

## Guidance notes for parents whose children will be starting school

**Before you complete a paper application form please consider applying online at:**

[www.towerhamlets.gov.uk/schooladmissions](http://www.towerhamlets.gov.uk/schooladmissions)

**Applying online is quick, easy and secure.**

The London Borough of Tower Hamlets is part of the Pan-London co-ordinated admissions system. This means that you should list the schools you want to apply for on one application form, ranking them in order of preference. This should include schools both within and outside of Tower Hamlets. This is important as the system will only offer one school place and this will be from the highest ranked school which can offer your child a school place. You must return the form to the council in the area where your child lives.

Postal address:

### **Pupil Services**

Tower Hamlets Council  
Town Hall  
4th Floor  
Mulberry Place  
5 Clove Crescent  
London  
E14 2BG

Phone: 020 7364 5006

Fax: 0207 364 4311

Email: [school.admissions@towerhamlets.gov.uk](mailto:school.admissions@towerhamlets.gov.uk)

Website: [www.towerhamlets.gov.uk/schooladmissions](http://www.towerhamlets.gov.uk/schooladmissions)

If you do not fill in and return the Common Application Form (CAF) by the closing date, we may not be able to give your child a place at the school you prefer. This applies even if your child is at that school's nursery (your child will not automatically move from the nursery to an infant school place) or if you have another child in that school.

You should list six preferences on the application form, making sure you rank them in order of preference. Number 1 is the school you most prefer and number 6 the school you least prefer. You can include schools in or outside Tower Hamlets.

If one of your preferences is a voluntary-aided (church) or free school, you must also fill in a supplementary information form and provide all the information requested by that school.

The information you need to put on your CAF is as follows, whether you apply online or fill in your paper form. Do not fill in a paper form if you apply online.

### **Section 1– Child's details**

- Child's name – this should be your child's legal name given on their birth certificate or passport. You are responsible for making sure that you have used the same name on all the forms needed for your child's application. If you do not use the same name, we may not be able to deal with the information in your child's application.
- Child's date of birth – please put the figures in the day, month and year boxes.
- Child's sex – please tick the relevant box to show if your child is male or female.
- Child's address – this must be the permanent address where the child lives with their parents or legal guardians and where Child Benefit is addressed.

NB. The school at which a place is offered will need to see proof of the child's address (a child benefit letter from the DWP or medical card), proof of your address (the current year's council tax bill or statement, and a recent utility bill). Documents must be dated within the three months before your appointment. The name of your child and your name and address on these documents must match the information on your application form.

- Child's nursery class - if your child currently attends a nursery school/class or early years unit, please indicate where. If not, please write 'none'.

### **Section 2 – Children with additional needs**

- If your child has a Statement of Special Educational Needs or an Education, Health and Care Plan, you must contact the SEN Team on 020 7364 4430. They consider these applications separately from the process outlined below.
- Please tick the relevant box to show if your child has a full Statement of Special Educational Needs.
- Please tick the relevant box to show if your child has any additional medical or social needs and make sure you attach a statement of support from a relevant medical or social care professional. These reasons can include factors affecting the child, the parents or other family members and must explain why the preferred school is the most suitable school as well as the difficulties that would result if the child had to attend another school.

### Section 3 – Children who are Looked After

- Please tick the relevant box if the child is in the care of the local authority. This can include adopted children who were previously looked after and children who have left care under a special arrangements (residence) or special guardianship order, or those adopted from local authority care.
- Please tick the relevant box if the child is privately fostered and also give details of the fostering arrangements.
- If a child is not living with their natural parents and you are looking after the child, 'privately fostered', we need to see written evidence that you are the legal guardian and have parental responsibility for that child. Evidence includes a will or a court order or a statutory declaration. Guardianship only applies if you can prove that you have full care of the child and their normal, permanent home is with you. Guardianship does not apply when picking up children to and from school, or looking after them until their parents collect them. If you cannot prove guardianship, we will refer the application to social services while we process your form.

### Section 4 – Parent's or carer's details

This should be the person or people with parental responsibility for the child named in Section 1.

