# TOWER HAMLETS CHILDREN AND CULTURE

## THE SCHOOL ADMISSIONS SERVICE COMPOSITE TIMETABLE 2024-2025

**(Including the key dates for co-ordinating admissions to Nursery, Reception, Junior and Year 7 in September 2025)**




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# INTRODUCTION

This composite timetable provides a summary of the key dates and actions in the work of The School Admission Service. It is for use by all school staff dealing with school admissions including Head Teachers and SAOs of Tower Hamlets schools.

# NURSERY COORDINDATED ADMISSIONS TIMETABLE FOR ENTRY IN SEPTEMBER 2025

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 2025/26 school year.

## SEPTEMBER 2024

- www.eadmissions.org.uk online application facility opens 1st September.
- The School Admissions Service publishes 'Starting Nursery in Tower Hamlets' booklet on the Tower Hamlets Council School Admissions website www.towerhamlets.gov.uk/schooladmissions
- The School Admissions Service provides further publicity materials and guidance to schools and under-fives provisions, for families with children eligible for a nursery place in 2025/26.
- Schools, nurseries, and other under-fives provisions provide guidance to parents of children eligible to start nursery in the 2025/26 school year on how to apply on www.eadmissions.org.uk.
- The School Admissions Service will hold online refresher training sessions for school staff - dates will be circulated and notified in the Headteacher's Bulletin.
- Schools and nurseries arrange open days for parents.
- The School Admissions Service in conjunction with Parents Advice Centre hold information sessions for parents throughout the application phases with opportunity for questions and answers.

### AUTUMN HALF TERM (28 OCTOBER – 1 NOVEMBER 2024 INCLUSIVE)

### CHRISTMAS HOLIDAYS (23 DECEMBER 2024 – 3 JANUARY 2025 INCLUSIVE)

## FEBRUARY 2024

**14 February**

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

**17 February – 28 March**

- 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 28th 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 28th March to submit one.

### SPRING HALF TERM (17 - 21 FEBRUARY 2025 INCLUSIVE)

## MARCH 2025

- 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 28th March.

- The School Admissions Service 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 28th 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 28th March)

- OAA schools must rank their applicants according to the school's oversubscription criteria using the School Admission Module (SAMs) by 28th March.

- Each school and nursery confirm with the School Admissions Service, by 28th March, the number of part-time places to be offered for September 2025. 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 2025;**
    - **Number of pupils expected to start at the nursery before September 2025; and**
    - **Number of full-time places you wish to offer for your September 2025 cohort.**

## APRIL 2024

### EASTER HOLIDAY (7 – 21 APRIL 2025 INCLUSIVE)

- The School Admissions Service 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 23rd April.

- Schools must check for any discrepancies and let the School Admissions Service know of any required changes by 30th April.

## MAY 2025

**7 May 2025 - Tower Hamlets Offer Day**

- The School Admissions Service sends online outcome letters to parents notifying them of the outcome of their application. The letter will inform parents that they must contact the school/nursery by 21st 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.

  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.

**8 May 2025**

- Schools and nurseries to send letters to parents advising them of further arrangements for admissions and the need to confirm their acceptance by the 21st May.

**21 May 2025**

- Final date for parents with offers to confirm acceptance of a place.
- Parents must write to the School Admissions Service by 21st May if they want their child's name to be placed on the waiting list for any other schools.

### SUMMER HALF TERM (27 – 30 MAY 2025 INCLUSIVE)

## JUNE 2025

**2 June 2025**

- Schools and nurseries notify the School Admissions Service 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 the School Admissions Service of any offers they wish to make for the next round of offers.

**9 June 2025**

- Lists of offers, refusals and withdrawals will then be with individual schools and nurseries (via the SAMs portal) for checking on 9th June for the second round of offers.

**June 2025**

- The School Admissions Service will write to families if a place has become available at a higher preference school. The School Admissions Service will also write to families that applied late and offer places where available.

**July 2024**

- 3rd round of offers, including late applicants.

