



# **The LETTA Trust**

## **Nursery Admissions Policy**

### **2023-2024**

Stebon Primary School

**Approved and adopted:** 28 February 2022

**To be reviewed:** Spring 2023

## **1. Introduction**

- 1.1. Nursery education is provided in LETTA Trust primary schools. All of these schools offer a mixture of part time places (either a morning or an afternoon); and full time places
- 1.2. The LETTA Trust's nursery admissions policy is in line with the Tower Hamlets' nursery admissions policy for community schools

## **2. Nursery entitlement**

- 2.1. All children aged three and four are entitled to 15 hours a week free nursery education during school term times (38 weeks a year), from the term following their third birthday until they reach compulsory school age i.e. the term after their fifth birthday.
- 2.2. An additional free 15 hours will only be available for families where both parents are working (or the sole parent is working in a single-parent household). Typically each parent must earn at least the national minimum or living wage for 16 hours a week and less than £100,000 a year to be eligible.
- 2.3. Parents considering sending their child to a playgroup as well as a nursery class may wish to think about what impact this would have on their child and how they would cope with the two environments. The adjustment is often very demanding and confusing for children of this age and much of the benefit from either setting could be lost. Once children take up a nursery place, it is in their interests to remain at that school until they have to move on because of their age. Children take at least a term to settle and can find it very upsetting to move at this stage. Transfers are only considered if a family has moved from the area or on exceptional grounds.

## **3. Age of admission to a nursery class**

- 3.1. Parents who would like a nursery place for their child should get in touch with the preferred school when the child reaches the age of two.
- 3.2. The actual age at which a child can start will depend on the number of places available but will not be before the term after they turn three. In exceptional circumstances a child may start in the term they turn three but this will need agreement from the school.
- 3.3. Parents of children born between 1 September 2019 and 31 August 2020 can apply for a Nursery place in September 2023 through the coordinated admission scheme.

## **4. Applying for a place**

- 4.1. Applications can be made by parents or carers with parental responsibilities and professionals with parents' agreement. Application must be made online to the LA via the E-admissions portal <https://www.eadmissions.org.uk/>
- 4.2. The closing date for applications is 21st February 2023 and the date on which families are sent notification of the outcome is 9th May 2023.
- 4.3. Further information on the nursery classes and how to apply for a place is set out in the Local Authority's school admissions booklet, 'Starting Nursery in Tower Hamlets'.

## 5. How decisions are made

Decisions on applications for nursery places are made in accordance with the criteria and arrangements set out below. Children who attend a school's nursery class do not have priority for admission to the reception year as decisions on primary school admissions are taken separately.

## 6. Oversubscription criteria

- 6.1. If a school receives more nursery applications than places available the decision on whether or not a place can be offered will be made in accordance with the admission criteria set out in priority order below:
  - 6.1.1. 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
  - 6.1.2. Children for whom it is deemed there is strong educational, medical or social reason to attend the school applied to (see note 1)
  - 6.1.3. 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)
  - 6.1.4. Children whose parent is a member of staff (see note 3)
  - 6.1.5. 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
  - 6.1.6. Other children from within the catchment area of the school
  - 6.1.7. Children living outside of the catchment area of the school applied to
- 6.2. In the event of oversubscription within categories 3, 4, 5, and 6 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.

### 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

Includes the sibling of child who does not live within the school's catchment area, but who was admitted before the start of the 2022/23 school year. For this purpose "sibling" means a whole, half or step-brother or step-sister resident at the same address.

### Note 3

Priority will be limited to one place for each nursery class. The staff applicant must complete the relevant section of the application form and attach documentation supporting admission on the grounds of being a member of staff. Without the provision of the relevant documents the child will not be considered on these grounds.

#### **Note 4**

A digitised Ordnance Survey map is used to measure the distance from the home address to the school's designated official entrance.

#### **Note 5**

Tie-Break - If a school receives more applications for children in the catchment area than there are places available, the school must decide who to offer places to. The 'tie-break' used gives priority to children who live closest to the school measured by the shortest walking distance. This reduces the possibility of a family having to undertake an unreasonable journey to a school and provides equal opportunity for families living in parts of the borough where there are a limited number of schools.

