



# **The LETTA Trust**

# **Admissions Policy**

## **2023-2024**

Bygrove Primary School

**Approved and adopted:** 07 February 2022 **To be reviewed:** Spring 2023

## 1. Introduction

- 1.1. The LETTA Trust seeks to operate an admissions system that provides equal and fair opportunities to all applicants
- 1.2. This admissions policy has been determined following a public consultation and approval by the LETTA Trust's Board of Trustees. It is reviewed annually by the Trust
- 1.3. The LETTA Trust's admissions policy is in line with the Tower Hamlets' admissions policy for community schools

## 2. Published admission number (PAN)

The PAN for Bygrove Reception is 30. If there are fewer applicants than places available all applicants will be admitted.

## 3. Children with education, health and care plans (EHCPs)

Children with an Education, Health and Care Plan naming the school will be offered a place. This process is separate from the standard admission arrangements set out below.

## 4. Oversubscription criteria

- 4.1. Where the school is oversubscribed places will be filled in the following priority order:
  - 4.1.1. Children looked after by the local authority including adopted children who were previously looked after and children who leave care under a special guardianship or residence order
  - 4.1.2. Children for whom it is deemed there is a strong medical or social reason to attend the school **(see Note 1)**
  - 4.1.3. Children living within the catchment area who have a sibling attending the school and who will continue to do so on the date of admission **(see Note 2)**
  - 4.1.4. Children of staff at the school **(see Note 3)**
  - 4.1.5. Children who live within the catchment area of the school and for whom the school applied for is their nearest community school within the catchment area
  - 4.1.6. Other children from within the catchment area of the school
  - 4.1.7. Children living outside of the catchment area of the school

- 4.2. In the event of oversubscription within categories 3, 5, 6, and 7 above, priority will be given to children who live closest to the school by the shortest walking distance. A digitised Ordnance Survey map is used to measure the distance from the home address to the school's designated official entrance **(see Note 4)**.

#### **Note 1**

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.

#### **Note 2**

For this purpose "sibling" means a whole, half or step-brother or sister or fostered or adopted sibling resident at the same address.

#### **Note 3**

Priority may be given to children of staff in either or both of the following circumstances:

- where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Priority will be limited to one place for each form of entry in any year, with the exception of twins, multiple births and siblings born in the same academic year.

The staff applicant must complete the relevant section on the application form and attach documentation that supports an application based on being a member of staff. Without the documents the child will not be considered for a place on these grounds.

### **5. Catchment area**

The school catchment area is the defined area in which a school is located. It is generally bounded by major roads and/or railway/canal. The catchment area for each Tower Hamlets school is set by the Local Authority and is designed to ensure that each address in the borough falls into the catchment area of a local school. Details of the schools within the catchment area for a particular address can be viewed on the Local Authority's website: <http://www.towerhamlets.gov.uk/equalchance>.

### **6. Age of admission**

- 6.1. Children born on and between 1 September 2018 and 31 August 2019 would normally start primary school in Reception in the school year beginning in September 2023. Children are offered a place in Reception from the September following their fourth birthday.
- 6.2. Parents can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age during the

school year. A child's attendance at school does not become compulsory until the start of the term following their fifth birthday. Where entry is deferred, the school will hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the start of the summer term in the academic year for which the original application was accepted.

- 6.3. Where parents choose to defer entry, a school may reasonably expect that the child would start at the beginning of a new school term or half term. Where a parent of a 'summer-born' child (1 April - 31 August) wishes their child to start school in the autumn term following their fifth birthday, they will need to re-apply for a place at the correct time.
- 6.4. It is the view of The LETTA Trust that children should start primary school with their normal age group. However, parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has been born prematurely. If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they should include a letter with their reception application and also provide a report from an appropriate education or health professional.

## **7. Nursery provision**

See nursery admissions policy document.

The admission arrangements set out in this document do not apply to applications for the school's nursery. Parents of children who are admitted to the nursery provision at the school must apply in the normal way for a place at the school, if they want their child to transfer to the Reception class. Attendance at the nursery will not guarantee admission to the school.

## **8. Applying for a place**

- 8.1. How to apply for a primary school place is set out in the Local Authority's school admissions booklet, 'Starting Primary School in Tower Hamlets'. Applications are then coordinated for all the schools in the Tower Hamlets area in accordance with the Authority's published scheme. The scheme can be viewed on the webpage: [https://www.towerhamlets.gov.uk/lqn/education\\_and\\_learning/schools/school\\_admissions/primary\\_school\\_admissions.aspx](https://www.towerhamlets.gov.uk/lqn/education_and_learning/schools/school_admissions/primary_school_admissions.aspx)
- 8.2. The closing date for applications is **14 January 2023** and the date on which families are sent notification of the outcome is **15 April 2023**.

## **9. Late applications**

- 9.1. Applications received after the 14 January 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 be dealt with after all on time applications in the first round of offers on 15 April 2023. Where a school is oversubscribed, late applications will be refused and placed on the waiting list in accordance with the admissions criteria.