## SEPTEMBER 2025

From September 2025, 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 must make an application direct to the LA using the 'Nursery Admission' application form, which will be available from the School Admissions Service.

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 fortnightly 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 School Admissions Service 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**<br>(Jan 2025 start) | 1 Nov 2024 | 18 Nov 2024 | 22 Nov 2024 |
| **Summer Term**<br>(April 2025 Start) | 3 February 2025 | 24 Feb 2025 | 3 March 2025 |

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.

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# PRIMARY RECEPTION COORDINATED ADMISSIONS TIMETABLE FOR ENTRY IN SEPTEMBER 2025

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 2024

- www.eadmissions.org.uk online application facility opens 1st September.
- The School Admissions Service publishes 'Starting Primary School in Tower Hamlets' booklet which will be available on the Tower Hamlets website on www.towerhamlets.gov.uk/schooladmissions
- The School Admissions Service provides further publicity materials and guidance to schools and under-fives provisions, for families with children eligible for a Reception place in 2025/26.
- Schools and nurseries provide guidance to parents of children eligible to start Reception in the 2025/26 school year on how to apply on www.eadmissions.org.uk and inform parents that attending a school's nursery does not give automatic right or priority to a Reception place at the school. Parents should be advised to read the 'Starting Reception in Tower Hamlets" booklet from the Tower Hamlets website.
- Parents alerted to the application procedure and closing date through the Tower Hamlets website; social media platforms; newspaper advertisements; posters in schools and community organisations throughout the borough.
- The School Admissions Service will hold online refresher training sessions for school staff - dates will be circulated and also notified in the Head Teacher's Bulletin.
- The School Admissions Service in conjunction with Parents Advice Centre hold information sessions for parents with opportunity for questions and answers.
- OAA schools consider out of cohort application requests.

### AUTUMN HALF TERM (28 OCTOBER – 1 NOVEMBER 2024 INCLUSIVE)

## CHRISTMAS HOLIDAYS (23 DECEMBER 2024 – 3 JANUARY 2025 INCLUSIVE)

# JANUARY - FEBRUARY 2025

**15th January 2025 - CLOSING DATE FOR APPLICATIONS**

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

**20th January 2025**

- Schools can access the School Admission Module (SAMs) to view all the applications submitted to their school.

**20th – 31st January 2025**

- Schools to follow up with parents of children on roll in the nursery or known to have children due to start Reception in September 2025, but have not yet applied and inform them to submit their application by 31st January.

- Late applications will be accepted as on-time up to 31st January.

- 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 31st January 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 submitted online even after the closing date).

- All schools should check to ensure that the sibling information provided is correct and that the sibling will continue to attend the school in September 2025. Schools must mark any incorrect sibling claims as rejected on SAMs.

- All schools should check to ensure that all staff child claims are correct and mark all claims with either an accepted or rejected status.

## SPRING HALF TERM (17 - 21 FEBRUARY 2025 INCLUSIVE)

**February 2025**

- The School Admissions Service requests any further documentation needed for the co-ordinated admissions decision-making process from parents.

- 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 14th February).

- Own admission authority schools must rank their applicants according to the school's oversubscription criteria by 21st February. **Schools that miss the deadline of 21st February 2024 may not be included in the single offer allocation process.**

- Governors of OAA schools meet to reach decisions. The School Admissions Service will apply the admissions policy for Community schools to determine successful and unsuccessful applicants.

## MARCH 2025

- Schools must update their admission arrangements / admissions policy for their school on their school website by 14th March.

- The School Admissions Service 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 26th March 2025.

- Schools must check for any discrepancies and let The School Admissions Service know of any required changes by 2nd April 2025.

### EASTER HOLIDAY (7 – 21 APRIL 2025 INCLUSIVE)

## APRIL 2025

**16th April 2025 - National Offer Day**

- The School Admissions Service sends online notification letters to parents notifying them of the outcome of their application.

- The notification will inform parents that they must contact the primary school by 30th April to accept the place with the school as well as provide the necessary documentation to confirm the child's identity, relationship and family address.

