

# TOWER HAMLETS CHILDREN AND CULTURE

## THE ADMISSIONS SERVICE COMPOSITE TIMETABLE

### 2022-2023

(Including the key dates for co-ordinating admissions to Nursery, Reception, Junior and Year 7 in September 2023)



**Version:** 1.0

**Date issued:** August 2023

**Prepared by:** The Admissions Service



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## INTRODUCTION

This composite timetable provides a summary of the key dates and actions in the work of The Admissions Service. It is for use by all school staff dealing with school admissions including Head Teachers and SAOs of Tower Hamlets schools. Children and Family Centre Managers, staff in independent nurseries and play Centres, SENCOs, and School/Home Liaison Workers, Head of School Admissions, Head of Behaviour and Attendance, Head of SEND, Head of the Support for Learning Service, Principal Educational Psychologist and Head of Parental and Family Support.



# NURSERY COORDINATED ADMISSIONS TIMETABLE FOR ENTRY IN SEPTEMBER 2023

This timetable sets out the important dates and key actions for determining admissions to Tower Hamlets maintained nursery schools and nursery classes in maintained primary schools for the 2023/24 school year.

## SEPTEMBER 2022

- [www.eadmissions.org.uk](http://www.eadmissions.org.uk) online application facility opens 1<sup>st</sup> September.
- The Admissions Service publishes 'Starting Nursery in Tower Hamlets' booklet on the Tower Hamlets Council School Admissions website
- The Admissions Service to provide further publicity materials and guidance to schools and under-fives provisions, for families with children eligible for a nursery place in 2023/24.
- Schools, nurseries, and other under-fives provisions provide guidance to parents of children eligible to start nursery in the 2023/24 school year on how to apply.
- The Admissions Service will hold online refresher training sessions for school staff - dates will be circulated and notified in the Headteacher's Bulletin.
- Schools and nurseries arrange open days for parents.
- The Admissions Service in conjunction with Parents Advice Centre hold online information sessions for parents throughout the application phases with opportunity for questions and answers.

**AUTUMN HALF TERM (24 - 28 OCTOBER 2022 INCLUSIVE)**

**CHRISTMAS HOLIDAYS (21 DECEMBER 2022 – 2 JANUARY 2023 INCLUSIVE)**

## FEBRUARY 2023

**16 February**

- **CLOSING DATE FOR NURSERY APPLICATIONS** - Parents must submit an online application for a nursery place by this date.



## 17 – 24 February

- Schools and nurseries can access the School Admission Module (SAMs) to view all the applications submitted to their school.
- Schools and nurseries ensure that all parents who expressed an interest at their school/nursery or have another child attending their school have submitted an online application. Those that have not submitted an online application by the closing date will be given a further opportunity to do so by 3<sup>rd</sup> March.
- Own admission authority (OAA) schools must follow up with parents of children where an online application has been submitted, but not the School's Supplementary Information Form (SIF), or vice versa. Where an online application has not been submitted, parents will have until 3<sup>rd</sup> March to submit one.

## SPRING HALF TERM (13 – 17 FEBRUARY 2023 INCLUSIVE)

## MARCH 2023

- OAA medical/social panels meet to discuss applications and make decisions on which applicants should be given this priority (if this is part of the school's admissions criteria). This must be completed before 3<sup>rd</sup> March.
- The Admissions Service requests any further documentation needed for the co-ordinated admissions decision-making process from parents
- Late applications will be accepted as on-time up to 3<sup>rd</sup> March.
- The 'Medical/Social panel' convene and panel members make decisions on granting medical/social priority to applicants (OAA schools must arrange and hold their own panels by the 3<sup>rd</sup> March)
- OAA schools must rank their applicants according to the school's oversubscription criteria using the School Admission Module (SAMs) by 24<sup>th</sup> March.
- Each school and nursery confirm with The Admissions Service, by 24<sup>th</sup> March, the number of part-time places to be offered for September 2023. Schools and nurseries should consider and deduct accordingly the following before deciding on the number:
  - Number of pupils currently attending the nursery and who will continue to do so in September 2023;
  - Number of pupils expected to start at the nursery before September 2023; and
  - Number of full-time places you wish to offer for your September 2023 cohort.

