

TOWER HAMLETS CHILDREN AND CULTURE

PUPIL SERVICES COMPOSITE TIMETABLE 2021-2022

(Including the key dates for co-ordinating admissions to Nursery, Reception,
Junior and Year 7 in September 2022)



Version: 1.0

Date issued: August 2021

Prepared by: Pupil Services



CONTENT

Page

Introduction	3
Timetable for Nursery Admissions	4
Timetable for Primary Reception Admission (entry in Sept 2022)	9
Timetable for Infant to Junior School Transfer (entry in Sept 2022)	13
Timetable for Secondary (Year 7) Admission (entry in Sept 2022)	16
Timetable for Admission Appeals (entry in Sept 2022)	22
Timetable for In-Year School Transfer (entry in 2021/22)	23
Key Staff Contact Information	24



INTRODUCTION

This composite timetable provides a summary of the key dates and actions in the work of Pupil Services. It is for use by all school staff dealing with school admissions and pupil exclusions, including Head Teachers and SAOs of Tower Hamlets schools. Children’s 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 2022

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 2022/23 school year.

SEPTEMBER 2021

- www.eadmissions.org.uk online application facility opens 1st September.
- Pupil Services publishes 'Starting Nursery in Tower Hamlets' booklet on the Tower Hamlets Council School Admissions website.
- Pupil Services to provide further publicity materials and guidance to schools and under-fives provisions, for families with children eligible for a nursery place in 2022/23.
- Schools, nurseries, and other under-fives provisions provide guidance to parents of children eligible to start nursery in the 2022/23 school year on how to apply.
- Pupil Services will hold online refresher training sessions for school staff - dates will be circulated in early September and notified in the Headteacher's Bulletin.
- Schools and nurseries arrange open days for parents.
- Pupil Services in conjunction with Parents Advice Centre hold online information sessions for parents with opportunity for questions and answers.

AUTUMN HALF TERM (25 - 29 OCTOBER 2021 INCLUSIVE)

CHRISTMAS HOLIDAYS (22 DECEMBER 2020 – 3 JANUARY 2022 INCLUSIVE)

FEBRUARY 2022

16 February

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

17 – 25 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 4th 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 4th March to submit one.

SPRING HALF TERM (14 – 18 FEBRUARY 2022 INCLUSIVE)

MARCH 2022

- 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 4th March.
- Pupil Services 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 4th 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 4th March)
- OAA schools must rank their applicants according to the school's oversubscription criteria using the School Admission Module (SAMs) by 25th March.
- Each school and nursery confirm with Pupil Services, by 25th March, the number of part-time places to be offered for September 2022. 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 2022;
 - Number of pupils expected to start at the nursery before September 2022; and
 - Number of full-time places you wish to offer for your September 2022 cohort.

APRIL 2022

EASTER HOLIDAY (4 – 18 APRIL 2021 INCLUSIVE)

- Pupil Services 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 22nd April.
- Schools must check for any discrepancies and let Pupil Services know of any required changes by 29th April.

MAY 2022

7 May 2022 - Tower Hamlets Offer Day

- Pupil Services 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 20th 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 2022

- Schools and nurseries to send letters to parents advising them of further arrangements for admissions and the need to confirm their acceptance by the 20th May.

20 May 2022

- Final date for parents with offers to confirm acceptance of a place.
- Parents must confirm to Pupil Services by 20th May if they want their child's name to be placed on the waiting list for any other schools.

SUMMER HALF TERM (30 MAY – 3 JUNE 2022 INCLUSIVE)



JUNE 2022

6 June 2022

- Schools and nurseries notify Pupil Services 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 Pupil Services of any offers they wish to make for the next round of offers.

8 June 2022

- Lists of offers, refusals and withdrawals will then be with individual schools and nurseries (via the SAMs portal) on 8th June for the second round of offers.

10 June 2022

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

1 July 2022

- 3rd round of offers, including late applicants

SEPTEMBER 2021

From September 2021, 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 Pupil Services.

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 weekly 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 Pupil Services 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
Spring Term (Jan 2022 start)	22 Oct 2021	12 Nov 2021	26 Nov 2021
Summer Term (April 2022 Start)	11 Feb 2022	4 March 2022	18 March 2022

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.

NURSERY ADMISSIONS TEAM CONTACT DETAILS

Name: Naheeda Begum

Title: Primary and Nursery Admissions Manager

Tel: 020 7364 1927

Email: naheeda.begum@towerhamlets.gov.uk

Name: Nahima Begum

Title: Admissions Officer (Nursery)

Tel: 020 7364 4606

Email: nahima.begum@towerhamlets.gov.uk

Name: Lila Begum

Title: Admissions Assistant (Nursery)

