

TOWER HAMLETS CHILDREN AND CULTURE Admission Policy for Community Secondary Schools

(and Central Foundation Girls' School, George Green's School, London Enterprise Academy,
Mulberry Academy London Dock, Mulberry Academy Shoreditch, Mulberry School for Girls and
Mulberry Stepney Green Maths Computing and Science College)

(2024/25)



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Prepared by: Pupil Access and School Sufficiency
Children and Culture Directorate

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1.	Foreword
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.
2.	Children with Education, Health and Care Plans
2.1	Children with an Education, Health and Care Plan naming the school applied to, must be placed before all other applicants. The place will be provided in the appropriate band (See Note 1). This process is separate from the standard admission arrangements set out below.
3.	Oversubscription Criteria
3.1	<p>A quarter of the total places available at these schools are allocated to each of four bands (see 'Banding' below). 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"> 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 (See Note 2) 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. (See Note 3). 3) Children who have a brother or sister at the school at the time of admission. (See Note 4). 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. (See Note 5). 5) Children who live nearest to the school by the shortest walking route. (See Note 6).
3.2	In the event of oversubscription within category 4, 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>Note 1: 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>Note 2: 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>Note 3: 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>Note 4: 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>Note 5: 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>Note 6: 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	Banding
4.1	Tower Hamlets has a policy of banding to try to ensure that its schools admit an even balance of pupils in different ability ranges. All Tower Hamlets community schools as well as Central Foundation Girls’, George Green’s, London Enterprise Academy Mulberry Academy London Dock, Mulberry Academy Shoreditch, Mulberry School for Girls, Mulberry Stepney Green Maths Computing and Science College, Stepney All Saints Church of E School and St Paul’s Way Trust use banding.
4.2	The band for a pupil attending a Tower Hamlets primary school will be determined by a teacher assessment in reading. The results of the assessment will be used to place a child in one of four bands Band A, B, C and D. D is the highest scoring band
4.3	For pupils applying from primary schools outside of Tower Hamlets we will also determine the band by asking the primary school for a teacher assessment in reading.

5.	Exceptional Medical or Social Reasons
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 st October 2023. The application will be considered by the Primary / Secondary Transfer Committee.
6.	Confirmation of Address
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.
7.	Siblings in the same year group transferring
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.
8.	Applying for a Place
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 31 October 2023 and the date on which families are sent notification of the outcome is 1 March 2024 .
9.	Late applications
9.1	Applications received after the 31 October 2023 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 normally be dealt with after the first round of offers on 1 March 2024. Where a school is already full the late applicant will not be offered a place and will be automatically added to 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.

10.	Changing Preferences
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.
11.	Waiting Lists
11.1	<p>The Admissions Service will hold the waiting lists for Tower Hamlets community schools and schools that use the council's admission policy. Until September 2024, the waiting lists for each band will be kept in the following descending order of priority:</p> <ol style="list-style-type: none"> 1. Children with a brother or sister in the school at the time of admission 2. Children living nearest the school. <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>From September 2024, 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"> 1. Children looked after by the local authority, previously looked after children who left care under a residence or special guardianship order, or those adopted from local authority care. 2. Children without a school place. 3. Children with a brother or sister in the school. 4. Children living nearest the school. <p>Proximity to school will determine priority where there are competing claims to a place.</p> <p>If parents wish for their child to remain on the Year 7 waiting list after December, they must complete an In-Year Transfer form, which is available from the Admissions Service. Please note that transfers take place at the beginning of each term. The timetable is included in the guidance notes that accompany the In-Year Transfer form and can also be viewed on the Council website:</p> <p>www.towerhamlets.gov.uk/schooladmissions.</p>

Secondary Transfer 2024

Supplementary Form for out-borough pupils applying for Tower Hamlets Secondary Schools



Admissions stamp only

Date received	<ul style="list-style-type: none"> This supplementary form provides information needed for applications to the schools below from parents who do not live in Tower Hamlets. You must submit an online application as well as this form. If you do not complete both forms your application cannot be fully considered. You will need a separate supplementary form if you are applying to Bishop Challoner, Stepney All Saints Church of England Secondary or Canary Wharf College Crossharbour. These forms are available directly from the schools.
ID	

Bow School	Morpeth School	Stepney All Saints Church of England Secondary
Central Foundation Girls School	Mulberry Academy London Dock	St Paul's Way Trust School
George Green's School	Mulberry Academy Shoreditch	Swanlea School
Langdon Park School	Mulberry Stepney Green <small>(Formerly known as Stepney Green)</small>	
London Enterprise Academy	Oaklands School	

1 Child's Detail

First names:

Last name:

Sex: Male Female Date of Birth Day Month Year

Home address:

Name of your child's primary school:

Borough of primary school:

2 Children with additional needs

Is your child undergoing a statutory assessment of special educational needs or Education, Health and Care Plan? Yes No

Does your child have a final statement of special educational needs or Education, Health and Care Plan? Yes No

3 Parent's or carer's details

Title: Mr Mrs Ms Miss

First name:

Last name:

Home address:
(if different from above)

Home phone number:

Secondary schools and registered independent secondary schools in Tower Hamlets

Secondary schools

- A Bishop Challoner Catholic Federation of Schools**
Voluntary Aided Boys' and Girls' Comprehensive Schools
352 Commercial Road, London E1 0LB
Tel: 020 7791 9500
- B Bow School**
Community Mixed Comprehensive School
44 Twelvetreves Crescent
London E3 3QW
Tel: 020 7536 5525
- C Canary Wharf College Crossharbour**
Mixed Free School
Selston Way, London E14 9GL
Tel: 020 3363 6100
- D Central Foundation Girls' School**
Voluntary Aided Girls' Comprehensive School
25-33 Bow Road, London E3 2AE
Tel: 020 8981 1131
- E George Green's School**
Voluntary Controlled Mixed Comprehensive School
100 Manchester Road, London E14 3DW
Tel: 020 7987 6032
- F Langdon Park School**
Community Mixed Comprehensive School
Bright Street, London E14 0RZ
Tel: 020 7967 4811
- G London Enterprise Academy**
Mixed Free School
81-91 Anselin Bevin House,
Commercial Road, London E1 1RD
020 7426 0746
- H Morpeth School**
Mixed Comprehensive School
Portman Place, London E2 0PX
Tel: 020 8981 0921
- I Mulberry Academy London Dock**
Mixed Academy School
10 Virginia Street, London, E1W 2AD
- I(2) Temporary site:**
Wellclose Square, London E1 8HY
(Former Shaple Primary School site)
- J Mulberry Academy Shoreditch**
Mixed Academy School
Gosset Street, London E2 6NW
Tel: 020 7920 7900
- K Mulberry School for Girls**
Academy Girls School
Richard Street, Commercial Road,
London E1 2JP
Tel: 020 7790 6327
- L Mulberry Stepney Green Maths, Computing and Science College**
Mixed Academy School
Ben Jonson Road, London E1 4SD
Tel: 020 7790 6361

- M Oaklands School**
Community Mixed Comprehensive School
Old Bethnal Green Road
London E2 6PR
Tel: 020 7613 1014
- N Stepney All Saints CofE Secondary School**
Voluntary Aided Mixed Comprehensive School
Stepney Way, London E1 0RH
Tel: 020 7790 6712
- O St Paul's Way Trust School**
Mixed Academy School
125 St Paul's Way, London E3 4FT
Tel: 020 7967 1883
- P Swanlea School**
Community Mixed Secondary Comprehensive School
31 Brady Street, London E1 5DJ
Tel: 020 7375 3267
- Q Wapping High School**
Mixed Free School
153-157 Commercial Road,
London E1 2DA
Tel: 020 3597 3670

14-19 provision

- 1 East London Arts & Music**
45 Mallings Close, E3 3TA
Tel: 020 7515 2159
Please visit www.elam.co.uk
Email: info@elam.co.uk
- 2 London East Alternative Provision (LEAP)**
21 Tillet Street, London E1 4EE
Tel: 020 7791 7720
- 3 Mulberry University Technical College**
64 Parnell Road, E3 2RU
Tel: 020 3137 7024
- 4 New City College - Tower Hamlets**
14-19 College
Poplar High Street, London E14 0AF
Tel: 020 7510 7510 / 0330 135 9000
- 5 South Quay College**
14-16 Provision
32 Mastmaker Court, Mastmaker Road,
London E14 9UB
Tel: 020 3727 6300

Registered independent secondary schools

- R Darul Hadis Latifah**
1 Cornwall Avenue, London E2 0HW
Tel: 020 8983 3663
Mixed school, age range 11-20 years
- S Jamiatul Ummah**
56 Bigland Street, London E1 2ND
Tel: 020 7790 7678
Boys' school, age range 11-16 years
- T London East Academy**
London Muslim Centre
46 Whitechapel Road, London E1 1JX
Tel: 020 7650 3070
Boys' school, age range 11-16 years
- U London Islamic School**
18-22 Damien Street, London E1 2HX
Tel: 020 7265 9667
Boys' school, age range 11-16 years
- V Madani Secondary Girls' School**
Myrtle Street, London E1 1HL
Tel: 020 7377 1992
Girls' school, age range 11-18 years
- W Mahazirul Ulloom London**
241-243 Mile End Road, London E1 4AA
Tel: 020 7702 8533
Boys' school, age range 11-16 years
- X River House Montessori School**
Unit C Great Eastern Enterprise Centre
3 Millharbour, London E14 9XP
Tel: 020 7538 9866
Mixed school, age range 3-16 years
- Y The Complete Works Independent School**
3rd Floor, Universal House
88-94 Wentworth Street, E1 7SA
Tel: 020 7377 0260
Mixed school age range 5-18

Special schools

Places at these schools are authorised by the Special Educational Needs (SEN) Panel following a statutory assessment or annual review. Further advice is available from the special educational needs section on 020 7364 4880.


- S1 Beatrice Tate School**
41 Southern Grove, London E3 4PX
Tel: 020 8983 3760
- S2 Ian Mikardo High School**
60 William Guy Gardens, Talwin Street,
London E3 3LF
Tel: 020 8981 2413
- S3 Phoenix School**
49 Bow Road, London E3 2AD
Tel: 020 8960 4740
- Bowden House School**
Finle Road, Seaford, East Sussex, BN25 2JB
Tel: 01323 893 138

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Does your child have a final statement of special educational needs or Education, Health and Care Plan? Yes No

3 Parent's or carer's details

Title: Mr Mrs Ms Miss

First name:

Last name:

Home address:

(if different from above)

Home phone number:

Daytime phone number:

Home Local Authority:

4. Preferences for secondary school

Please list below the Tower Hamlet schools you are applying to. You must list the schools in preferred order.

Band

Your child's primary school is asked to provide a teacher assessment of your child's ability from one of four bands A, B, C or D (A being the lowest and D the highest).

Preference 1

Preference 2

Preference 3

Preference 4

Preference 5

Preference 6

Please provide the name and Date of Birth of any brothers or sisters also applying for a place at one of the above schools in September 2024

First names:

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:

The Admissions Service,
Mulberry Place, 5 Clove Crescent, London E14 2BG.
Email: school.admissions@towerhamlets.gov.uk

by 31st October 2023