## APRIL 2023

### EASTER HOLIDAY (3 – 14 APRIL 2023 INCLUSIVE)

- The Admissions Service will coordinate decisions to identify a single offer for each child, where possible. Lists of offers, refusals and withdrawals will then be sent to individual schools (via the SAMs portal) on 24<sup>th</sup> April.
- Schools must check for any discrepancies and let The Admissions Service know of any required changes by 28<sup>th</sup> April.

## MAY 2023

### 8 May 2023 - Tower Hamlets Offer Day

- The Admissions Service sends letters to parents notifying them of the outcome of their application. The letter will inform parents that they must contact the school/nursery by 22<sup>nd</sup> May to accept the part-time place that has been offered as well as provide the necessary documentation to confirm the child's identity, relationship and family address. Parents will be advised to contact the school/nursery should they wish to request a full-time place. An email will also be sent on the day.

Parents who did not obtain an offer at a preferred nursery will be given the opportunity to apply to nurseries that still have places remaining.

### 9 May 2023

- Schools and nurseries to send letters to parents advising them of further arrangements for admissions and the need to confirm their acceptance by the 22<sup>nd</sup> May.

### 22 May 2023

- Final date for parents with offers to confirm acceptance of a place.
- Parents must confirm to The Admissions Service by 22<sup>nd</sup> May if they want their child's name to be placed on the waiting list for any other schools.

### SUMMER HALF TERM (29 MAY – 2 JUNE 2023 INCLUSIVE)



## JUNE 2023

### 5 June 2023

- Schools and nurseries notify The Admissions Service of any offer previously accepted online, but where the parent has not provided the required documents to the school.
- OAA schools re-rank their waiting list to now include late applicants and inform The Admissions Service of any offers they wish to make for the next round of offers.

### 9 June 2023

- Lists of offers, refusals and withdrawals will then be with individual schools and nurseries (via the SAMs portal) on 9<sup>th</sup> June for the second round of offers.

### 12 June 2023

- This is the earliest date that The Admissions Service will write to families if a place has become available at a higher preference school. The Admissions Service will also write to families that applied late and offer places where available.

### 3 July 2023

- 3<sup>rd</sup> round of offers, including late applicants

## SEPTEMBER 2022

From September 2022, parents wishing to make an In-Year (mid-year) transfer application, or parents who wish to make an application who have not yet done so, can do so at any time they wish, but must make an application direct to the LA using the 'Nursery Admission' application form, which will be available from The Admissions Service.

In-Year (mid-year) nursery transfers will only take place at the start of each term i.e. January and April, unless there are exceptional circumstances for a transfer to be considered earlier. Applications for children who do not have a nursery place will be treated urgently and offers made on a fortnightly basis.

Schools must ensure that their vacancy information on SAMs is accurate and updated on a weekly basis. Following the closing date for each entry point, the The Admissions Service team will process applications, make decisions, and notify schools and parents in accordance with the dates below.

Entry Point	Application Closing Date	School sent notification	Parent sent Notification
<b>Spring Term</b> (Jan 2023 start)	4 Nov 2022	18 Nov 2022	25 Nov 2022
<b>Summer Term</b> (April 2023 Start)	10 Feb 2023	3 March 2023	10 March 2023

Note: Applications for children who do not have a nursery place but are eligible for one will be treated urgently and offers made on a fortnightly basis.

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## PRIMARY RECEPTION COORDINATED ADMISSIONS TIMETABLE FOR ENTRY IN SEPTEMBER 2023

Please note that the Primary Reception timetable is set in accordance with the statutory framework for the Pan London co-ordinated admission arrangements between the 33 London boroughs and neighbouring county councils.