### **7. 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 Community school is set by the Local Authority and designed to ensure that each address in the borough falls into the catchment area of local school. Details of community schools within the catchment area for a particular address can be viewed on the Local Authority's website:

[https://www.towerhamlets.gov.uk/ign/education\\_and\\_learning/schools/school\\_admissions/community\\_primary\\_and\\_nursery.aspx](https://www.towerhamlets.gov.uk/ign/education_and_learning/schools/school_admissions/community_primary_and_nursery.aspx) .

### **8. Part-time and full-time places**

- 8.1. All children will be considered for a part-time place (15 hours per week). Only working parents are eligible for a funded full-time place (30 hours per week). Working parents who wish to be considered for a full-time place will need to check their eligibility no earlier than 3 months before their child's 3<sup>rd</sup> birthday. This can be done online at <https://www.gov.uk/childcare-calculator>. Eligible parents will receive a code which must be given to the school once a part-time place has been offered.
- 8.2. Please speak to the school if you would like to pay to 'top-up' your child's funded part-time place with additional hours in the nursery.
- 8.3. It is important that the Common Application Form is completed online via the E-admissions website and all relevant information is provided to support the child's application. The information on the form will determine admission to the school.

### **9. Late applications**

- 9.1. Applications received after the 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. Late applications will be dealt with after all on time applications have been considered. Where a school is oversubscribed late applications will be refused and placed on 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. Waiting list**

- 10.1. All children will automatically be added to the waiting lists of higher preference nurseries than the one offered, unless parents ask to remove their child from a waiting list.
- 10.2. Waiting lists for Tower Hamlets community nurseries will be kept and maintained by the Local Authority in line with the oversubscription criteria. Waiting lists for Bygrove and Stebon Primary Schools will be kept and maintained by the schools themselves. The same process applies for all voluntary aided schools, academies and free schools.

