



# Admissions Policy for Primary Schools Within The Mulberry Schools Trust

<b>Approval Body:</b>	Finance Committee
<b>Approval Date:</b>	March 2022
<b>Implementation Date:</b>	Autumn 2022 for admission Sept 2023
<b>Review Date:</b>	March 2023
<b>Policy Version:</b>	1

Version Control

Version	Reviewed	Changes since last version
1	Existing	<ul style="list-style-type: none"><li>The Trust has two primary schools in the family and has adopted London Borough of Tower Hamlets Admissions Policy.</li></ul>



**This policy has been adopted by the Mulberry Schools Trust from the Tower Hamlets 'Determined Admissions Policy for Community Primary Schools 2022/2023' and will be applied to Mulberry Canon Barnett Primary School and Mulberry Wood Wharf Primary School.**

**Tower Hamlets Council has consulted on behalf of the Mulberry Schools Trust. For further information on the consultation, please contact the Director of Governance and Development at the Mulberry Schools Trust.**

## 1. Foreword

- 1.1 Tower Hamlets Local Authority seeks to operate an admissions system that provides equal and fair opportunities to all applicants. This includes having due regard to children living in areas where there are limited options in applying for a local school place.
- 1.2 The Local Authority's community school admissions policy has been determined following approval by Corporate Director and Lead Cabinet Member. It is reviewed annually by the Tower Hamlets School Admission Forum, a group representative of all key stakeholders including parents, headteachers, school governors, diocesan bodies and community organisations.

## 2. Children with Education, Health and Care Plans

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

## 3. Oversubscription Criteria

- 3.1 In cases where a school is then oversubscribed places will be filled in the following priority order:
- 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;
  - 2) Children for whom it is deemed there is strong medical or social reason to attend the school applied to (**See Note 1**);
  - 3) Children living within the catchment area who have a sibling attending the school (including separate infants and junior schools) and who will continue to do so on the date of admission (**See Note 2**);
  - 4) Children whose parent is a member of staff who has been employed by the Trust for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage (**See Note 3**);
  - 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) Other children from within the catchment area of the school;
  - 7) Children living outside of the catchment area with a sibling at the school;
  - 8) Children living outside the catchment area.

3.2 In the event of oversubscription within categories 4, 5, 6, 7 and 8 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.

3.3 **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 a child who does not live within the school’s catchment area, but who was admitted on or before 22<sup>nd</sup> July 2021. 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 form of entry in any year, with an additional maximum limit dependant on the size of the school as follows:

Planned admissions number	Max per year group	Max per school
30 to 45 pupils	1	4
50 to 60 pupils	2	8
75 to 90 pupils	3	12

The staff applicant must complete the relevant section on the application form and attach documentation supporting admission on these grounds. It is the staff applicant’s sole responsibility to provide this information. Without the provision of the relevant documents, the child will not be considered on these grounds.

#### 4. Catchment Area

4.1 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 is designed to ensure that each address in the borough falls into the catchment area of a local school. Details of the community schools within the catchment area for a particular address can be viewed on the Local Authority’s website: <http://www.towerhamlets.gov.uk/equalchance>.

#### 5.0 Age of Admission

5.1 Children born on and between 1 September 2017 and 31 August 2018 would normally start primary school in Reception in the school year beginning in September 2022. All Tower Hamlets infant and primary schools provide full-time education for children offered a place in the Reception Year from the September following their fourth birthday.

- 5.2 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.
- 5.3 Where parents choose to defer entry, a school may reasonably expect that the child would start at the beginning of a new school term/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.
- 5.4 It is the view of the Local Authority that children should start primary school with their normal age group. However, a parent may seek admission for their child outside the normal group; for example, if the child is gifted and talented or has been born prematurely. If a parent wishes to request for their child to be admitted outside of the normal age group, they should include a letter with their reception application and also provide a report from an appropriate education or health professional.

