

## **TOWER HAMLETS CHILDREN AND CULTURE Admission Policy for Community Secondary Schools**

(and Central Foundation Girls School, George Greens School, London Enterprise Academy,  
Mulberry Academy London Dock, Mulberry Academy Shoreditch, Mulberry School for Girls and  
Mulberry Stepney Green)  
**(2025/26)**



**Version:** 1.0

**Date issued:** Proposed

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**Review Date:** January 2025



<b>1.</b>	<b>Foreword</b>
1.1	Tower Hamlets Local Authority seeks to operate an admissions system that provides equal and fair opportunities to all applicants.
1.2	The Local Authority's community school admissions policy has been determined following an extensive public consultation and approval by the Council's Cabinet of elected members. It is reviewed annually by the School Admission Forum, with representation from all key stakeholders including parents, headteachers, school governors, diocesan bodies, and community organisations.
<b>2.</b>	<b>Children with Education, Health and Care Plans</b>
2.1	Children with an Education, Health and Care Plan naming the school applied to, must be placed before all other applicants <b>(See Note 1)</b> . This process is separate from the standard admission arrangements set out below.
<b>3.</b>	<b>Oversubscription Criteria</b>
3.1	<p>A quarter of the total places available at these schools are allocated to each of four equal bands <b>(see 'Banding' below)</b>. If any of these are oversubscribed in any band, the admission criteria below will be used (in descending order of priority) to allocate places:</p> <ol style="list-style-type: none"> <li>1) Children looked after by the local authority including adopted children who were previously looked after, children who leave care under a special guardianship or residence order and adopted children who were previously in state care outside of England <b>(See Note 2)</b></li> <li>2) Children who have a strong medical or social reason to attend the school applied to. 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. <b>(See Note 3)</b>.</li> <li>3) Children who have a brother or sister at the school at the time of admission. <b>(See Note 4)</b>.</li> <li>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. <b>(See Note 5)</b>.</li> <li>5) Children who live nearest to the school by the shortest walking route. <b>(See Note 6)</b>.</li> </ol>
3.2	In the event of oversubscription within any of the categories 2 to 5 above, priority will be given to children who live closest to the school by the shortest walking distance. A digitised ordnance survey map is used to measure the distance from the home address to the school's designated official entrance.
3.3	Should two or more children live an equal distance from the school, including instances where more than one child lives in a multi-occupancy building, the offer of a place will be decided by random allocation.

3.4	<p><b>Note 1:</b> Parents of children with an Education, Health and Care Plan (EHCP) should note that Tower Hamlet LA seeks to ensure that pupils with EHCPs do not, at secondary transfer time, become unduly concentrated in a few schools. Experience indicates that this can compromise the efficient education of children and the efficient use of resources. This means that if any particular school receives a large number of applications for pupils with EHCPs, some of these may be refused. All applications for pupils with EHCPs will be considered by the Special Educational Needs Panel.</p> <p><b>Note 2:</b> Confirmation of a child’s looked after status will be required.</p> <p>A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Parents must provide documentary evidence of both adoption and that the child was in state care for the local authority to consider.</p> <p><b>Note 3:</b> Applications under this category are considered by the Primary to Secondary Transfer Committee, comprising a Headteacher, a senior member of the Attendance and Welfare Service and a medical professional. The Committee will decide whether the application should be given priority under this category.</p> <p><b>Note 4:</b> Sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer’s partner. In every case, the child should be living in the same family unit at the same address. The address used should be the one that the child usually lives at and attends school from.</p> <p><b>Note 5:</b> Priority will be limited to three places in each year. The staff applicant must complete the relevant section on the application form and attach documentation supporting admission on these grounds. It is the staff applicant’s sole responsibility to provide this information. Without the provision of the relevant documents, the child will not be considered on these grounds.</p> <p><b>Note 6:</b> Home to school distances will be measured by the shortest walking route from the home address to the nearest available pupil entrance in constant use to the school, using a computerised digitised map.</p>
4	<b>Banding</b>
4.1	All Tower Hamlets community schools as well as Central Foundation, George Green’s, London Enterprise Academy, Mulberry Academy London Dock, Mulberry Academy Shoreditch, Mulberry Academy Stepney Green, Mulberry School for Girls, Stepney All Saints CofE School and St Paul’s Way Trust.
4.2	Where a primary school deems that it is not appropriate for a child with an Education, Health and Care Plan (complex needs) to take the banding assessment, the child will receive a nominal Band A assessment outcome and a place will be provided from the Band A quartile.
4.3	Tower Hamlets bands pupils across the ability range of all children who have taken the banding test. This is to try to ensure that its schools take in an even balance of pupils in different ability ranges. For year 6 children, both resident and out of borough who we are able to assess, their band will be determined by a digital CATS4C test. Each child will receive a non-verbal reasoning score and standardised total score on completion of the test.