### SEPTEMBER – DECEMBER 2022

- [www.eadmissions.org.uk](http://www.eadmissions.org.uk) online application facility opens 1<sup>st</sup> September.
- The Admissions Service publishes 'Starting Primary School in Tower Hamlets' booklet which will be available on the Tower Hamlets website.
- The Admissions Service to provide further publicity materials and guidance to schools and under-fives provisions, for families with children eligible for a reception place in 2023/24.
- Schools and nurseries provide guidance on how to apply to parents of children eligible to start reception in the 2023/24 school year.
- Parents alerted to the application procedure and closing date through the Tower Hamlets website; social media platforms; newspaper advertisements; posters in schools; community organisations; and One Stop Shops throughout the borough.
- The Admissions Service will hold online refresher training sessions for school staff - dates will be circulated and also notified in the Head Teacher's Bulletin.
- The Admissions Service in conjunction with Parents Advice Centre hold online information sessions for parents with opportunity for questions and answers.
- OAA schools consider out of cohort application requests.

**AUTUMN HALF TERM (24 - 28 OCTOBER 2022 INCLUSIVE)**

**CHRISTMAS HOLIDAYS (21 DECEMBER 2022 – 2 JANUARY 2023 INCLUSIVE)**

## JANUARY - FEBRUARY 2023

### 15<sup>th</sup> January 2023 - CLOSING DATE FOR APPLICATIONS

- Parents must submit their online application by midnight on this date.

### 23<sup>rd</sup> January 2023

- The Admissions Service will send schools (via the SAMs portal) details of all applications made for a reception place at the school.

### 24<sup>th</sup> January – 3<sup>rd</sup> February 2023

- Schools to follow up with parents of children on roll in the nursery or known to have children due to start reception in September 2023, but have not yet applied.
- OAA schools must follow up with parents of children where an online application has been submitted, but not the School's Supplementary Information Form (SIF), or vice versa. This will help to ensure that parents complete and return the necessary forms in good time. Where an application has not been submitted, it will need to be completed by 3<sup>rd</sup> February at the latest to be included with the applications where all the necessary documentation has been received on-time (please note all applications must still be made online even after the closing date).
- All schools should check to ensure that the sibling information provided is correct.

## SPRING HALF TERM (13 – 17 FEBRUARY 2023 INCLUSIVE)

### February 2023

- OAA schools medical/social panels meet to discuss applications and make decisions on which applicants should be given this priority (if this is part of their admissions criteria). This should be completed before the 17<sup>th</sup> of February.
- Governors of OAA schools meet to reach decisions. The Admissions Service will apply the admissions policy for Community schools to determine successful and unsuccessful applicants.
- Own admission authority schools must rank their applicants according to the school's oversubscription criteria by 24<sup>th</sup> February. **Schools that miss the deadline of 24<sup>th</sup> February 2023 may not be included in the single offer allocation process.**

## MARCH 2023

- The Admissions Service will coordinate decisions to identify a single offer for each child, where possible. Lists of offers, refusals and withdrawals will then be with individual schools (via the SAMs portal) for final checks on 20<sup>th</sup> March 2023.

### 24<sup>th</sup> March 2023

- Final date for schools to notify The Admissions Service of any discrepancies or amendments.

## EASTER HOLIDAY (3 – 14 APRIL 2023 INCLUSIVE)

## APRIL 2023

### 17<sup>th</sup> April 2023 - National Offer Day

- The Admissions Service posts letters to parents notifying them of the outcome of their applications for all the schools they named on their child's application. On the evening of 17<sup>th</sup> April, parents who made an online application will receive an email notifying the outcome of their application.
- The notification will inform parents that they must contact the primary school by 2<sup>nd</sup> May to accept the place as well as provide the necessary documentation to confirm the child's identity, relationship and family address.

