



# Guidance on In-Year Admission to School 2020/21

**Tel:** 020 7364 5006

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

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

## **GUIDANCE ON IN-YEAR**

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By law your child must receive education if they are between the ages of 5 and 16.

In-year admissions are applications for school places which are made during the school year and are separate from admission to the reception year or primary to secondary transfer.

In-year school places are usually needed when a family arrives in the area or when parents want to transfer their child between schools.

## **HOW TO APPLY FOR A SCHOOL PLACE**

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Applications for an in-year admission must be made through Pupil Services, using the common 'In-Year Application Form'. The form is available from Pupil Services, or from any primary or secondary school. You can also download a copy of the form via

**[www.towerhamlets.gov.uk/schooladmissions](http://www.towerhamlets.gov.uk/schooladmissions)** and follow the link for In-Year Admissions. If you are applying to any voluntary schools (Church of England or Roman Catholic), you also need to complete the school's own supplementary information form. You may also need to provide a baptism certificate or priest's reference. If you are applying to an academy or free school you should

check with the school whether a supplementary form is required. Supplementary forms can be obtained from the school and must be returned to the school.

You can apply for up to three schools on the application form. You should put the schools in order of preference, so the school you would most like should be first, followed by your second and third preferences.

## **HOW DO I FIND OUT WHICH SCHOOLS HAVE VACANCIES?**

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You should contact Pupil Services on 020 7364 5006 to get information and advice about schools with vacancies. The primary and secondary admission brochures have information about all the schools and are available from **[www.towerhamlets.gov.uk/schooladmissions](http://www.towerhamlets.gov.uk/schooladmissions)**.

## **WHAT INFORMATION SHOULD I PROVIDE WITH MY APPLICATION?**

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The 'In Year Application Form' has two parts. Part A consists of pupil details, parent/guardian details and school preference information.

Part B should be completed by the head or senior member of staff at your child's current or previous school.

The first question you will be asked is whether your child is currently in school or from what date a school place is required.

If your child is already in school, then you will be applying for a transfer between schools and you should first discuss the matter with the head teacher at your child's current school. If there are things that you are not happy about, it might be possible to solve the problems and avoid disrupting your child's education. Afterwards, if you still want your child to change school you should ask the school to complete Part B of the application.

You will also be asked questions about your child and family, such as:

- Does your child have any learning difficulties or special needs?
- Is the child 'in care' or 'looked after' by a local authority?
- Is there a brother or sister attending the school?
- Are there any medical/social circumstances you want taken into account?

It is essential that you answer all the questions and provide any other important information, for example a doctor's report to confirm a medical condition, as it could mean that your child will get extra help when he or

she starts school. It will also help the local authority decide whether your application can be given higher priority under the Fair Access Protocol (FAP).

## **WHAT HAPPENS NEXT?**

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If your child is out of school, Pupil Services will normally let you know if an offer can be made at any of your preferred schools within ten school days of receiving your application. If this is not possible, we will allocate a place at the nearest available school. The school will then make arrangements for your child to start within a few days. The place will not be kept for your child if you do not reply.

If you are applying for a transfer between schools, this will normally only take place at the beginning of a school term or after the school half term, if the term has already started. Please see details of transfer dates in the table on page 4 and when you need to send us your application.

If we can offer a transfer then we will write to you and let you know.

If we are able to offer a place at a school then we will automatically remove your child's name from the waiting lists of any other preferred school(s).

## WHAT IF A PLACE IS NOT OFFERED?

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This can happen when a school is full in your child's year group or where there are more applications than places and other children have higher priority under the admission criteria. If this happens we will explain this in our letter and we will explain about your right of appeal against this decision.

## CAN I APPEAL?

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You can appeal against any decision not to offer your child a place at school (but not nursery). You must appeal in writing, and this should be done ideally within 21 days of being informed that a place cannot be offered. Appeals are heard by an independent appeal panel.

You should note though that appeals are rarely successful, particularly for children between the ages of 5-7 years old. This is because the government has placed limits on class sizes in this age range.

Entry point	Closing date	Parent sent notification
Spring term Jan 2021 start	6 Nov 2020	4 Dec 2020
Summer term April 2021 start	12 Feb 2021	19 Mar 2021
Autumn term Sept 2021 start	11 Jun 2021	2 Jul 2021

For further information about your right of appeal, please contact Pupil Services on 020 7364 5006 or see the list of contacts on Page 6.

## **DO SCHOOLS KEEP WAITING LISTS?**

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Waiting lists are kept for Tower Hamlets maintained schools. If your application for a transfer is not successful your child's name will remain on the waiting list(s) of the school(s) you applied to for the remainder of the school year and you will be contacted if it is possible to offer a place in future.

If we have allocated a school place for your child but you would still like them to stay on the waiting list for your chosen schools, you will need to complete a new form once your child has been at their new school for at least one term.

We automatically create a new waiting list at the beginning of each school year, so if you want your child's details to be placed on the new waiting list you will be required to submit a new application form to Pupil Services in the new school year, which begins in September 2021.

## **WHAT IF MY CHILD HAS A STATEMENT OF SPECIAL EDUCATIONAL NEEDS/ EDUCATION, HEALTH AND CARE PLAN?**

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Parents of children with statements of special educational needs or an Education, Health and Care Plan must contact the Special Educational Needs team on 020 7364 4880. They will be able to help and explain what you have to do.

## **WILL I GET HELP WITH MY CHILD'S TRAVEL TO SCHOOL?**

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Children under five travel free on public transport and children between 5-17 years old are entitled to free travel on buses. For more information on children's travel discounts go to:

**[www.tfl.gov.uk/tickets](http://www.tfl.gov.uk/tickets)**

If, however, travel assistance is required outside the scope of free travel arrangements and any other alternatives, you can make an application for travel assistance.

For full details of the policy and an application form, please contact Pupil Services on 020 7364 5006 or visit

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

## WHO CAN I CONTACT FOR MORE INFORMATION?

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### **Pupil Services**

Town Hall  
Mulberry Place  
5 Clove Crescent  
London  
E14 2BG

**Tel:** 020 7364 5006

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

### **Special Educational Needs (SEN)**

**Tel:** 020 7364 4880

**Email:** [sen@towerhamlets.gov.uk](mailto:sen@towerhamlets.gov.uk)

### **Free School Meals & School Uniform Grant**

Benefits Team  
Town Hall  
Mulberry Place  
5 Clove Crescent  
London  
E14 2BG

**Tel:** 020 7364 5001

### **The Parents Advice Centre (PAC)**

The SEN Centre  
30 Greatorex Street  
London  
E1 5NP

**Tel:** 020 7364 6489

**Email:** [pac@towerhamlets.gov.uk](mailto:pac@towerhamlets.gov.uk)

### **Advisory Centre for Education (ACE)**

**Tel:** 0808 800 5793

**Web:** [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

More information is available on the Tower Hamlets Council website:

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

If you would like the information in this leaflet to be translated, please call Pupil Services on 020 7364 5006.