- Schools must update SAMs with all acceptances and inform the School Admissions Service of any declines with the reason for decline and forwarding information such as "going to other school with school name" or "moving address to with full address". Schools must not update parent declines on SAMs. Schools to update SAMs with parent acceptances only upon receipt of documents.

**17th April 2025**

- Primary schools to send letters to parents advising them of further arrangements for admissions and the need to confirm their acceptance by 30th April.

- 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.

**30th April 2025**

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

- Final date for parents to place their child's name on the waiting list for any other schools to be considered for the 2nd round of offers.

## MAY 2025

**2nd May 2025**

- Schools and nurseries notify the School Admissions Service of any offer previously accepted online, but where the parent has not provided the required documents to the school.

- Deadline for parents who wish to defer their child's entry to Reception to complete and submit a Deferral Request Form from the Tower Hamlets website www.towerhamlets.gov.uk/schooladmissions

- OAA schools re-rank their waiting list to now include late applicants, in line with their admissions criteria.

**15th May 2025**

- 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.

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

**21st May 2025**

- The earliest date that the School Admissions Service will write to families if a place has become available at a higher preference school. The School Admissions Service will also write to families that applied late and offer/allocate (reserve) places where available.

### SUMMER HALF TERM (27 – 30 MAY 2025 INCLUSIVE)

## JUNE 2025

- Parents of unplaced children and those who applied late to confirm acceptance of the school allocated/offered by 11th June.
- Appeals heard for Tower Hamlets Community schools. Dates will be confirmed in the Head Teachers' Bulletin.
- OAA 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 2025

- Final round of offers for Reception and Junior applications.
- Following the outcome and 'knock on' effect of appeals, The School Admissions Service 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 2025

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 – DECEMBER 2024

- 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 on www.eadmissions.org.uk.

### AUTUMN HALF TERM (28 OCTOBER – 1 NOVEMBER 2024 INCLUSIVE)

### CHRISTMAS HOLIDAYS (23 DECEMBER 2024 – 3 JANUARY 2025 INCLUSIVE)

## JANUARY 2025

**15th January 2025**

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

**20th January 2025**

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

**20th – 31st January 2025**

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

## FEBRUARY 2025

### SPRING HALF TERM (17 - 21 FEBRUARY 2025 INCLUSIVE)

## MARCH 2025

- The School Admissions Service 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 26th March 2025.

- Final date for schools to notify The School Admissions Service of any discrepancies or amendments to the list sent by The School Admissions Service by 2nd April 2025.

## APRIL 2025

### EASTER HOLIDAY (7 – 21 APRIL 2025 INCLUSIVE)

**16th April 2025 - National Offer Day**

- The notification will inform parents that they must contact the primary school by 30th April to accept the place with the school as well as provide the necessary documentation to confirm the child's identity, relationship and family address.

- Schools must update SAMs with all acceptances and inform the School Admissions Service of any declines with the reason for decline and forwarding information such as "going to other school with school name" or "moving address to with full address". Schools must not update parent declines on SAMs. Schools to update SAMs with parent acceptances only upon receipt of documents.

**17th April 2025**

- 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 30th April deadline.

**30th April 2025**

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

### SUMMER HALF TERM (27 – 30 MAY 2025 INCLUSIVE)

## MAY - JULY 2025

- Late applicants submit their application online and the School Admissions Service offers in the 2nd and 3rd rounds of offers.

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# SECONDARY COORDINATED ADMISSIONS TIMETABLE FOR YEAR 7 ENTRY IN 2025

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 2024

- 'Ready for Secondary School in Tower Hamlets' booklet published online together with information for parents on how to make and online application. Advertisements and information on secondary transfer will be published on the Tower Hamlets website and Our East End.
- www.eadmissions.org.uk online application facility opens 1st September for parents to submit their application.
- **9th – 30th September 2024** Digital CATS4 C Banding Assessments. All primary schools assess all Year 6 pupils and manage this internally i.e. each schools decides when/where. This enables primary schools to test as many of their own Year 6 pupils as possible in school.