### 18<sup>th</sup> April 2023

- Primary schools to send letters to parents advising them of further arrangements for admissions and the need to confirm their acceptance within the designated time.
- OAA schools should also issue letters to parents explaining why applications were refused or why an offer of a place could not be made. The letter must confirm arrangements and deadline for appeals.

## MAY 2023

### 2<sup>nd</sup> May 2023

- Final date for parents with offers to confirm their acceptance of a place for their child. This must be done via the online admissions portal.
- Final date for parents to place their child's name on the waiting list for any other schools.



### 5<sup>th</sup> May 2023

- Deadline for parents who wish to defer their child's entry to Reception to complete and submit a Deferral Request Form
- Schools advise The Admissions Service of any offer accepted online where the parent has since failed to provide the school with the required documents to confirm their child's admission.
- Own Admissions Authority schools re-rank their waiting list to now include late applicants, in line with their admissions criteria.

### 15<sup>th</sup> May 2023

- Deadline for parents to submit an appeal against the decision to refuse their child's admission to a community school. OAA schools may have slightly different appeal deadlines.

### 19<sup>th</sup> May 2023

- The earliest date that The Admissions Service will write to families if a place has become available at a higher preference school. The Admissions Service will also write to families that applied late and allocate (reserve) places where available.

## SUMMER HALF TERM (29 MAY – 2 JUNE 2023 INCLUSIVE)

## JUNE 2023

- Parents of unplaced children and those who applied late to confirm acceptance of the school allocated/offered by 2<sup>nd</sup> June.
- Appeals heard for Tower Hamlets community schools. Dates will be confirmed in the Head Teachers' Bulletin.
- Own Admissions Authority schools re-rank their waiting list to include additional late applicants, in line with their admissions criteria.
- 3<sup>rd</sup> round of offers for Reception and Junior applications, including late applicants

## JULY 2023

- Following the outcome and 'knock on' effect of appeals, The Admissions Service will send primary schools an updated list of their confirmed acceptances, including any children who have since been allocated (reserved) places.



# INFANT TO JUNIOR TRANSFER ADMISSIONS TIMETABLE FOR ENTRY IN SEPTEMBER 2023

Please note that the Infant to Junior transfer timetable is set in accordance with the statutory framework for the Pan London co-ordinated admission arrangements between the 33 London boroughs and neighbouring county councils.

## SEPTEMBER 2022 – NOVEMBER 2022

- [www.eadmissions.org.uk](http://www.eadmissions.org.uk) online application facility opens 1<sup>st</sup> September for parents to submit their application.
- Infant schools remind parents of Year 2 pupils to submit an online application.

## AUTUMN HALF TERM (24 - 28 OCTOBER 2022 INCLUSIVE)

## DECEMBER 2022

- Infant schools contact parents to remind them to apply by the closing date.

## CHRISTMAS HOLIDAYS (21 DECEMBER 2022 – 2 JANUARY 2023 INCLUSIVE)

## JANUARY 2023

### 15<sup>th</sup> January 2023

- **CLOSING DATE FOR APPLICATIONS** - Parents must submit their online application by midnight on this date.

### 23<sup>rd</sup> January 2023

- The Admissions Service will send Junior schools (via the SAMs portal) details of all applications made for children on roll at their linked Infant school.

### 24<sup>th</sup> – 3<sup>rd</sup> February 2023

- Junior Schools to ensure that applications have been submitted for all those on roll at their linked Infant school.

## FEBRUARY 2023

## SPRING HALF TERM (13 – 17 FEBRUARY 2023 INCLUSIVE)



## MARCH 2023

- The Admissions Service will coordinate decisions to identify a single offer for each child, where possible. Lists of offers, refusals and withdrawals will be sent to individual schools (via the SAMs portal) for final checks on 20<sup>th</sup> March 2023.

### 24<sup>th</sup> March 2023

- Final date for schools to notify The Admissions Service of any discrepancies or amendments to the list sent by The Admissions Service.

