th</sup> May 2017</b>	Closing date for appeals to be lodged

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

<b>21 Oct 2016</b>	Published closing date (Friday before half-term)
<b>31 Oct 2016</b>	Statutory deadline for submission of the Common Application Form by parents to home local education authority.
<b>11 Nov 2016</b>	Deadline for the transfer of application information by the Home LA to the PLR.
<b>12 Dec 2016</b>	Deadline for the upload of late applications to the PLR.
<b>13 Dec 2016 - 3 Jan 2017</b>	Checking of application data
<b>3 Feb 2017</b>	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR.
<b>16 Feb 2017</b>	Final ALT file to PLR
<b>17 - 23 Feb 2017</b>	Checking of offer data
<b>24 Feb 2017</b>	Deadline for on-line ALT file to portal
<b>1 Mar 2017</b>	The Offer Day – the date on which notification letters are sent out.
<b>15 Mar 2017</b>	Deadline for Tower Hamlets residents to confirm acceptance of a place at an out-borough school.
<b>22 Mar 2017</b>	Deadline for transfer of acceptances to maintaining LAs





Last name:

Sex: Male  Female  Date of Birth Day   Month   Year

**5 Declaration and signature of the parent or carer**

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

Signature:  Date:

Please complete and return to: Pupil Services, Mulberry Place, 5 Clove Crescent, London E14 2BG. Fax: 0207 364 4311 by **31<sup>st</sup> October 2016**

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