- 9.2. Where the Admissions 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. Twins and multiple births**

For applications made in the normal admission round, if the last child to be offered a place is a twin and their sibling cannot be offered initially, the LETTA Trust will ensure both twins are offered a place. In the case of triplets or other multiple births, if the majority of children can be offered a place initially, the LETTA Trust will offer places to the remaining children. For example, if two triplets can be offered a place, the remaining child will also receive an offer of a place.

## **11. Waiting list**

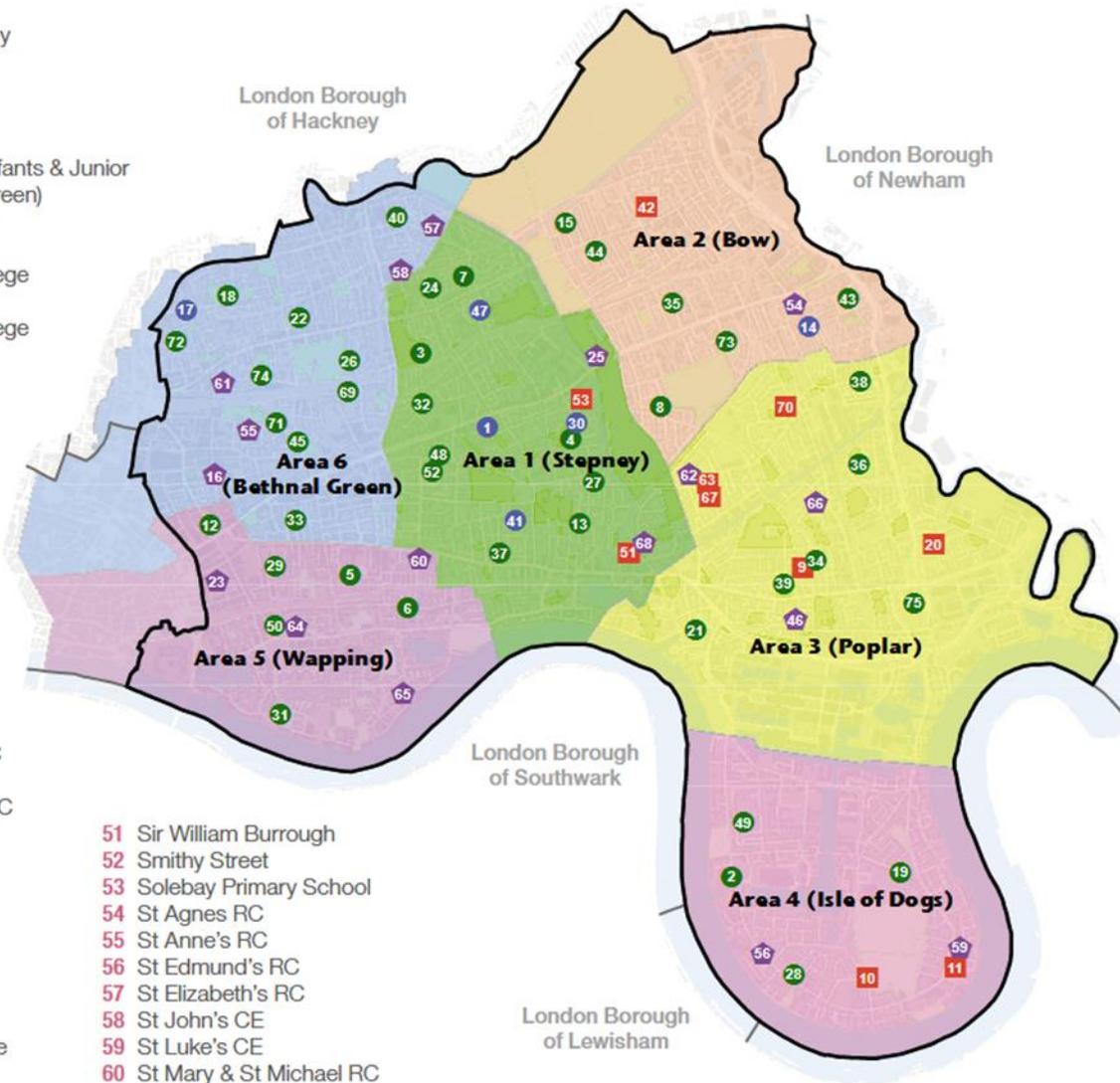
The Tower Hamlets Local Authority's Pupil Services Team hold waiting lists for all oversubscribed schools in the Trust and continue to allocate places from these lists if spaces become available. Applicants will be ranked on these waiting lists in priority order, according to our admission criteria. The Local Authority does not maintain waiting lists beyond the end of the first term, but parents have the opportunity to register their continued interest in a place.

Please note that school 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 be viewed on the Council website: [www.towerhamlets.gov.uk/schooladmissions](http://www.towerhamlets.gov.uk/schooladmissions)

## **12. Appeals**

The parents of any child refused a place at the school have a right to appeal to an independent appeal panel. The decision of the independent appeal panel is binding on all parties.