  Schools should schedule multiple testing sessions throughout September to ensure that all Year 6 pupils are given the best opportunity to be assessed in in their primary school.
- The School Admissions Service 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. The School Admissions Service 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 2024 – Friday 25th October 2024** Families can view Tower Hamlets secondary schools. Check school website or www.towerhamlets.gov.uk/secondaryadmissions
- 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.

  Out-brough children in Tower Hamlets primary schools do not complete a supplementary form to be invited to a test centre for the Banding Assessment as they have completed the assessment in their school.
- Primary schools are able to view the Banding Assessment Reports for their pupils immediately after they have been assessed. **This information must remain confidential to schools and must not be shared with families or receiving secondary schools until after 3rd March 2025.**

## OCTOBER 2024

- 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.eadmissions.org.uk**
    - Appointments with primary Headteachers to be available on request.
    - Primary schools must check frequently throughout October whether their Year 6 pupils have made an online application through the Pan London Registry.
    - **Parents of children who have not taken a banding assessment in their primary school and are applying to LBTH secondary schools must also complete a supplementary form and submit it to school.admissions@towerhamlets.gov.uk to be invited to a test centre.**

- 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 25th 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.

### AUTUMN HALF TERM (28 OCTOBER – 1 NOVEMBER 2024 INCLUSIVE)

**Thursday 31st October 2024**

- **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 The School Admissions Service by this date. Online applications can be submitted until midnight on 31st October (but not for children with an EHCP). **There is no Eadmissions Helpdesk Support from 6pm.**

- **Parents of any child who has not taken a banding assessment in their primary school and are applying to LBTH secondary schools must also complete a supplementary form and submit it to school.admissions@towerhamlets.gov.uk to be invited to a test centre. Parents must complete the supplementary form as well as apply online.**

- Parents applying to Bishop Challoner, Stepney All Saints 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 2024

- *The SEN Panel will meet to consider requests from parents for school(s) to be named on their child's statement.*

## DECEMBER 2024

- Bishop Challoner, Stepney All Saints, Wapping High, 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.

- The School Admissions Service 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 '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).

### CHRISTMAS HOLIDAYS (23 DECEMBER 2024 – 3 JANUARY 2025 INCLUSIVE)

## JANUARY 2025

- The School Admissions Service 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 The School Admissions Service of any discrepancies.

**Friday 10th January 2025**

- Last date for Bishop Challoner, Stepney All Saints Wapping High, London Enterprise Academy and Canary Wharf College (Crossharbour) to complete ranking <u>all</u> 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 2025

- 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.

### SPRING HALF TERM (17 - 21 FEBRUARY 2025 INCLUSIVE)

**Wednesday 26th February 2025**

- Bishop Challoner, Stepney All Saints, Wapping High, 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. This information is to remain confidential until after 3rd March. **<u>This information must remain confidential and schools</u>**

**must not contact or write out to families until after 3rd March.**

**Friday 28th February 2025**

- The latest date by which The School Admissions Service will send primary schools the outcome of applications for their pupils. **This information is to remain confidential until after 3rd March.**
- The latest date by which community secondary schools, Mulberry Academy London Dock, Mulberry School for Girls, Mulberry Academy Shoreditch, George Green's, Mulberry Stepney Green, Central Foundation, St Paul's Way Trust will be able to view the breakdown of applications, withdrawals and acceptances, pupil details can be viewed via SAM's. **This information must remain confidential and schools must not contact or write out to families until after 3rd March.**
- The School Admissions Service will inform primary schools of the Tower Hamlets schools with vacancies. **This information is to remain confidential until after 3rd March.**
- The School Admissions Service will consult with the Headteachers of oversubscribed secondary schools on the LA statement for appeals and the representation at hearings.