## APRIL 2023

### EASTER HOLIDAY (3 – 14 APRIL 2023 INCLUSIVE)

#### 17<sup>th</sup> April 2023 - National Offer Day

- The Admissions Service posts letters to parents notifying them of the outcome of their applications for all the schools they named on their child's application. On the evening of 17<sup>th</sup> April, parents will also receive an email notifying them of the outcome of their application.
- The letter will inform parents that they must contact the primary school by 2<sup>nd</sup> May to accept the place as well as provide the necessary documentation to confirm the child's identity, relationship and family address.

#### 18<sup>th</sup> April 2023

- Junior schools to send letters to parents advising them of the further arrangements for their child's admission and the need to confirm acceptance by the 2<sup>nd</sup> May deadline.

### SUMMER HALF TERM (29 MAY – 2 JUNE 2023 INCLUSIVE)

## MAY - JULY 2023

#### 2<sup>nd</sup> May 2023

- Final date for parents with offers to confirm acceptance of a place.
- The Admissions Service to send Junior schools updated lists of their confirmed acceptances, including children allocated places.



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## SECONDARY COORDINATED ADMISSIONS TIMETABLE FOR YEAR 7 ENTRY IN 2023

Please note that this also incorporates the statutory timetable for the 33 London boroughs and the neighbouring Local Authorities (LAs) in the Pan London arrangements.

### SEPTEMBER 2022

- **September – October** ‘Ready for Secondary School in Tower Hamlets’ booklet published online together with information for parents on how to make an online application. Advertisements and information on secondary transfer will be published on the Tower Hamlets website and Our East End.
- Parents can apply online from **1<sup>ST</sup> SEPTEMBER 2022** via [eAdmissions website](http://www.eadmissions.org.uk) ([www.eadmissions.org.uk](http://www.eadmissions.org.uk))
- The Admissions Service will send primary schools the Banding information for their pupils. Primary schools should check the Banding information for accuracy and any missing pupils, immediately notifying the Admissions Service of any discrepancies.
- The Admissions Service will send primary schools separate forms and covering letter for pupils with Education, Health and Care Plans (EHCP).
- Primary headteachers should advise parents of out-borough residents to contact their home LA. The Admissions Service will provide primary schools with a letter and the Tower Hamlets supplementary form to give to parents of out-borough pupils. The letter will advise parents to contact their home borough for local information and to also use the LBTH supplementary form should they wish to apply to Tower Hamlets schools.
- **September 2022 – Friday 21st October 2022** Families can view Tower Hamlets secondary schools in person or ‘virtually’ online. Check school website or [www.towerhamlets.gov.uk/secondaryadmissions](http://www.towerhamlets.gov.uk/secondaryadmissions)
- **By Friday 9<sup>th</sup> September 2022** - Primary schools should arrange for newly admitted pupils to be assessed by their teacher for Banding purposes.
- Out-borough residents should by now have received information from their home LA on how to apply, even if are applying for schools in Tower Hamlets.



## OCTOBER 2022

- Parents applying to Stepney All Saints for a Modern Foreign Language Place or to St Pauls Way Trust for a Music place should ensure they complete and return the additional form to the respective school by the deadline – see the school website for more details.
- Parents complete online application, naming up to 6 schools in preference order. The application must be completed online at [www.towerhamlets.gov.uk/schooladmissions](http://www.towerhamlets.gov.uk/schooladmissions). Appointments with primary Headteachers to be available on request. Primary schools to check periodically throughout October whether their Year 6 pupils have made an online application through the Pan London Registry.
- Parents of children with an EHCP must complete the appropriate form naming 3 schools in order of preference – **parents cannot make an online application if their child has an EHCP**
- Applications for all Tower Hamlets residents to be submitted online by **Friday 21st October** (last day of term). This will ensure that parents do not, at the last minute, have issues with log in/forgotten passwords/internet connection etc.