- 1 Alice Model Nursery
- 2 Arnhem Wharf
- 3 Bangabandhu
- 4 Ben Jonson
- 5 Bigland Green
- 6 Blue Gate Fields Infants & Junior
- 7 Bonner (Bethnal Green)
- 8 Bonner (Mile End)
- 9 Bygrove
- 10 Canary Wharf College East Ferry
- 11 Canary Wharf College Glenworth
- 12 Canon Barnett
- 13 Cayley
- 14 Children's House
- 15 Chisenhale
- 16 Christ Church CE
- 17 Columbia Market Nursery
- 18 Columbia
- 19 Cubitt Town Infants & Juniors
- 20 Culloden
- 21 Cyril Jackson
- 22 Elizabeth Selby & Lawdale Junior
- 23 English Martyrs RC
- 24 Globe
- 25 Guardian Angels RC
- 26 Hague
- 27 Halley
- 28 Harbinger
- 29 Harry Gosling
- 30 Harry Roberts
- 31 Hermitage
- 32 John Scurr
- 33 Kobi Nazrul
- 34 Lansbury Lawrence
- 35 Malmesbury
- 36 Manorfield
- 37 Marion Richardson
- 38 Mamer
- 39 Mayflower
- 40 Mowlem
- 41 Old Church
- 42 Old Ford
- 43 Old Palace
- 44 Olga
- 45 Osmani
- 46 Our Lady & St Joseph
- 47 Rachel Keeling
- 48 Redlands
- 49 Seven Mills
- 50 Shapla



- 51 Sir William Burrough
- 52 Smithy Street
- 53 Solebay Primary School
- 54 St Agnes RC
- 55 St Anne's RC
- 56 St Edmund's RC
- 57 St Elizabeth's RC
- 58 St John's CE
- 59 St Luke's CE
- 60 St Mary & St Michael RC
- 61 St Matthias CE
- 62 St Paul's With St Luke's CE
- 63 St Paul's Way Foundation
- 64 St Paul's Whitechapel CE
- 65 St Peter's (London Docks) CE
- 66 St Saviours CE
- 67 Stebon
- 68 Stepney Greencoat CE
- 69 Stewart Headlam
- 70 The Clara Grant
- 71 Thomas Buxton
- 72 Virginia
- 73 Wellington
- 74 William Davis
- 75 Woolmore

	Academy with Nursery
	Free/Academy/Foundation Trust Schools
	Community Primary Schools
	Community Primary Schools with Nursery
	Nursery Schools
	Voluntary Aided Primary Schools
	Borough Boundary

## Schools in the catchment area

### Community schools:

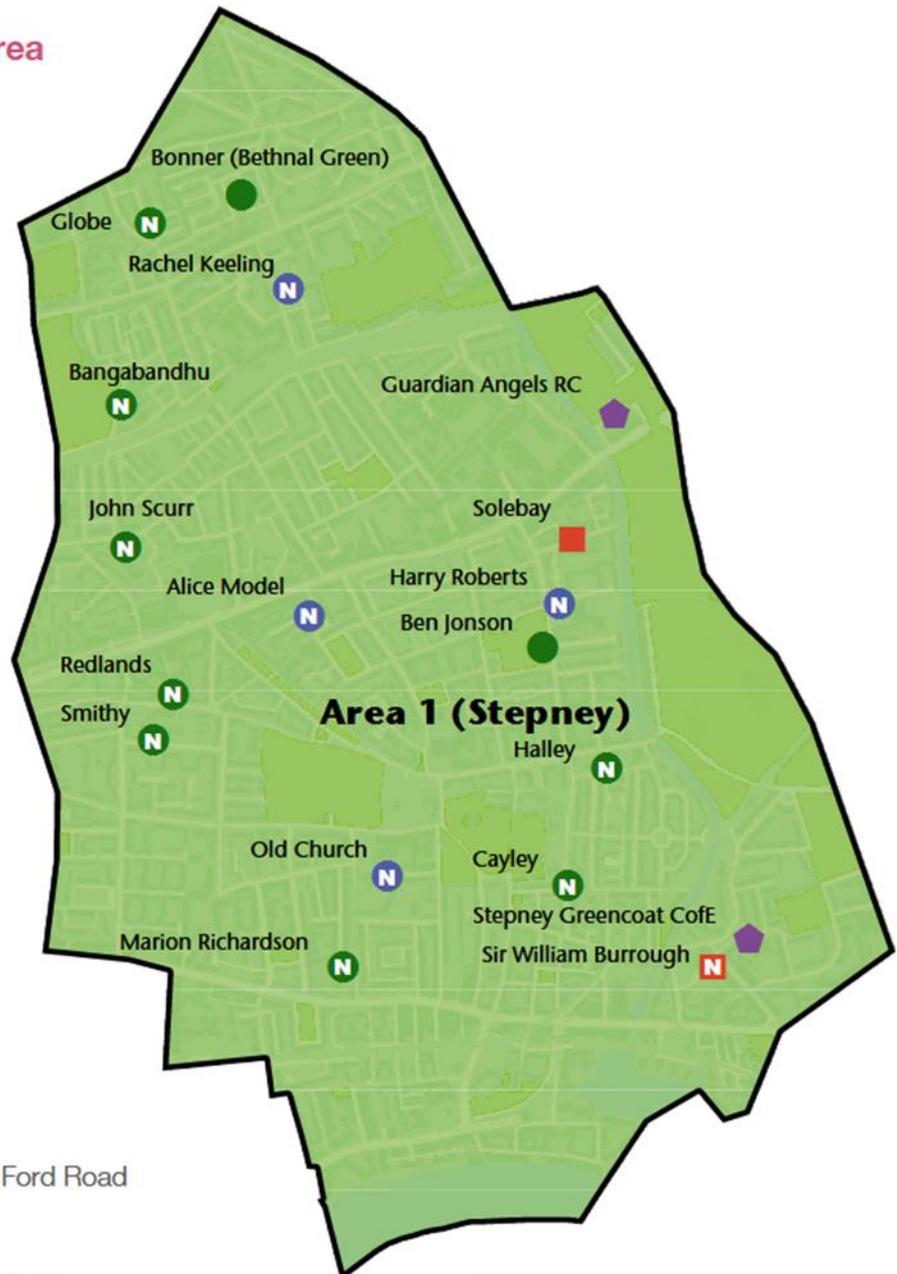
- 1 Alice Model Nursery
- 3 Bangabandhu
- 4 Ben Jonson
- 7 Bonner (Bethnal Green)
- 13 Cayley
- 24 Globe
- 27 Halley
- 30 Harry Roberts Nursery
- 32 John Scurr
- 37 Marion Richardson
- 41 Old Church Nursery
- 47 Rachel Keeling Nursery
- 48 Redlands
- 52 Smithy Street