## MARCH 2025

**Monday 3rd March 2025**

- The School Admissions Service will notify Tower Hamlets parents 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 be by email. This will be sent on the evening of 3rd March. Only those families who have applied using a paper form and do not have an email address will receive a letter.**

**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.

- **Bishop Challoner, Stepney All Saints, Wapping High, London Enterprise Academy and Canary Wharf College (Crossharbour) will also send letters to parents after 3rd March explaining why applications were refused or an offer of a place was not made and confirming the right of appeal.**
- Out-borough residents will be notified by letter sent by their home LA.

**From Monday 4th March 2025**

- Between 4th – 14th March, secondary schools must write to families offered places, to inform them of their admission procedures.

- **Primary schools may now share Banding Assessment Reports for their pupils with families and receiving secondary schools. Scores must not be shared.**

**By 24th March 2025**

- The School Admissions Service will send community secondary schools, Mulberry Academy London Dock, Mulberry School for Girls, Mulberry Academy Shoreditch, George Green's, Mulberry Stepney Green, St Paul's Way Trust and Central Foundation schools the details of any late applicants offered places.

  The School Admissions Service will also send Bishop Challoner, Stepney All Saints, Wapping High, London Enterprise Academy and Canary Wharf College (Crossharbour) the details of any late applicants offered places.
- The School Admissions Service will send primary schools updated listings of the secondary school destinations for their pupils.
- Confirmation of all Headteacher and delivery staff contact details in Primary and secondary schools for Banding Assessments in autumn 2025.

## APRIL 2025

**Wednesday 2nd April 2025 - 4.00pm** 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.

### EASTER HOLIDAY (7 – 21 APRIL 2025 INCLUSIVE)

**By Monday 21st April 2025**

- Deadline by which for secondary schools must submit their copy for the 2026/27 Secondary Transfer brochure. Secondary schools will be reminded via the Headteachers' Bulletin.
- 
- Banding Assessment Consent Forms completed and returned by all primary schools.

- Secondary School Banding Assessment invoicing for 2026. Digital CATS4 Credit allocations and Purchase Order Numbers confirmed with Secondary schools that use Banding Assessments.

## APRIL – MAY 2025

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

### SUMMER HALF TERM (27 – 30 MAY 2025 INCLUSIVE)

- The School Admissions Service will issue Guidance on the Transfer of Pupil Records.

## JUNE 2025

- Appeals will continue for Tower Hamlets secondary schools.
- The School Admissions Service to notify secondary and primary heads of the outcome of appeals.
- The School Admissions Service to send primary schools updated listings of the secondary school destinations for their pupils and continue to exchange information.
- Banding Assessment CATS4 digital credits allocated to primary schools. All primary schools to set up accounts, with current Year 5/rising Year 6 details and complete familiarisation training in advance of September.

## JULY 2025

- Friday 4th 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).
- The School Admissions Service sends other local authorities details of known out-borough Year 5 pupils attending Tower Hamlets primary schools.

# SECONDARY ADMISSIONS TEAM CONTACT DETAILS

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# 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 2025 |
| Last day for lodging appeal forms for Reception in PRIMARY schools | 15 May 2025 |
| Secondary appeals will take place from | April to May 2025 |
| Primary appeals will take place from | June to July 2025 |
| 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 |
| Any *additional* 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 not 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 2024-25

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 School Admission Service. The School History Form previously known as 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 April and September 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 School Admissions Service 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 2025 start) | 1 Nov 2024 | 18 Nov 2024 | 22 Nov 2024 |
| **Summer Term** (April 2025 Start) | 3 February 2025 | 24 Feb 2025 | 3 March 2025 |
| **Autumn Term** (Sept 2025 start) | 6 June 2025 | 20 June 2025 | 27 June 2025 |

**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 daily and schools notified of new admissions weekly. 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.
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


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# KEY SENIOR STAFF CONTACTS

**In the first instance and for information or queries, please contact the relevant staff in the School Admissions Service school.admissions@towerhamlets.gov.uk 020 7364 5006**

**For escalations, please contact the manager in writing for the relevant service area**

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