4.4	The non-verbal reasoning scores for all children in the cohort will be placed in order from highest to lowest. Where there are children who receive the same non-verbal reasoning score, they will be placed in order by total standardised score and split into four equal bands of 25% (A, B, C or D) of the total test cohort, D being the highest scoring band. This means that there may be children with the same verbal reasoning score and/or total standardised score in different bands. <b>This is for administrative purposes only.</b>
4.5	The places available at each school will be divided equally across the four Bands A, B, C and D with applicants prioritised for a place within their band according to the oversubscription criteria.
4.6	Year 6 children in Tower Hamlets primary schools will take the banding assessment in school during September. Children who are unable to take the test in their primary school, and out of borough children who apply ontime for Tower Hamlets secondary schools will be invited automatically to a banding test centre during November of Year 6. This may be on a school day or a Saturday, alternative dates to the one offered at the test centre cannot be guaranteed.
4.7	Where late applications for exceptional reasons are received after 31 October and they cannot be tested, these children will be automatically provided with a nominal Band B outcome and prioritised for a place according to the oversubscription criteria in that Band.
4.8	Applicants to Tower Hamlets secondary schools that use banding as part of their arrangements who refuse to take a digital CATS4C assessment will be prioritised for places according to the oversubscription criteria, after those who have.
4.9	If a school cannot fill all the places available in a particular band, places will be filled by applicants from adjoining bands.
4.10	Results of the banding assessment will not be available in advance of the 31 October application closing date. However, these will be made available to primary and secondary schools to support with the transition to secondary school and to share with families.
<b>5.</b>	<b>Exceptional Medical or Social Reasons</b>
5.1	Where there is a very strong medical or social reason for attending a particular school priority may be given for admission. Parents must complete the relevant section on the transfer form and attach medical and/or social reports signed by a doctor or social worker to the form. These reports must be received by the closing date on 31 <sup>st</sup> October 2024. The application will be considered by the Primary / Secondary Transfer Committee.

<b>6.</b>	<b>Confirmation of Address</b>
6.1	Parents must provide acceptable independent proof of their child’s address. They must make sure that the application form they complete is accurate and to contact Admissions Service or tell their child’s headteacher if there are relevant changes after it is submitted. Places may be withdrawn if false information is entered on the application form. Parents who do not provide evidence of their child’s address as requested, or provide conflicting or inconclusive information, may have the place withdrawn, even if it has already been accepted. When parents live separately, the address used should be the one that their child usually lives at and attends school from. If a child lives equally with both parents at different addresses, it is the parents’ responsibility to make this clear on the application form. Parents may be asked to provide acceptable proof.
<b>7.</b>	<b>Siblings in the same year group transferring</b>
7.1	Where two or more siblings are in the same year group (e.g. twins), and it is the parent’s wish that the siblings should attend the same school, if one sibling can be offered a place at a school, the other will automatically be offered so as not to separate them.
<b>8.</b>	<b>Applying for a Place</b>
8.1	Applications can be made by parents or carers with parental responsibilities who are residents of Tower Hamlets and professionals with parents’ agreement.
8.2	How to apply for a secondary school is set out in the ‘Ready for Secondary School in Tower Hamlets’ booklet. Applications are then co-ordinated for Tower Hamlets area in accordance with the Authority’s published scheme. The scheme can be viewed on the following webpage:
8.3	The closing date for applications is <b>31 October 2024</b> and the date on which families are sent notification of the outcome is <b>3 March 2025</b> .
<b>9.</b>	<b>Late applications</b>
9.1	Applications received after the <b>31 October 2024</b> closing date will be treated as late applications unless there is evidence to show that the application or amendment could not reasonably have been made on time. A new preference or change in the order of preferences will not be accepted after the closing date unless the circumstances are deemed to be exceptional. Late applications will be given a lower priority and will be dealt with after all on time applications in the first round of offers on 1 March 2023. Where a school is oversubscribed late applications will be refused and placed on the waiting list in accordance with the admission criteria.
9.2	Where the Local Authority has determined there are exceptional circumstances for the late submission of an application it will be treated as ‘on time’ and, where possible, considered alongside existing applications.
<b>10.</b>	<b>Changing Preferences</b>
10.1	Parents and carers may not change their preferences unless there are exceptional and genuine reasons for doing so, for example, change of address. Requests to change preferences must be made in writing giving the full reasons.
<b>11.</b>	<b>Waiting Lists</b>
11.1	The Admissions Service will hold the waiting lists for Tower Hamlets community schools and schools that use the council’s admission policy. Until <b>September 2025</b> , the waiting lists for each band will be kept in the following descending order of priority:

	<ol style="list-style-type: none"> <li>1. Children looked after by the local authority including adopted children who were previously looked after, children who leave care under a special guardianship or residence order and adopted children who were previously in state care outside of England</li> <li>2. Children who have a strong medical or social reason to attend the school applied to</li> <li>3. Children with a brother or sister in the school at the time of admission</li> <li>4. Children of staff</li> <li>5. Children living nearest the school.</li> </ol> <p>If a vacancy arises, it will be offered to the first applicant on the waiting list for that band. If a school cannot fill all the places available in a particular band, places will be filled by applicants from adjoining bands.</p> <p>Proximity to school will determine priority where there are competing claims to a place under each of the criteria.</p> <p>Distances will be measured by the shortest walking route from the home address to the nearest available pupil entrance in constant use to the school, using a computerised digitised map.</p> <p>Should two or more children live an equal distance from the school, including instances where more than one child lives in a multi-occupancy building, the offer of a place will be decided by random allocation.</p>
11.2	<p>From <b>September – December 2025</b>, the waiting lists are combined into one list, disregarding the bands. The order of priority for the waiting list will then be:</p> <ol style="list-style-type: none"> <li>1. Children looked after by the local authority including adopted children who were previously looked after, children who leave care under a special guardianship or residence order and adopted children who were previously in state care outside of England</li> <li>2. Children who have a strong medical or social reason to attend the school applied to</li> <li>3. Children with a brother or sister in the school at the time of admission</li> <li>4. Children of staff</li> <li>5. Children living nearest the school.</li> </ol> <p>If a vacancy arises, it will be offered to the first applicant on the combined waiting list.</p> <p>Proximity to school will determine priority where there are competing claims to a place under each of the criteria.</p> <p>Distances will be measured by the shortest walking route from the home address to the nearest available pupil entrance in constant use to the school, using a computerised digitised map.</p> <p>Should two or more children live an equal distance from the school, including instances where more than one child lives in a multi-occupancy building, the offer of a place will be decided by random allocation.</p>
11.3	<p>If parents wish for their child to remain on the Year 7 waiting list <b>after December</b>, they must complete an <a href="#">In-Year Application</a>. Please note that transfers take place at the beginning of each term. Full details, including the timetable can be viewed on the <a href="#">Council website</a>.</p>

The order of priority for the waiting list will be:

1. Children looked after by the local authority including adopted children who were previously looked after, children who leave care under a special guardianship or residence order and adopted children who were previously in state care outside of England.
2. Children without a school place who have a strong medical or social reason to attend the school applied to.
3. Children who have a strong medical or social reason to attend the school applied to.
4. Children without a school place with a brother or sister at the school.
5. Children without a school place.
6. Children with a brother or sister in the school.
7. Children of staff.
8. Children living nearest the school.

If a vacancy arises, it will be offered to the first applicant on the waiting list.

Proximity to school will determine priority where there are competing claims to a place under each of the criteria.

Distances will be measured by the shortest walking route from the home address to the nearest available pupil entrance in constant use to the school, using a computerised digitised map.

Should two or more children live an equal distance from the school, including instances where more than one child lives in a multi-occupancy building, the offer of a place will be decided by random allocation.

## Map of secondary schools and registered independent secondary schools in Tower Hamlets



### Secondary schools

- A Bishop Challoner Catholic Federation of Schools
- B Bow School
- C Canary Wharf College Crossharbour
- D Central Foundation Girls' School
- E George Green's School
- F Langdon Park School
- G London Enterprise Academy
- H Morpeth School
- I Mulberry Academy London Dock
- J Mulberry Academy Shoreditch
- K Mulberry School for Girls
- L Mulberry Stepney Green Maths, Computing and Science College
- M Oaklands School
- N Stepney All Saints CofE Secondary School
- O St Paul's Way Trust School
- P Swanlea School
- Q Wapping High School

### 14-19 provision

- 1 East London Arts & Music
- 2 London East Alternative Provision (LEAP)
- 3 Mulberry University Technical College
- 4 New City College - Tower Hamlets

### Registered independent secondary schools

- R Darul Hadis Lattifiah
- S Jamiatul Ummah
- T London East Academy
- U London Islamic School
- V Madani Secondary Girls' School
- W Mahazirul Uloom London
- X River House Montessori School
- Y The Complete Works Independent School

### Special schools

- S1 Beatrice Tate School
- S2 Ian Mikardo High School
- S3 Phoenix School