### Voluntary primary schools:

- 25 Guardian Angels RC
- 68 Stepney Greencoat CE

### Academy/free schools:

- 51 Sir William Burrough
- 53 Solebay – a Paradigm Academy  
(uses same admissions policy as community schools)

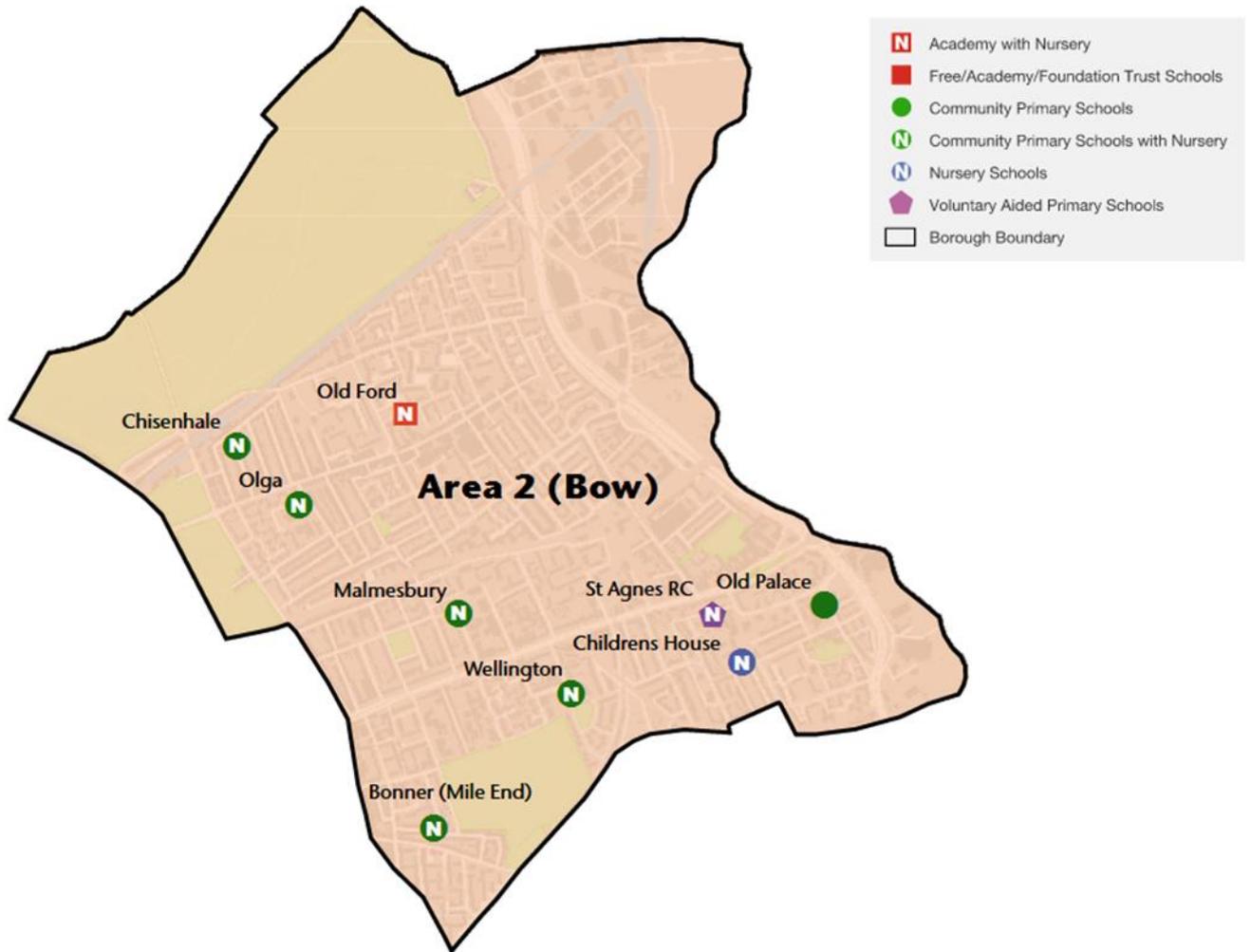


## Area covered

- South of Approach Road and Old Ford Road
- West of Regents Canal (up to the Railway Bridge on Grove Road)
- West of Grove Road and Burdett Road
- North of Limehouse Cut from Burdett Road to River Thames
- North of River Thames
- East of Brodlove Lane and Devonport Street
- East of Lukin Street