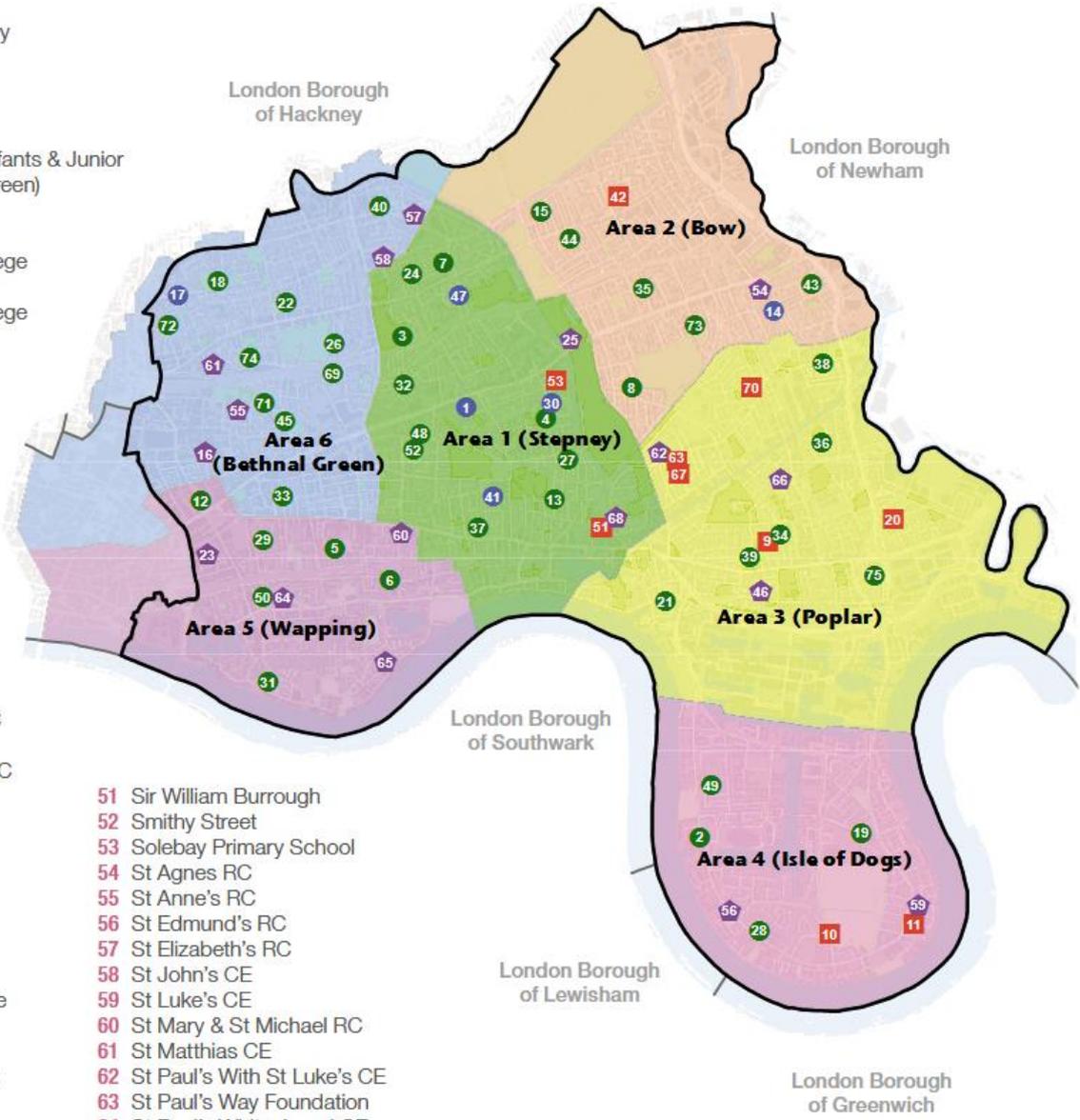
## **11. Twins and multiple births**

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 school 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 school 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.

## **12. Parents wishing to make representation about nursery decisions**

Parents who are dissatisfied with the outcome of the nursery application should contact the headteacher of the school in the first instance. If they remain dissatisfied then they should contact the Tower Hamlets Head of School Admissions.