- Please give your full name and contact details, and tick the relevant box to show your title and relationship to the child named in Section 1 (e.g. tick 'other family member' if you are a sister caring for the child).

Please remember to provide documents to prove you are the legal guardian if you are not the child's natural parent. If your address is different from the child's address, please explain why on a separate sheet of paper. Also, if the child's parents share custody, please state this and give both addresses on a separate sheet of paper.

### Section 5 – Preferences for primary school

- Please write the name of six different schools you want to apply for. You must list the schools in the order you prefer them. Number 1 is the school you most prefer and number 6 is the school you least prefer. You must list all maintained schools (not private schools) you are applying for, including any schools outside the borough of Tower Hamlets.
- Reasons for your preference – it is very important that you check the admission criteria of each school you are applying for to see if you need to give this information to give your child priority. Some admission authorities' criteria take account of exceptional medical or social reasons.
- Sibling – if your child has a brother or sister (sibling) at the school you name as a preference, please give the name, date of birth and sex of any brother or sister who is already at that school. We cannot consider siblings who you do not name on your CAF.
- Church Schools – all church schools in Tower Hamlets will require you to fill in the supplementary information form for their school. If you do not fill in this extra form and send it to the relevant school, your application will not be considered for that school.

NB. If you are applying to Bonner School make sure you indicate which of the two sites you are applying for ie. Bonner School Mile End or Bonner School in Bethnal Green.

If you are applying to any of the Canary Wharf College schools, please indicate whether this is the East Ferry, Glenworth or the new Canary Wharf 3 site. Please check the school's website for further information.

### Section 6 – Declaration and signature of parent(s) or carer(s)

The person with parental responsibility for the child named in Section 1 must sign the declaration to confirm they have read and understood the information in this booklet and that the information they have given is accurate.

### Section 7 – Other information

Please let us know if you have filled in an application form for any other children, so that we can try and offer the same school if possible. Please write the name and date of birth of any other children you are also applying for.

### Receipt and acknowledgement

If you apply online and successfully submit (make) your application, you will be given an application reference number. This confirms that we have received your application. If you hand in your application at the Town Hall in Mulberry Place and you want a receipt, you must fill in the receipt slip (page 5 of the Common Application Form).

If you post your application, proof of posting is not proof that we have received it. If you want us to let you know that we have received your form, you must fill in the receipt slip (page 5 of the Common Application Form) and enclose a stamped, self addressed envelope. If you do not hear from us within 14 days of posting your form, it is likely that we did not receive it. In that case, we strongly recommend that you apply online. We cannot confirm over the phone that we have received your paper form.

Admissions stamp only

Date received

Staff initials

ID:

- You should only fill in this form if you live in Tower Hamlets and you have not made an online application.
- Please use black ink and BLOCK CAPITALS and tick any boxes that apply.
- If you live outside Tower Hamlets, you must fill in the form available from the borough or county council within the area you live.
- Please carefully read the guidance notes attached and the 'Starting School in Tower Hamlets 2017' brochure before filling in this form. You must return your filled in application to the address at the end of this form.
- You must return your filled-in application to the address at the end of this form.
- Please remember to allow for delivery when sending by post. It is your responsibility to make sure you pay the correct postage charge, as we cannot accept any responsibility for underpaid packages.
- We must receive this form by **15 January 2017** at the latest.

## 1. Child's details

First name:

Last name:

Date of birth:

Day   Month   Year     Sex Male  Female 

Home address:

  
  
 Postcode:    

(The child's home is the permanent address where they normally live with their legal guardian. If this is different from the parent's or carer's address, please explain why on a separate sheet of paper. Also, if parents share custody, please give both addresses on a separate sheet of paper.)

Name of your child's nursery (if applicable):

## 2. Children with additional needs

Does your child have a final Statement of Special Educational Needs or Education, Care and Health Plan? Yes  No 

If your child already has a statement of SEN/Education, Health and Care Plan then you should contact the SEN department to discuss your request (please refer to page 1 of the guidance notes for further information).

Does your child, or any other family member, have any other needs you feel we should know about? Yes  No   
(this includes disabilities or severe medical conditions)

If 'Yes', please advise what these needs are and enclose a report from the relevant medical or social care professional with your application form.