## **6. Nursery Provision**

- 6.1 Some schools have a nursery class or deliver pre-school nursery education. 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 a nursery provision at a 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 or co-located children's centre will not guarantee admission to the school

## **7. Applying for a Place**

- 7.1 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 co-ordinated for all the schools in the Tower Hamlets area in accordance with the Authority's published scheme. The scheme can be viewed on the following webpage: [http://www.towerhamlets.gov.uk/lgs/1-50/17\\_schools/school\\_admissions.aspx](http://www.towerhamlets.gov.uk/lgs/1-50/17_schools/school_admissions.aspx)
- 7.2 The closing date for applications is **15 January 2022** and the date on which families are sent notification of the outcome is **19 April 2022**.

## **8. Late Applications**

- 8.1 Applications received after the 15 January 2022 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 dealt with after all on time applications in the first round of offers on 15 April 2022. Where a school is oversubscribed late applications will be refused and placed on the waiting list in accordance with the admissions criteria.

- 8.2 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.

## **9. Twins and Multiple Births**

- 9.1 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 Local Authority 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 Local Authority 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.

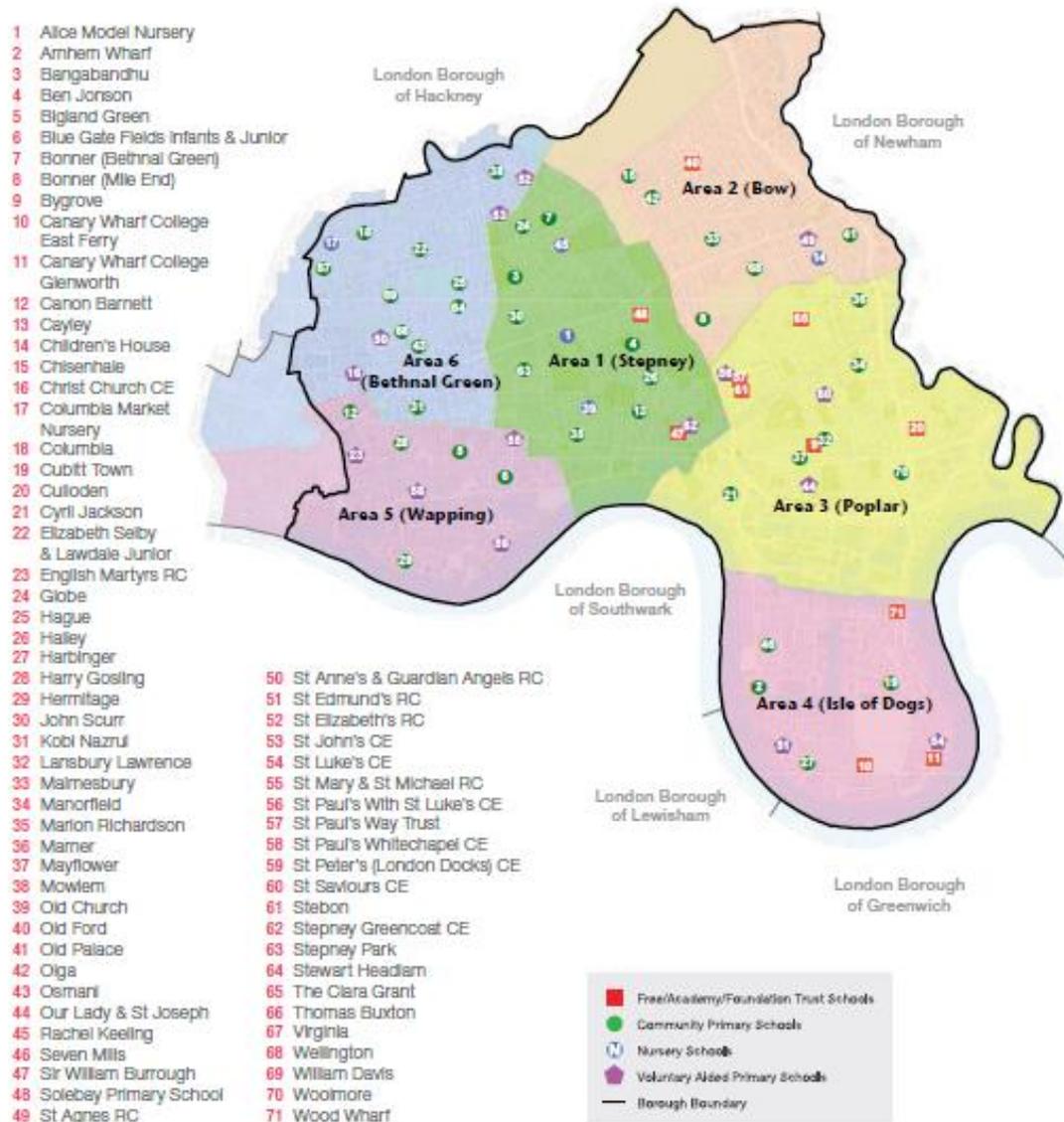
## **10. Waiting List**

- 10.1 The Local Authority's Pupil Services Team will hold waiting lists for all oversubscribed community schools until the end of the autumn term 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 the school's admission criteria. The Local Authority will not maintain waiting lists beyond the end of the first term, but parents will 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 also be viewed on the Council website: [www.towerhamlets.gov.uk/schooladmissions](http://www.towerhamlets.gov.uk/schooladmissions).

## **11. Infant to Junior Applications**

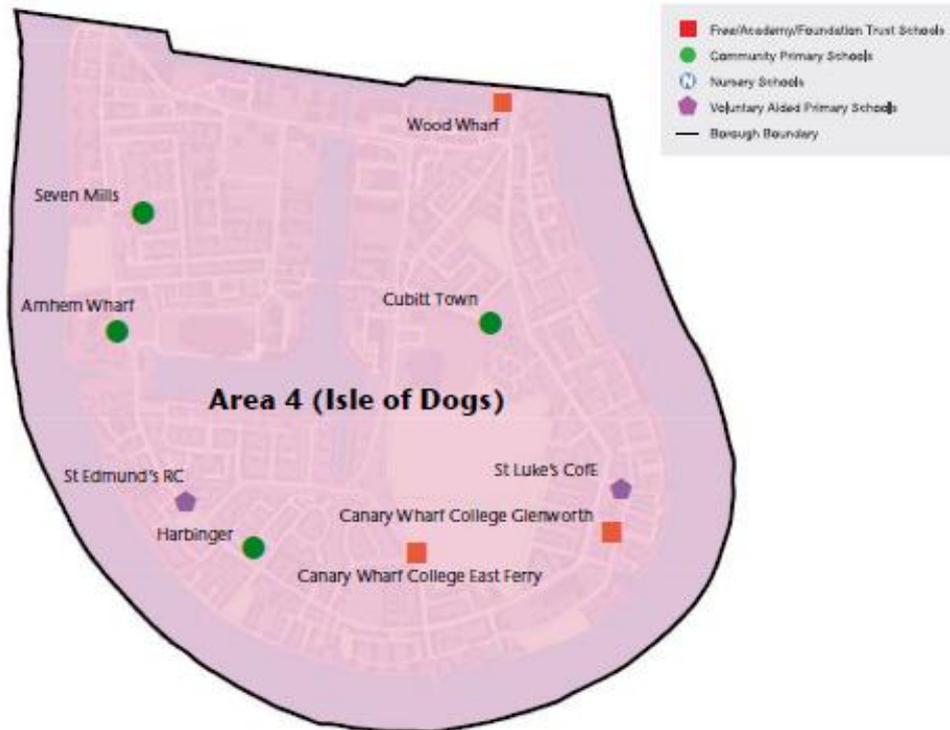
- 11.1 Parents of children in Year 2 of an infant school must make an application to transfer to the linked junior school by 15 January 2022. A child is guaranteed a place at the linked junior school provided an application is made by the closing date and the child is still in attendance at the school. The application simply involves completing a form online via the E-admissions website. Parents who wish to apply for a Year 3 place at schools other than the linked junior school will need to complete the Local Authority's In-Year Transfer Form available from the School Admissions Website:  
[www.towerhamlets.gov.uk/schooladmissions](http://www.towerhamlets.gov.uk/schooladmissions).