- North of Commercial Road (from Lukin Street to Sidney Street)
- East of Sidney Street and Cambridge Heath Road



To find out the catchment area for your home address, please view the maps or visit the website:  
[www.towerhamlets.gov.uk/equalchance](http://www.towerhamlets.gov.uk/equalchance)



### Schools in the catchment area

#### Community schools:

- 8 Bonner (Mile End)
- 14 Children's House Nursery
- 15 Chisenhale
- 35 Malmesbury
- 43 Old Palace
- 44 Olga
- 73 Wellington

#### Voluntary primary schools:

- 54 St Agnes RC

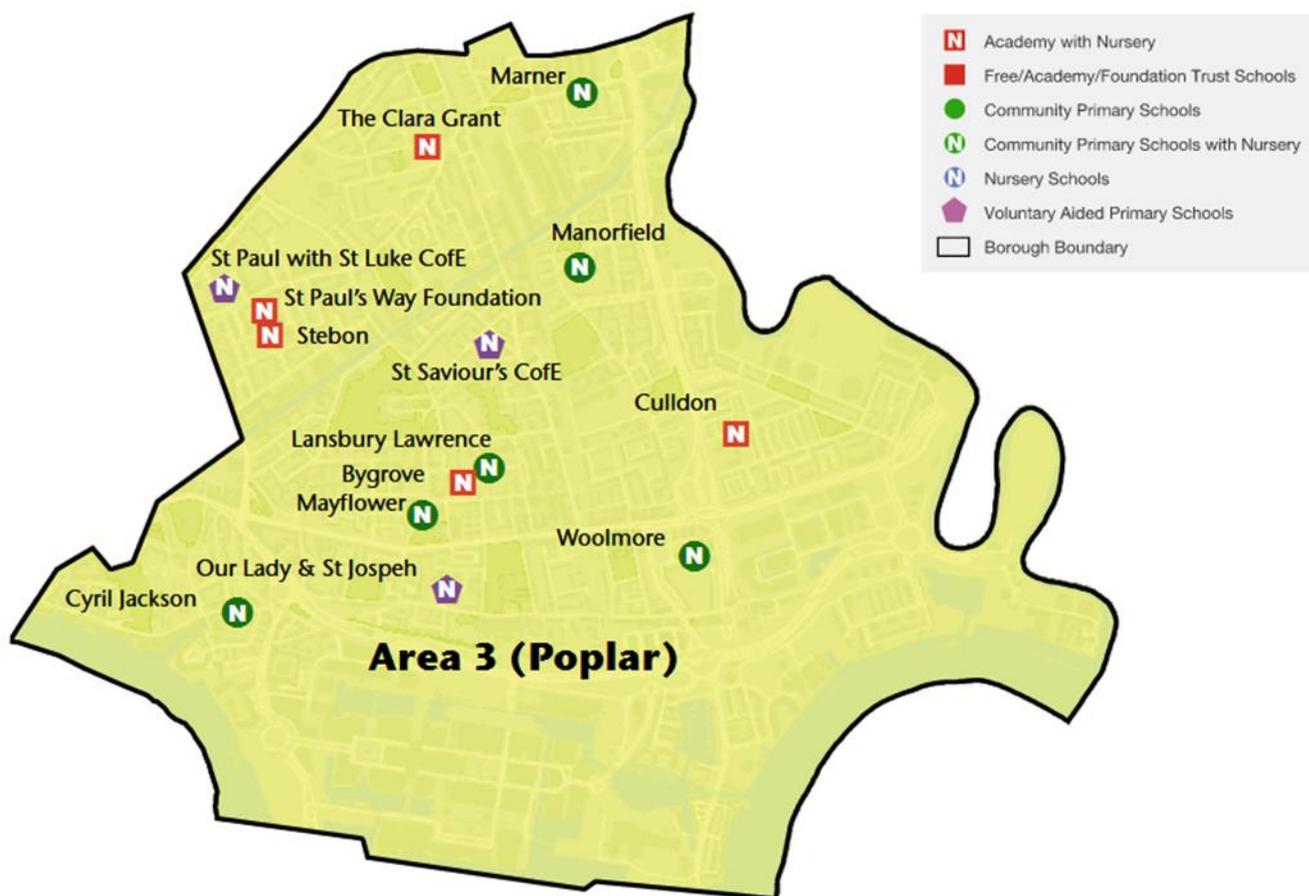
#### Academy/free schools:

- 42 Old Ford – a Paradigm Academy (uses same admissions policy as community schools)

### Area covered

- South of Approach Road and A106 Victoria Park Road
- South of Cadogan Terrace
- West of River Lea
- East of Regents Canal (from Railway Bridge on Grover Road) and Burdett Road
- North of the railway line connecting Limehouse and Bromley by Bow

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### Schools in the catchment area

#### Community schools:

- 21 Cyril Jackson
- 34 Lansbury Lawrence
- 36 Manorfield
- 38 Marnier
- 39 Mayflower
- 75 Woolmore

#### Voluntary primary schools:

- 46 Our Lady & St Joseph RC
- 62 St Paul's with St Luke's CE
- 66 St Saviours CE

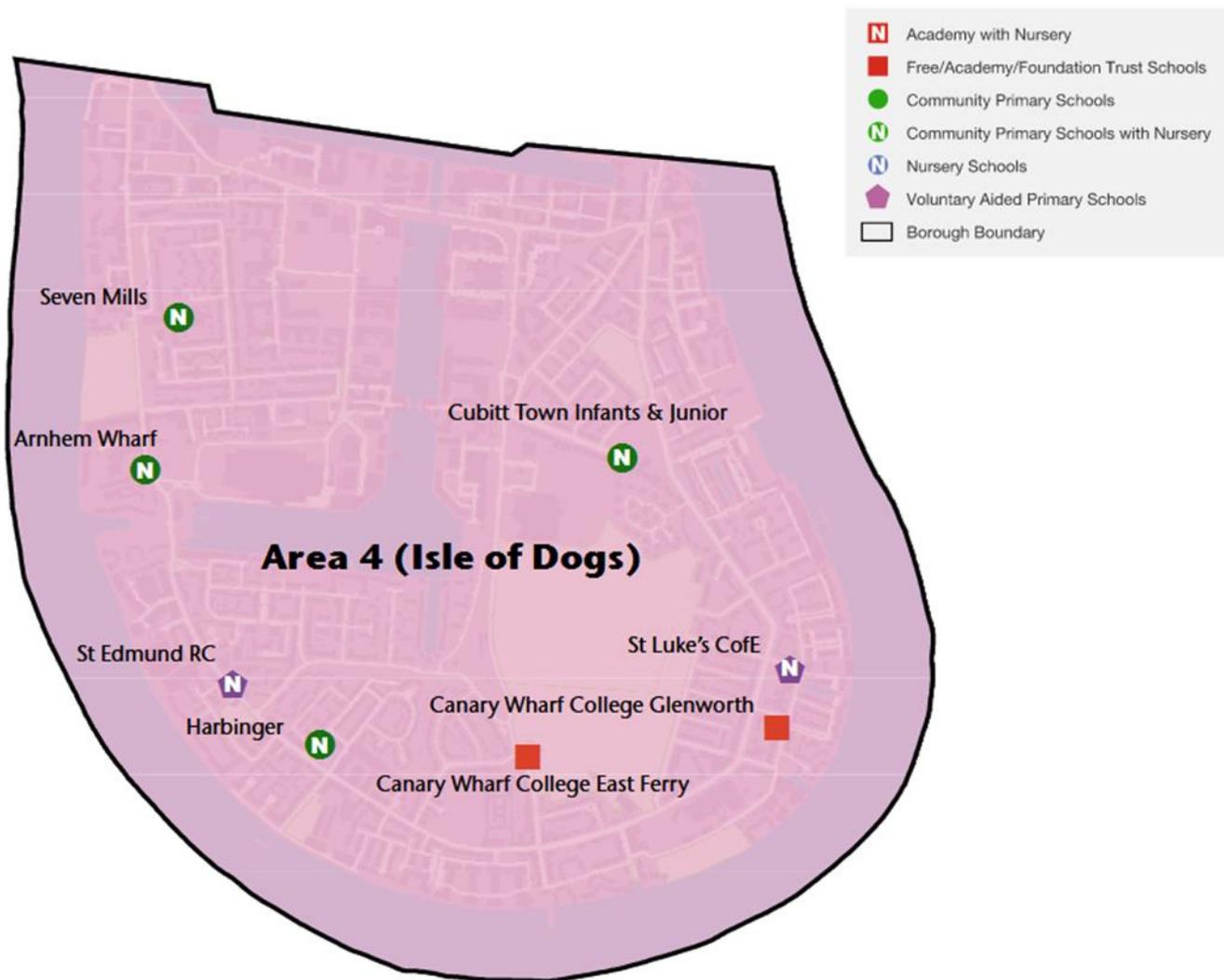
#### Academy/free schools:

- 9 Bygrove (uses same admissions policy as community schools)
- 20 Culloden – a Paradigm Academy (uses same admissions policy as community schools)
- 63 St Paul's Way Foundation (uses same admissions policy as community schools)
- 67 Stebon (uses same admissions policy as community schools)
- 70 The Clara Grant (uses same admissions policy as community schools)