- 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 Marnar
- 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:

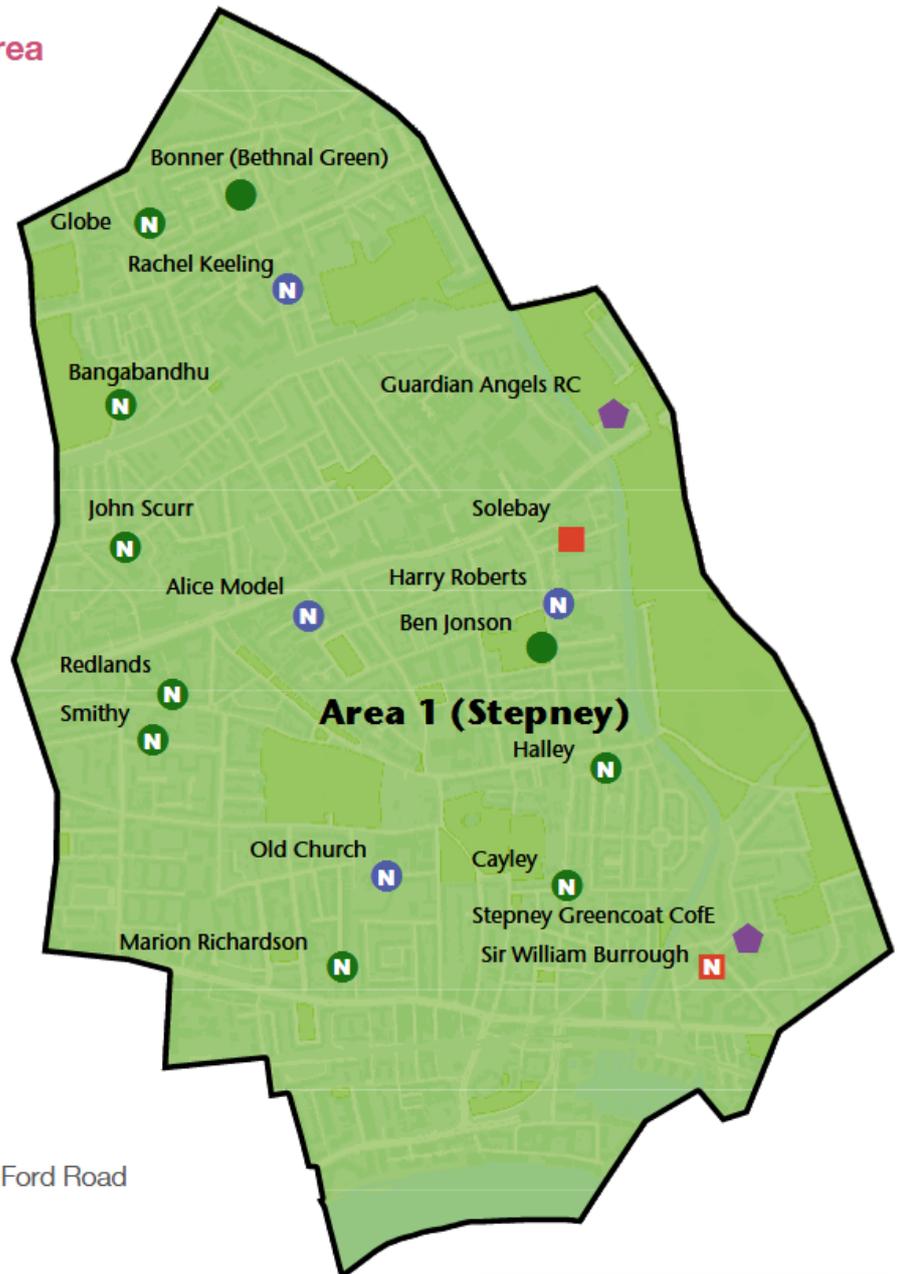
- 1 Alice Model Nursery
- 3 Bangabandhu
- 4 Ben Jonson
- 7 Bonner (Bethnal Green)
- 13 Cayley
- 24 Globe
- 27 Halley
- 30 Harry Roberts Nursery
- 32 John Scurr
- 37 Marion Richardson
- 41 Old Church Nursery
- 47 Rachel Keeling Nursery
- 48 Redlands
- 52 Smithy Street