Catchment Areas



In accordance to the map set above by the Local Authority, Mulberry Wood Wharf Primary School is situated in catchment Area 4 (Isle of Dogs) and Mulberry Canon Barnett Primary School is situated in catchment Area 5 (Wapping).

**Catchment Area 4 (Isle of Dogs)**



**Schools in the catchment area**

**Community schools:**

- 2 Amhem Wharf
- 19 Cubitt Town
- 27 Harbinger
- 46 Seven Mills

**Voluntary primary schools:**

- 51 St Edmund's RC
- 54 St Luke's CE

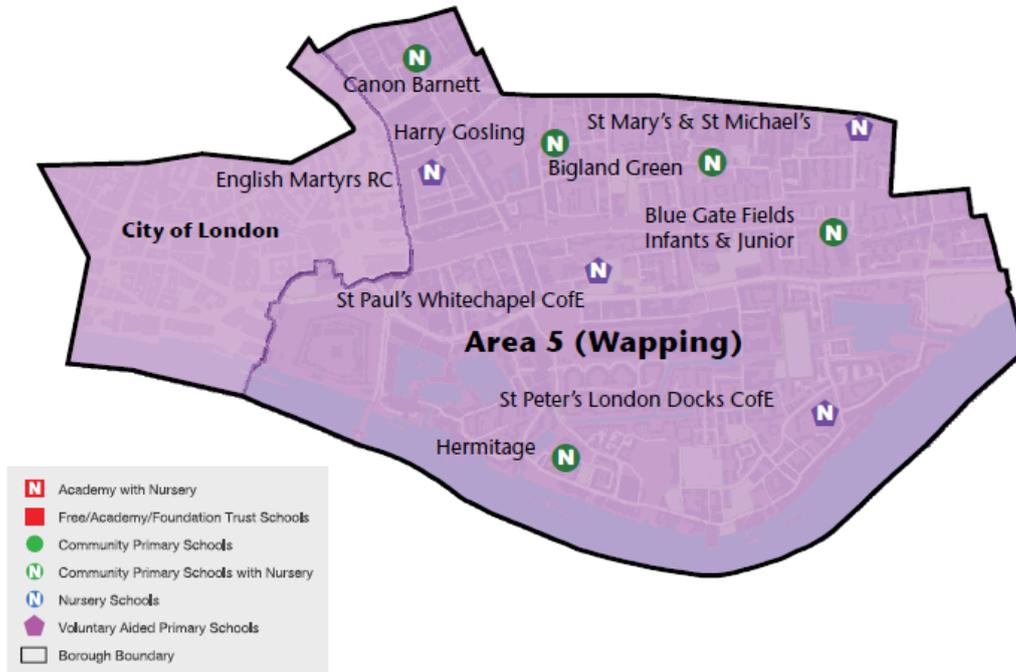
**Academy/Free schools:**

- 10 Canary Wharf College East Ferry
- 11 Canary Wharf College Glenworth
- 71 Wood Wharf  
(uses same admissions policy as community schools)

**Area covered**

- South of South Dock Entrance
- North of River Thames

## Catchment Area 5 (Wapping)



### Schools in the catchment area

#### Community schools:

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

#### Voluntary primary schools:

- 23 English Martyrs RC
- 55 St Mary & St Michael RC
- 58 St Paul's Whitechapel CE
- 59 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