## HALF TERM (24<sup>th</sup> OCTOBER – 28<sup>th</sup> OCTOBER 2023 INCLUSIVE)

### Monday 31<sup>st</sup> October 2022

- **CLOSING DATE** for applying to all secondary schools in London and neighbouring LAs. Applications for Tower Hamlets residents must be submitted online and received by the Admissions Service by this date. Online applications can be submitted until midnight on 31<sup>st</sup> October (but not for children with an EHCP).  
Parents applying to Bishop Challoner, Stepney All Saints Foundation or Canary Wharf College Crossharbour Schools must also complete the school's supplementary form. The supplementary form is available from each school and should be returned directly to that school by the closing date. **Parents must complete the supplementary form as well as apply online.**

## NOVEMBER 2022

- The SEN Panel will meet to consider requests from parents for school(s) to be named on their child's statement. A secondary Head Teacher and the Secondary Operations Manager will attend.
- The Admissions Service will write to Tower Hamlets parents where a secondary transfer application has not been submitted. The Admissions Service will also inform the primary school.

## DECEMBER 2022

- Bishop Challoner schools, Stepney All Saints Wapping High School, London Enterprise Academy, Canary Wharf College (Crossharbour) will be able to view applicants and be requested to rank applications in accordance with their admissions policy. This will include out-borough applications.
- The Admissions Service will send all secondary Headteachers a statistical breakdown of the all the applications received for their school.
- The LA's SEN Team will consult secondary schools on the proposed placement of pupils with statements of SEN/EHCP's.
- The Primary/Secondary Transfer Committee will meet to consider applications on exceptional medical or social grounds for schools that use the Council's admission policy.

## CHRISTMAS HOLIDAYS (21<sup>st</sup> DECEMBER 2023 – 2<sup>nd</sup> JANUARY 2023 INCLUSIVE)

## JANUARY 2023

- The Admissions Service will send primary schools a list of their pupils transferring, and the secondary schools applied to. Primary schools should check the list for accuracy and missing pupils, immediately notifying the Admissions Service of any discrepancies.

### Friday 13<sup>th</sup> January 2023

- Last date for the Bishop Challoner schools, Stepney All Saints Wapping High, London Enterprise Academy and Canary Wharf College (Crossharbour) to complete ranking all applicants and indicating those to be offered and refused places. **The ranking must be completed by this date to comply with the Pan London timetable for the exchange of information.**

## FEBRUARY 2023

- LAs in the Pan London Admissions System exchange the results of applications to determine, where possible, a single offer at the highest ranked school able to offer a place.

### Friday 10<sup>th</sup> February 2023

- Deadline by which all London LAs must have confirmed listings of acceptances and refusals with each other.

## HALF TERM (13<sup>th</sup> – 17<sup>th</sup> FEBRUARY INCLUSIVE)

### Monday 13<sup>th</sup> February 2023

- Bishop Challoner schools, Stepney All Saints (Wapping High School, London Enterprise

Academy and Canary Wharf College (Crossharbour) will be able to view, on SAMs, those pupils who will be offered/refused places on the 1<sup>st</sup> March and those whose applications have been withdrawn because of an offer at a higher preference school.

### Thursday 23rd February 2023

- The latest date by which the Admissions Service will send primary schools the outcome of applications for their pupils. **This information is to remain confidential until after 1<sup>st</sup> March.**
- The latest date by which the Admissions Service will send community secondary schools, Mulberry Academy Shoreditch, George Green’s, Mulberry Stepney Green (formerly Stepney Green), Central Foundation, St Pauls Way Trust a breakdown of applications, withdrawals and acceptances, pupil details can be viewed via SAM’s. The Admissions Service will inform primary schools of the Tower Hamlets schools with vacancies (to remain confidential until 1<sup>st</sup> March).
- The Admissions Service will consult with the headteachers of oversubscribed secondary schools on the LA statement for appeals and the representation at hearings.