### 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)

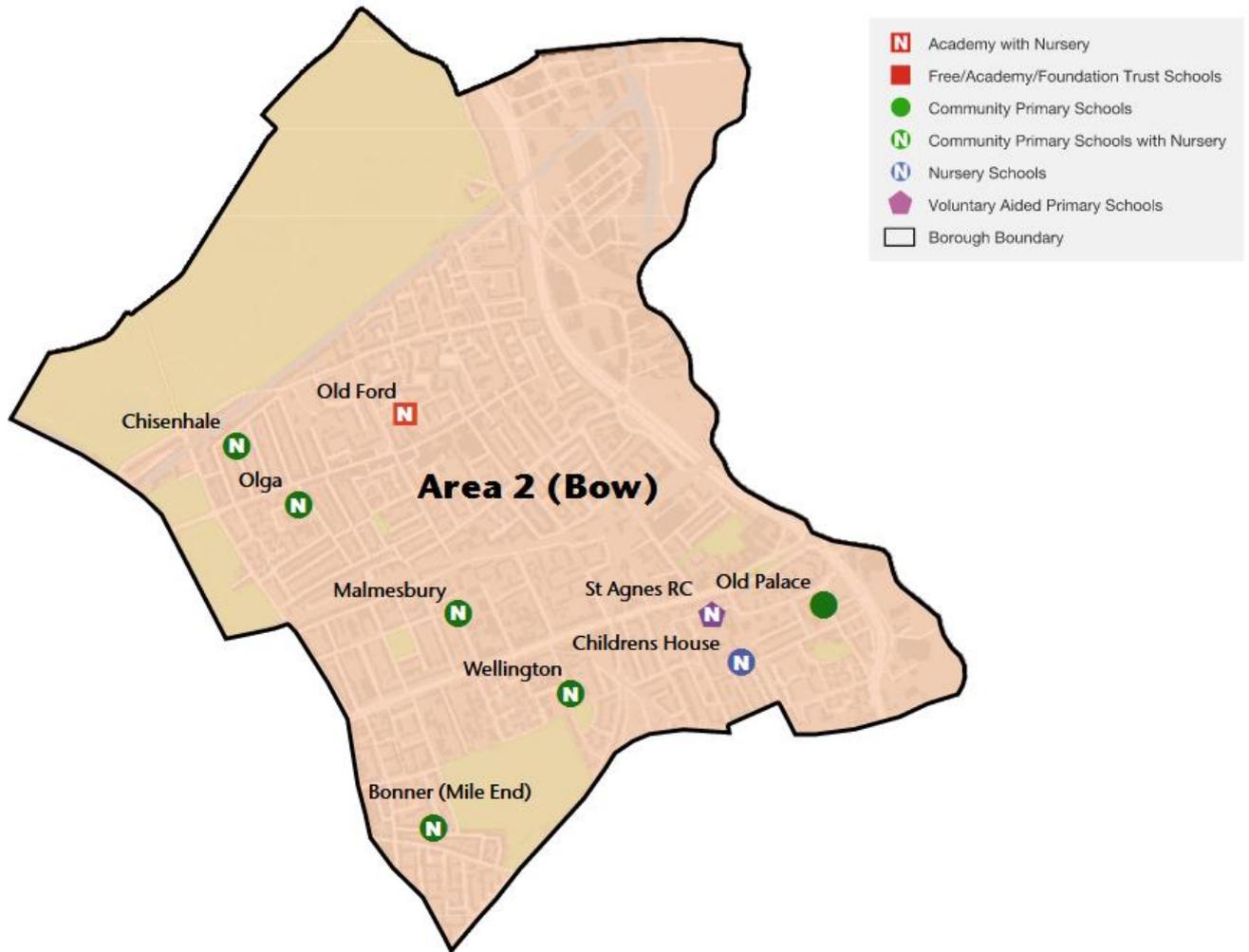


## Area covered

- 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

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

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

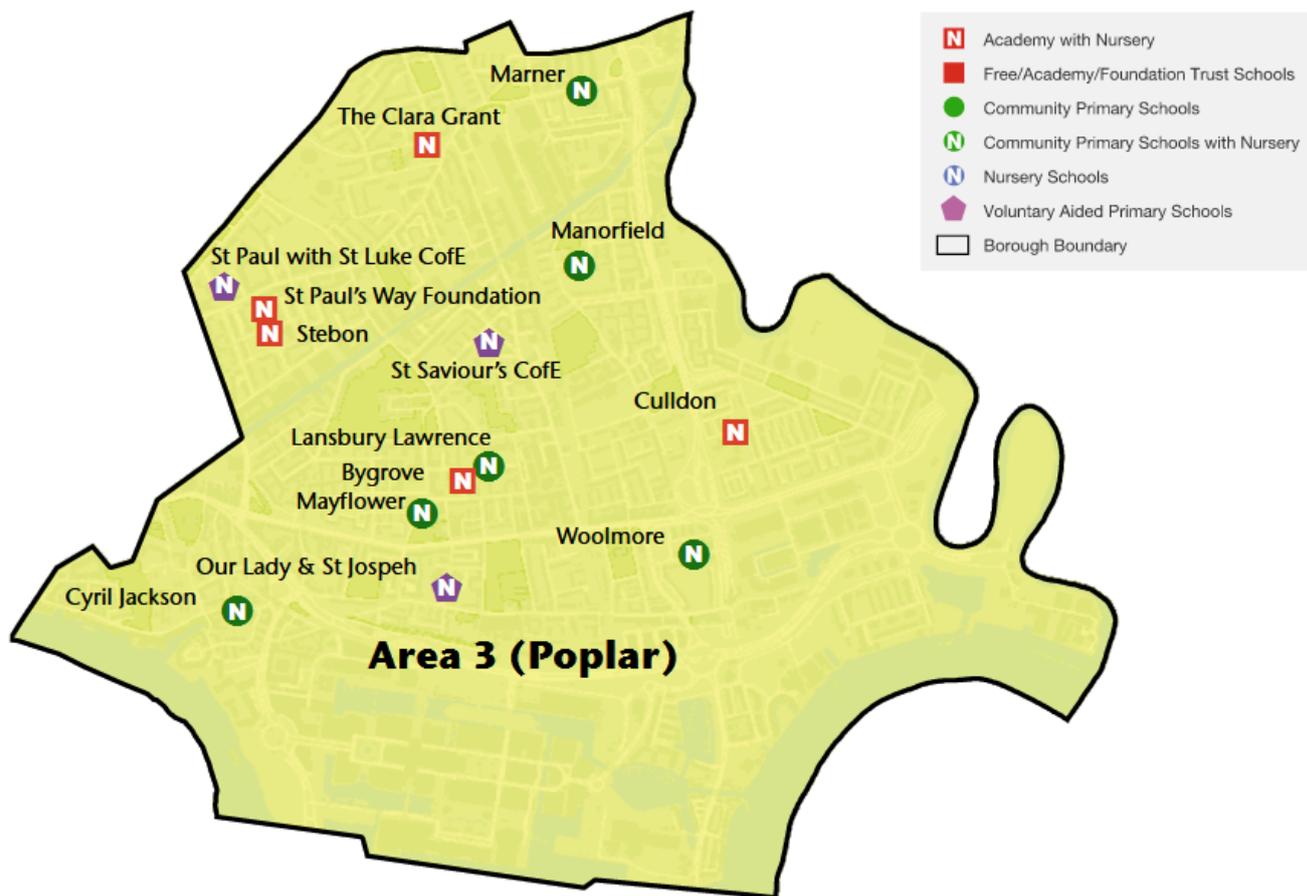
#### Academy/free schools:

- 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

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:

- 21 Cyril Jackson
- 34 Lansbury Lawrence
- 36 Manorfield
- 38 Marners
- 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 Cullodon – 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

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:

- 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

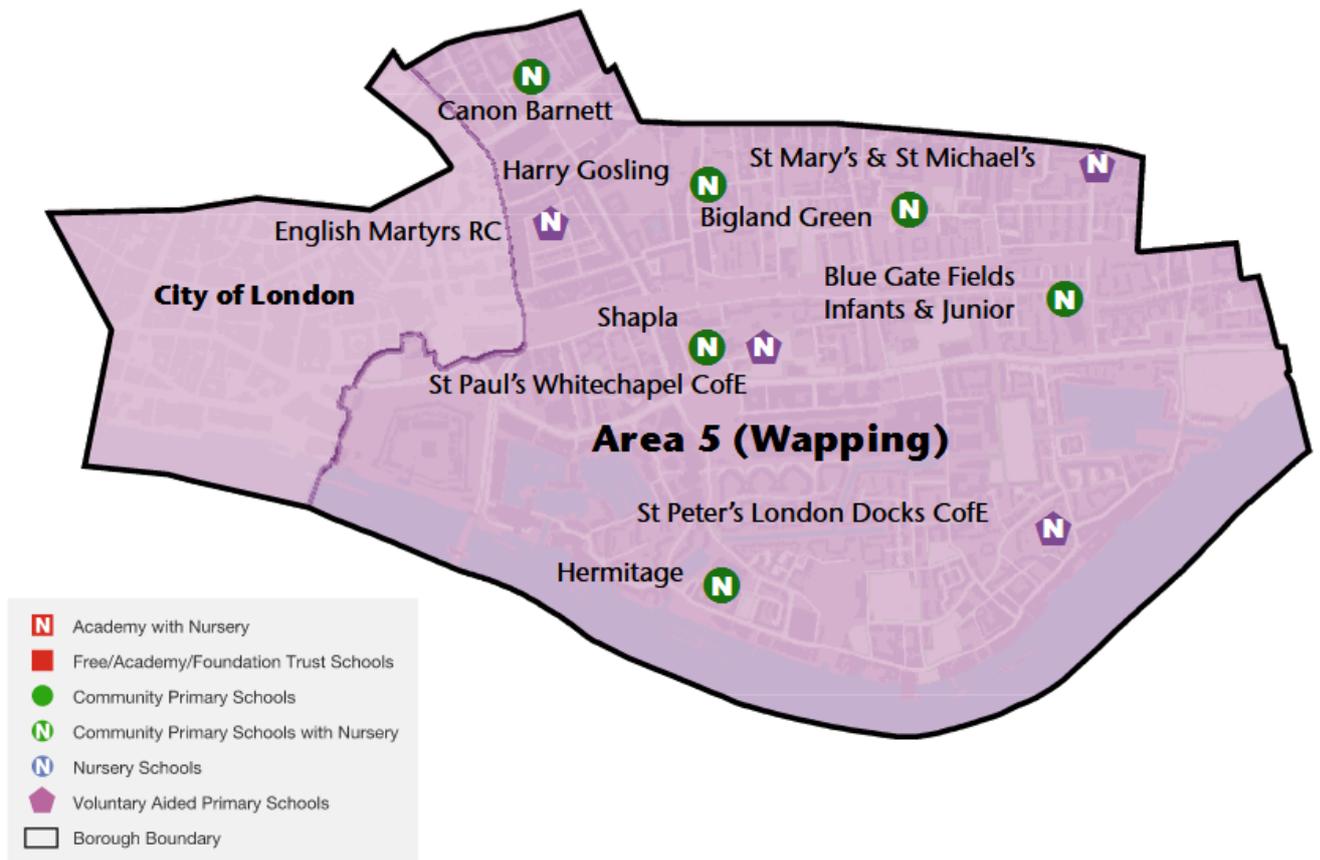
#### Academy/free schools:

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

### Area covered

- South of South Dock Entrance
- North of River Thames

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:

- 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

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:

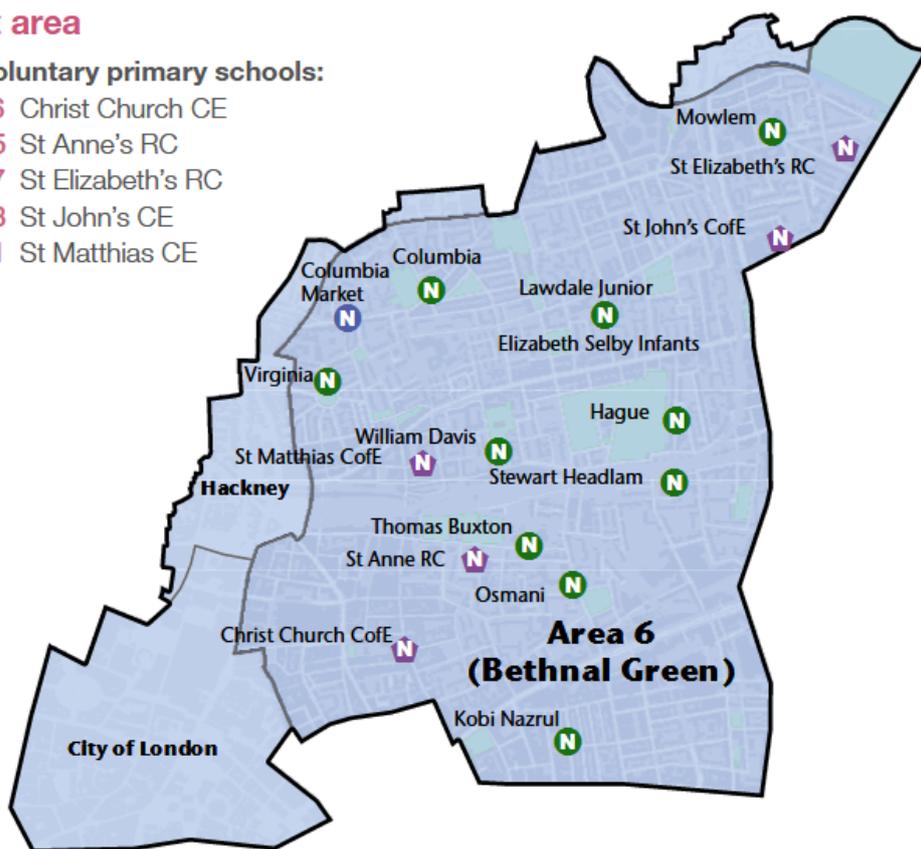
- 17 Columbia Market Nursery
- 18 Columbia
- 22 Elizabeth Selby Infant\*
- 22 Lawdale Junior\*
- 26 Hague
- 33 Kobi Nazrul
- 40 Mowlem
- 45 Osmani
- 69 Stewart Headlam
- 71 Thomas Buxton
- 72 Virginia
- 74 William Davis

\*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

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)