Tel: 020 7364 6196

Email: lila.begum@towerhamlets.gov.uk



PRIMARY RECEPTION COORDINATED ADMISSIONS TIMETABLE FOR ENTRY IN SEPTEMBER 2022

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 2021

- www.eadmissions.org.uk online application facility opens 1st September.
- Pupil Services publishes 'Starting Primary School in Tower Hamlets' booklet which will be available on the Tower Hamlets website.
- Pupil Services to provide further publicity materials and guidance to schools and under-fives provisions, for families with children eligible for a reception place in 2022/23.
- Schools and nurseries provide guidance on how to apply to parents of children eligible to start reception in the 2022/23 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.
- Pupil Services will hold online refresher training sessions for school staff - dates will be circulated in early September and also notified in the Head Teacher's Bulletin.
- Pupil Pupil Services 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 (25 - 29 OCTOBER 2021 INCLUSIVE)

CHRISTMAS HOLIDAYS (22 DECEMBER 2020 – 3 JANUARY 2022 INCLUSIVE)

JANUARY - FEBRUARY 2022

15th January 2022 - CLOSING DATE FOR APPLICATIONS

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

24th January 2022

- Pupil Services will send schools (via the SAMs portal) details of all applications made for children on roll at their nursery and also for any other children whose parents have applied for a reception place at the school.

25th January – 4th February 2022

- Schools to follow up with parents of children on roll in the nursery or known to have children due to start reception in September 2022, 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 4th 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 (14 – 18 FEBRUARY 2022 INCLUSIVE)

February 2022

- 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 18th of February.
- Governors of OAA schools meet to reach decisions. Pupil Services 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 25th February. **Schools that miss the deadline of 25th February 2022 may not be included in the single offer allocation process.**

MARCH 2022

- Pupil Services 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 21st March 2022.

25th March 2022

- Final date for schools to notify Pupil Services of any discrepancies or amendments.

EASTER HOLIDAY (4 – 18 APRIL 2021 INCLUSIVE)

APRIL 2022

16th April 2022 - National Offer Day

- Pupil Services 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 16th 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 29th April to accept the place as well as provide the necessary documentation to confirm the child's identity, relationship and family address.

18th April 2022

- 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.

29th April 2022

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

MAY 2022

6th May 2022

- Deadline for parents who wish to defer their child's entry to Reception to complete and submit a Deferral Request Form
- Schools advise Pupil Services 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.

13th May 2022

- 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.

20th May 2022

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

SUMMER HALF TERM (30 MAY – 3 JUNE 2022 INCLUSIVE)

JUNE 2022

- Parents of unplaced children and those who applied late to confirm acceptance of the school allocated/offered by 3rd 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.
- 3rd round of offers for Reception and Junior applications, including late applicants

JULY 2022

- Following the outcome and 'knock on' effect of appeals, Pupil Services 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 2022

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 2021 – NOVEMBER 2021

- www.eadmissions.org.uk online application facility opens 1st September for parents to submit their application.
- Infant schools remind parents of Year 2 pupils to submit an online application.

AUTUMN HALF TERM (25 - 29 OCTOBER 2021 INCLUSIVE)

DECEMBER 2021

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

CHRISTMAS HOLIDAYS (22 DECEMBER 2020 – 3 JANUARY 2022 INCLUSIVE)

JANUARY 2022

15th January 2022

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

24th January 2022

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

25th – 28th January 2022

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

FEBRUARY 2022

SPRING HALF TERM (14 – 18 FEBRUARY 2022 INCLUSIVE)



MARCH 2022

- Pupil Services 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 21st March 2022.

25th March 2022

- Final date for schools to notify Pupil Services of any discrepancies or amendments to the list sent by Pupil Services.

APRIL 2022

EASTER HOLIDAY (4 – 18 APRIL 2021 INCLUSIVE)

16th April 2022 - National Offer Day

- Pupil Services 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 16th 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 29th April to accept the place as well as provide the necessary documentation to confirm the child's identity, relationship and family address.

18th April 2022

- 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 29th April deadline.

29th April 2022

- Final date for parents with offers to confirm acceptance of a place.

SUMMER HALF TERM (30 MAY – 3 JUNE 2022 INCLUSIVE)

MAY - JULY 2022

- Pupil Services to send Junior schools updated lists of their confirmed acceptances, including children allocated places.



PRIMARY ADMISSIONS TEAM CONTACT DETAILS

Name: Naheeda Begum

Title: Primary and Nursery Admissions Manager

Tel: 020 7364 1927

Email: naheeda.begum@towerhamlets.gov.uk

Name: Kia Wahr

Title: Admissions Officer (Reception)

Tel: 020 7364 4412

Email: kia.wahr@towerhamlets.gov.uk

Name: Sakibur Rahman

Title: Admissions Officer (Reception)

Tel: 020 7364 4419

Email: MuhammadSakibur.Rahman@towerhamlets.gov.uk



SECONDARY COORDINATED ADMISSIONS TIMETABLE FOR YEAR 7 ENTRY IN 2022

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 2021

- **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 **1ST SEPTEMBER 2021** via [eAdmissions website](http://www.eadmissions.org.uk) (www.eadmissions.org.uk)
- Pupil Services 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 Pupil Services of any discrepancies.
- Pupil Services 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. Pupil Services 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 2021 – Friday 23rd October 2021** Families can view Tower Hamlets secondary schools in person or ‘virtually’ online. Check school website or www.towerhamlets.gov.uk/secondaryadmissions
- **By Friday 10th September 2021** - 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 2021

- 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. 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 22nd 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 (25th OCTOBER – 29th OCTOBER 2021 INCLUSIVE)

Sunday 31st October 2021

- **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 Pupil Services by this date. Online applications can be submitted until midnight on 31st 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 2021

- 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.
- Pupil Services will write to Tower Hamlets parents where a secondary transfer application has not been submitted. Pupil Services will also inform the primary school.