### Area covered

- South of the railway line connecting Limehouse and Bromley by Bow
- West of River Lea
- East of Burdett Road and the River Thames
- North of South Dock Entrance

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### Schools in the catchment area

#### Community schools:

- 2 Arnhem Wharf
- 19 Cubitt Town Infants & Junior
- 28 Harbinger
- 49 Seven Mills

#### Voluntary primary schools:

- 56 St Edmund's RC
- 59 St Luke's CE

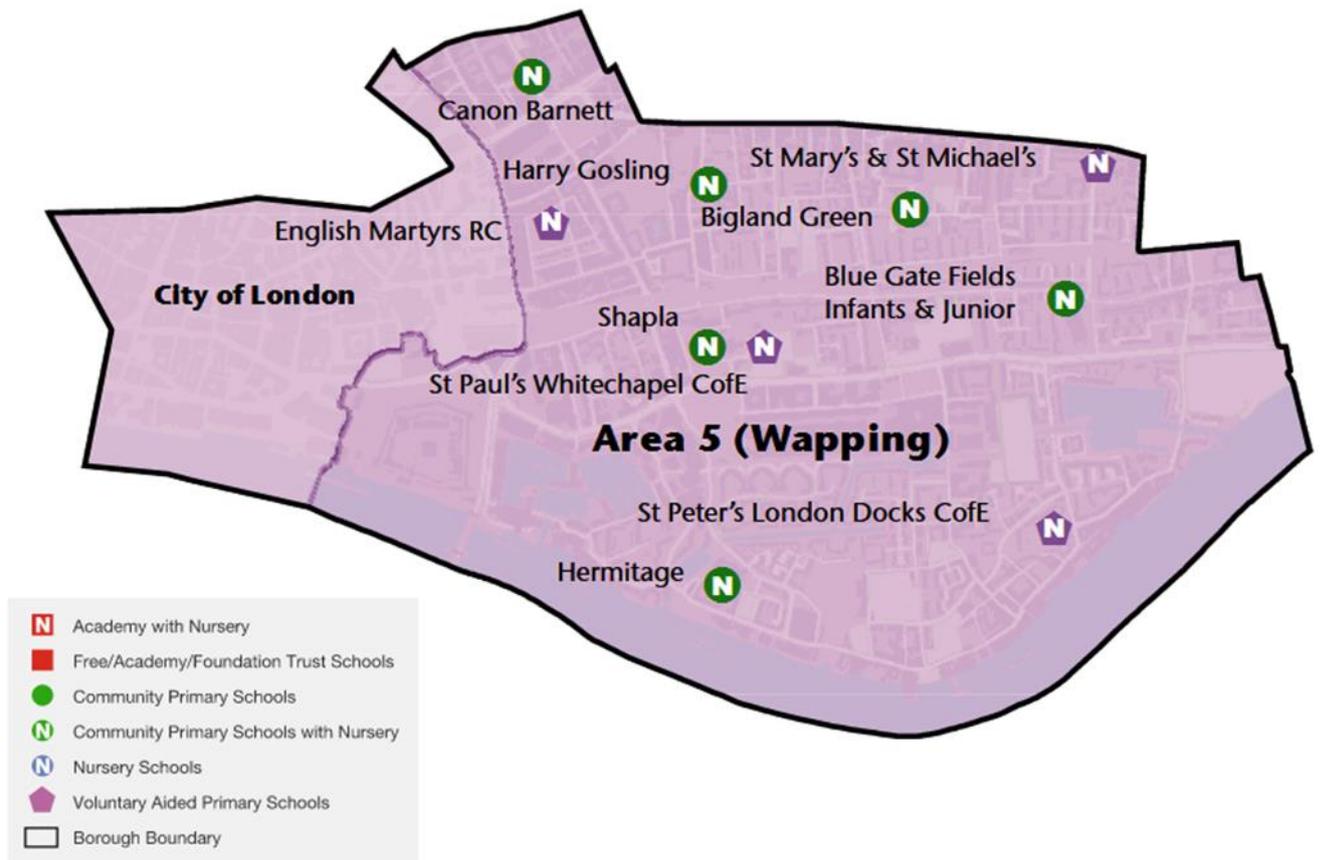
#### Academy/free schools:

- 10 Canary Wharf College East Ferry
- 11 Canary Wharf College Glenworth

### Area covered

- South of South Dock Entrance
- North of River Thames

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## Schools in the catchment area

### Community schools:

- 5 Bigland Green
- 6 Blue Gate Fields Infants & Junior
- 12 Canon Barnett
- 29 Harry Gosling
- 31 Hermitage
- 50 Shapla

### Voluntary primary schools:

- 23 English Martyrs RC
- 60 St Mary & St Michael RC
- 64 St Paul's Whitechapel CE
- 65 St Peter's (London Docks) CE

## Area covered

### Tower Hamlets

- South of Wentworth Street (up to Osborn Street)
- South of Commercial Road (from Whitechurch Lane to Lukin Street)
- South of Poonah Street
- West of Lukin Street, Devonport Street and Brodlove Lane
- North of River Thames
- East of Trinity Square, Mansell Street and Middlesex Street