## MARCH 2023

### Wednesday 1<sup>st</sup> March 2023

- The Admissions Service will send letters to Tower Hamlets parents notifying them of the outcome of applications to all the schools they applied for. If an application for a higher ranked school is unsuccessful parents will be advised of their right of appeal. Parents who cannot be offered a place for their child at any of the preferred schools will be allocated a place at one of the Tower Hamlets schools with places remaining.
- Notification of the outcome of online applications will also be made by email where an email address has been provided. This will be sent on the evening of 1st March.

**N.B.** Where a child meets the criteria for admission for two or more schools the parents will be offered only one place. This will be at the highest ranked school that is able to offer a place, regardless of whether this school is in Tower Hamlets or not. Application(s) for lower preference school(s) will be cancelled or “withdrawn”. Pupils who are refused a place at any of the Tower Hamlets schools that use the Council's admission policy will automatically be placed on the waiting list for the school.

- The Bishop Challoner schools, Stepney All Saints, Wapping High School, London Enterprise Academy and Canary Wharf College (Crossharbour) will also send letters to parents after 1<sup>st</sup> March explaining why applications were refused or an offer of a place was not made.
- Out-borough residents will be notified by letter sent by their home LA.



## From Thursday 2nd March 2023

- Between 2<sup>nd</sup> – 15th March, secondary schools must write to families offered places, to inform them of their admission procedures.

## 29<sup>th</sup> March 2023

- Admissions Officers will send community secondary schools, Mulberry Academy Shoreditch, George Green's, Mulberry Stepney Green (formerly Stepney Green), St Pauls Way Trust and Central Foundation schools the details of any late applicants offered places. This information will also include the latest breakdown of applications, acceptances and withdrawals.
- The Admissions Service will send primary schools updated listings of the secondary school destinations for their pupils.

**Friday 31st March 2023 - 5.00pm** closing date for families to appeal against the decision to refuse a place at a Tower Hamlets school that use the council's admissions policy. Other schools may have a different appeals closing date.

## APRIL 2023

### EASTER HOLIDAY (3<sup>RD</sup> APRIL - 14<sup>TH</sup> APRIL INCLUSIVE)

## By Monday 24<sup>th</sup> April 2023

- Deadline by which for secondary schools must submit their copy for the 2024/25 Secondary Transfer brochure. Secondary schools will be reminded via the Headteachers' Bulletin.
- The Admissions Service will issue Guidance on the Transfer of Pupil Records.

## APRIL – MAY 2023

- Appeals heard for Tower Hamlets secondary schools. Dates will be notified to headteachers in advance of the hearing.
- The Admissions Service will notify secondary and primary heads of the outcome of appeals involving their schools or pupils.

### HALF TERM (29<sup>th</sup> MAY – 2<sup>nd</sup> JUNE INCLUSIVE)

## JUNE 2023

- Appeals will continue for Tower Hamlets secondary schools.
- Admissions Officers to notify secondary and primary heads of the outcome of appeals.

- Admissions Officers to send primary schools updated listings of the secondary school destinations for their pupils and continue to exchange information.

## JULY 2023

- Friday 7th July Year 6 pupils visit their Tower Hamlets secondary schools (TBC).
- Transfer of primary school folders (paper records) to Tower Hamlets secondary schools. (Date and venue TBC).
- Meetings for parents of children with statements of SEN/EHCP's (Date and venue TBC).
- The Admissions Service send listings of pupils' secondary school destinations to the Central Benefits Section (Free School Meals).
- The Admissions Service send pupil listings with secondary school destinations to the Educational Psychology and School Health Services.
- The Admissions Service send other local authorities details of known out-borough pupils attending Tower Hamlets primary schools.