DECEMBER 2021

- 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.
- Pupil Services 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 (22nd DECEMBER 2021 – 3RD JANUARY 2022 INCLUSIVE)

JANUARY 2022

- Pupil Services 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 Pupil Services of any discrepancies.

Friday 14th January 2022

- 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 2022

- 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 11th February 2022

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

HALF TERM (14th – 18th FEBRUARY INCLUSIVE)

Monday 14th February 20212

- 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 1st March and those whose applications have been withdrawn because of an offer at a higher preference school.

Thursday 24th February 2022

- The latest date by which Pupil Services will send primary schools the outcome of applications for their pupils. **This information is to remain confidential until after 1st March.**
- The latest date by which Pupils Services 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. Pupil Services will inform primary schools of the Tower Hamlets schools with vacancies (to remain confidential until 1stMarch).

- Pupil Services will consult with the headteachers of oversubscribed secondary schools on the LA statement for appeals and the representation at hearings.

MARCH 2022

Tuesday 1st March 2022

- Pupil Services 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 1st 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 Wednesday 2nd March 2022

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

29th March 2022

- 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.
- Pupil Services will send primary schools updated listings of the secondary school destinations for their pupils.

Thursday 31st March 2022 - 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 2022

EASTER HOLIDAY (4TH APRIL - 18TH APRIL INCLUSIVE)

By Monday 25th April 2022

- Deadline by which for secondary schools must submit their copy for the 20223/24 Secondary Transfer brochure. Secondary schools will be reminded via the Headteachers' Bulletin.
- Pupil Services will issue Guidance on the Transfer of Pupil Records.

APRIL – MAY 2022

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

HALF TERM (30th May – 3rd JUNE INCLUSIVE)

JUNE 2022

- 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 2022

- Friday 1st 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).
- Pupil Services send listings of pupils' secondary school destinations to the Central Benefits Section (Free School Meals).
- Pupil Services send pupil listings with secondary school destinations to the Educational



Psychology and School Health Services.

- Pupil Services send other local authorities details of known out-borough pupils attending Tower Hamlets primary schools.

SECONDARY ADMISSIONS TEAM CONTACT DETAILS

Name: Kelly Mack

Title: Secondary Admissions Operations Manager

Tel: 020 7364 5860

Email: kelly.mack@towerhamlets.gov.uk

Name: Mohammed Malik

Title: Lead Admissions Officer (Secondary transfer)

Tel: 020 7364 4307

Email: Mohammed.Malik@towerhamlets.gov.uk

Name: TBA

Title: Admissions Assistant (secondary Transfer)

Tel: tba

Email: tba



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

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 2022
Last day for lodging appeal forms for Reception in PRIMARY schools	17 May 2022
Secondary appeals will take place from	April to May 2022
Primary appeals will take place from	June to July 2022
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 2021-22

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 to the Pupil Services Team. 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 Pupil Services 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
Spring Term (Jan 2022 start)	5 Nov 2021	19 Nov 2021	3 Dec 2021
Summer Term (April 2022 Start)	11 Feb 2022	11 March 2022	18 March 2022
Autumn Term (Sept 2022 start)	10 June 2022	24 June 2022	1 July 2022

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: Mohammad Ahmed

Title: In Year Operations Manager

Tel: 020 7364 3837

Email: mohammad.ahmed@towerhamlets.gov.uk

Name: Halima Begum

Title: In Year Lead Officer

Tel: 020 7364

Email: halima.begum@towerhamlets.gov.uk

Name:

Title: Admissions Officer

Tel: 020 7364

Email:

KEY STAFF CONTACTS

For information or queries, please contact the relevant staff in the Pupil Services team:

General Enquiries: 020 7364 5006

Name: Catherine Grace

Title: Head of School Admissions

Tel: 020 7364 **Email:** catherine.grace@towerhamlets.gov.uk

Name: Kelly Mack

Title: Secondary Admissions Operations Manager

Tel: 020 7364 5860 **Email:** kelly.mack@towerhamlets.gov.uk

Name: Huong Le

Title: Pupil Services Business Manager (Exclusions and FAP)

Tel: 020 7364 4301 **Email:** huong.le@towerhamlets.gov.uk

Name: Rehanaz Begum

Title: Operations Manager (Home to School Travel/Children Missing Education/Scholars Travel)

Tel: 020 7364 1427 **Email:** rehanaz.begum@towerhamlets.gov.uk

Name: Mohammad Ahmed

Title: In Year Operations Manager

Tel: 020 7364 0727 **Email:** mohammad.ahmed@towerhamlets.gov.uk

Name: Naheeda Begum

Title: Nursery and Reception Operations Manager

Tel: 020 7364 0727 **Email:** naheeda.begum@towerhamlets.gov.uk