### City of London

- South of Cornhill, Leadenhall Street, Aldgate High Street
- South of Harrow Place (from White Kennet Street)
- West of Middlesex Street, Mansell Street and Trinity Square
- North of River Thames
- East of King Williams Street

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## Schools in the catchment area

### Community schools:

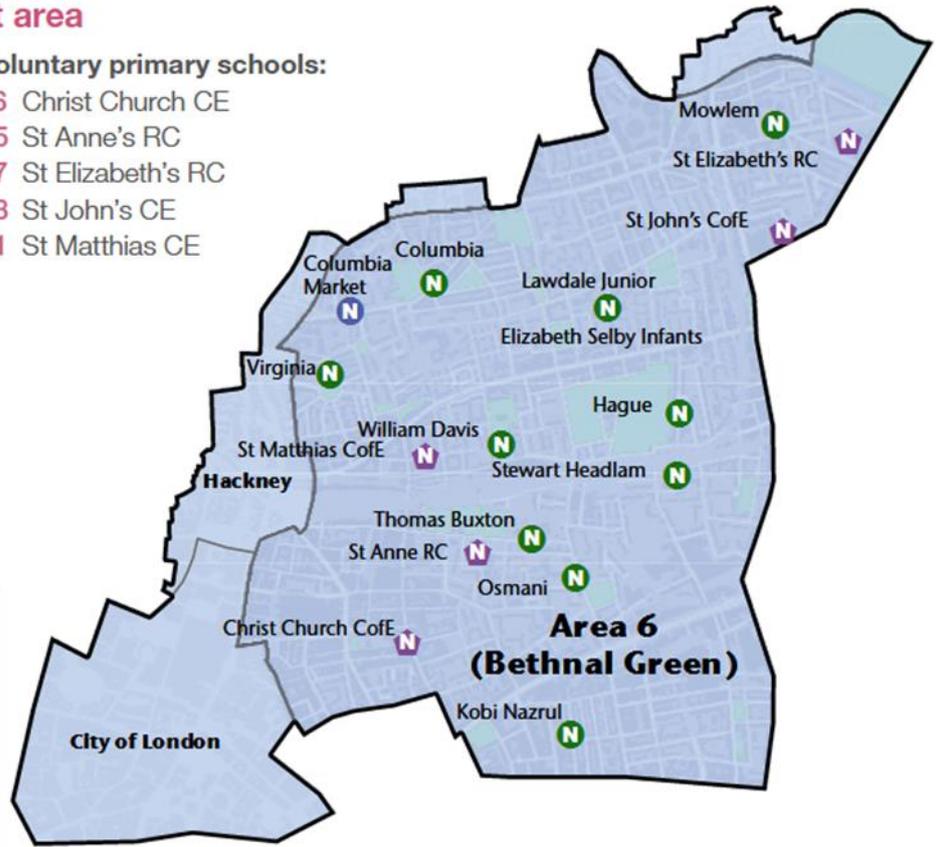
- 17 Columbia Market Nursery
- 18 Columbia
- 22 Elizabeth Selby Infant\*
- 22 Lawdale Junior\*
- 26 Hague
- 33 Kobi Nazrul
- 40 Mowlem
- 45 Osmani
- 69 Stewart Headlam
- 71 Thomas Buxton
- 72 Virginia
- 74 William Davis

\*Linked infant and junior schools

### Voluntary primary schools:

- 16 Christ Church CE
- 55 St Anne's RC
- 57 St Elizabeth's RC
- 58 St John's CE
- 61 St Matthias CE

	Academy with Nursery
	Free/Academy/Foundation Trust Schools
	Community Primary Schools
	Community Primary Schools with Nursery
	Nursery Schools
	Voluntary Aided Primary Schools
	Borough Boundary



## Area covered

### Tower Hamlets

- South of Hackney Road (from Shoreditch High Street to Goldsmiths Row), South of Teale Street Pritchard's Road and Regent's Canal
- West of Approach Road and Old Ford Road
- West of Cambridge Heath Road and Sidney Street
- North of Commercial Road (from Sidney Street to Whitechurch Lane)
- North of Wentworth Street (from Osborn Street to Middlesex Street)
- East of Middlesex Street, Norton Folgate and Boundary Street

### Hackney

- South of Ash Grove and Earlston Grove
- East of Fremont Street
- West and South of Christchurch Square
- North of Regent's Canal (up to Ash Grove)
- South of Dunloe Street (from Dawson Street to Columbia Road)
- West of Columbia Road
- North of Hackney Road
- East of Weymouth Terrace (from Hackney Road to 14 Dunloe Court)
- South of Cremer Street
- West of Hackney Road, Boundary Street and Shoreditch High Street
- North of Worship Street East of Scrutton Street, Christina Street, Gatesborough Street, Great Eastern Street and Curtain Road
- East of Shoreditch High Street (from Rivington Street to Waterson Street) and Nazrul Street City of London
- South of South Place, Sun Street, Appold Street and Worship Street
- West of Norton Folgate and Bishopsgate
- North of Cornhill
- East of Prince's Street and Moorgate

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