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# SECONDARY TRANSFER AND PRIMARY COORDINATION APPEALS TIMETABLE

If parents have not been offered a place at a school of their preference, they are entitled to appeal against that decision to an Independent Appeal Panel (IAP). This IAP is completely independent of the Local Authority and all schools in Tower Hamlets. The appeals are arranged by an independent clerk and heard in a neutral location or online via video conferencing. If parents wish to appeal, they must submit this online via [www.towerhamlets.gov.uk/schooladmissions](http://www.towerhamlets.gov.uk/schooladmissions)

Parents should include any evidence or supporting material with their appeal and **MUST** give the grounds for their appeal at the time they lodge the appeal. The appeal form will not be accepted unless parents state the grounds for their appeal. Parents may appeal for more than one school. The timetable for appeals is as follows:-

Last day for lodging appeal forms for places in year 7 at SECONDARY schools	31 March 2023
Last day for lodging appeal forms for Reception in PRIMARY schools	17 May 2023
Secondary appeals will take place from	April to May 2023
Primary appeals will take place from	June to July 2023
Invitation letter giving you details about your hearing will be sent by the Clerk to the Independent Appeal Panel	At least 10 school days before the hearing
<i>Any additional</i> evidence or supporting evidence	At least 5 school days before the hearing. You are advised that additional paperwork received on the day of the appeal hearing will <u>not</u> be taken into account.
Letter from the Clerk informing you of the decision of the independent panel	This will be sent 5 school days after the last hearing for all the appeals held for that particular school.

# IN YEAR SCHOOL TRANSFER TIMETABLE 2022-23

The timetable below sets out the key dates in the procedure of in-year transfers for Tower Hamlets schools. It is for children who currently attend Tower Hamlets schools or schools in other boroughs.

Applications for in-year school transfer can be made online via the Tower Hamlets School admissions website [www.towerhamlets.gov.uk/schooladmissions](http://www.towerhamlets.gov.uk/schooladmissions) to The Admissions Service. The Part B of the Tower Hamlets In-Year application must be printed out, completed and signed by the headteacher or a senior member of staff at the child’s current school.

In-Year (mid-year) transfers will only take place at the start of each term i.e. January and April and in line with the timetable below, unless there are exceptional circumstances for a transfer to be considered earlier. Transfer applications received after the closing date for the point entry will not be processed. They will instead be processed with the applications for the next entry point.

Schools must ensure that their vacancy information is accurate and updated on a weekly basis. Following the closing date for the entry point The Admissions Service will process applications, make decisions and notify schools and parents in accordance with the dates below.

Entry Point	Application Closing Date	School sent notification	Parent sent Notification
<b>Spring Term</b> (Jan 2023 start)	4 Nov 2022	18 Nov 2022	25 Nov 2022
<b>Summer Term</b> (April 2023 Start)	10 Feb 2023	3 March 2023	10 March 2023
<b>Autumn Term</b> (Sept 2023 start)	9 June 2023	23 June 2023	30 June 2023

## NOTES:

Applications for children without a school place (or travelling to a school over 2 miles) are not subject to the above schedule. These are processed on a daily basis and schools notified of new admissions, if any, every Tuesday during term time (Wednesday following a bank holiday) Parents will be notified later, by letter which will be sent on the Friday of that week.

An exception will be made to the schedule at the following times:

1. Beginning of the academic year (September) - due to the large number of applications which are received during the summer holiday and the need to collate school vacancy figures, notifications of new admissions will go out from the 2nd week of September and will be sent as and when places are identified (i.e. not necessarily on a Tuesday).
2. Children in Reception or Year 7 will not be subject to the above timetable during the first half of the autumn term. Applications for these year groups will be processed and notifications will be sent to schools and parents as vacancies arise. The schedule set out in the above timetable will apply thereafter.

## IN-YEAR ADMISSIONS TEAM CONTACT DETAILS

**Name:** Halima Khatun

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## KEY STAFF CONTACTS

For information or queries, please contact the relevant staff in The Admissions Service:

General Enquiries: 020 7364 5006

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