### 3. Children who are 'looked after'

Does the child have 'looked after' status as explained on page 2 of the guidance? Yes  No

If 'Yes', please name the local authority that can confirm this:

Is the child privately fostered? Yes  No

If 'Yes', please give details.

### 4. Parent's or carer's details

#### Parent/carer 1

Title: Mr  Mrs  Ms  Miss

First name:

Last name:

If 'other family member or other contact', please state which.

Home tel:

Mobile:

Email:

Address (if different to child's address)

Relationship to the child: Mother  Father   
Step-parents  Foster parents  Social worker   
Other family member  Other contact

#### Parent/carer 2

Title: Mr  Mrs  Ms  Miss

First name:

Last name:

If 'other family member or other contact', please state which.

Home tel:

Mobile:

Email:

Address (if different to child's address)

Relationship to the child: Mother  Father   
Step-parents  Foster parents  Social worker   
Other family member  Other contact

### 5. Preferences for primary school

Please select up to six different schools. You must list the schools in preferred order. Please include the name, date of birth, sex of any sibling (brother or sister) who is already at the school. If you want to give reasons for your preference for any school, please use the section provided. These might include religious, philosophical or any other reasons. If you think there are exceptional medical or social reasons why your child should go to a particular school, you must provide evidence with this application that is supported by a professional (such as a doctor's report). The evidence should set out the reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school.

## Preference 1

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Name of school:

The borough school is in:  
(if outside of Tower Hamlets)

Reason for your preference:

If the child in Section 1 has a brother or sister at this school, please give details below.

First name:

Last name:

Date of birth:

Day

Month

Year

Sex Male

Female

## Preference 2

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School name:

The borough school is in:  
(if outside of Tower Hamlets)

Reason for your preference:

If the child in Section 1 has a brother or sister at this school, please give details below.

First name:

Last name:

Date of birth:

Day

Month

Year

Sex Male

Female

## Preference 3

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School name:

The borough school is in:  
(if outside of Tower Hamlets)

Reason for your preference:

If the child in Section 1 has a brother or sister at this school, please give details below.

First name:

Last name:

Date of birth:

Day

Month

Year

Sex Male

Female

## Preference 4

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School name:

The borough school is in:  
(if outside of Tower Hamlets)

Reason for your preference:

If the child in Section 1 has a brother or sister at this school, please give details below.

First name:

Last name:

Date of birth:

Day

Month

Year

Sex Male

Female

## Preference 5

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School name:

The borough school is in:  
(if outside of Tower Hamlets)

Reason for your preference:

If the child in Section 1 has a brother or sister at this school, please give details below.

First name:

Last name:

Date of birth:

Day

Month

Year

Sex Male

Female

## Preference 6

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School name:

The borough school is in:  
(if outside of Tower Hamlets)

Reason for your preference:

If the child in Section 1 has a brother or sister at this school, please give details below.

First name:

Last name:

Date of birth:

Day

Month

Year

Sex Male

Female

## 6. Your declaration and signature

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- I have read and understood the admissions criteria for each school I am applying to in Section 5 and I have listed these schools in order of preference.
- I confirm that I am the person with parental responsibility for the child named in Section 1 who lives in the borough of Tower Hamlets and that as far as I know the information I have given is correct.
- I understand that if I give any false or deliberately misleading information on this form, or supporting information, this application will no longer be valid and you may withdraw the offer of a school place.

Parent/carer 1 signature

Date

Parent/carer 2 signature (if applicable)

Date

We may pass the information you give on this form to schools inside or outside the borough or to other local education authorities as part of the admissions procedure. We will pass the information to the school the child is offered a place at, where it will form part of the pupil database that the school keeps. We will deal with any personal information you provide in line with the Data Protection Act 1998.

## 7. Other information

If you have applied for a school place in this borough for any other child, please give their name and birth date.

First name:                    Last name:

Date of birth: Day   Month   Year

## Checklist

Before returning this section to the parent please make sure you have done the following:

Checked that your child's address is correct and the child's home is the permanent address where they live with their legal guardian and where Child Benefit is addressed. Yes  No

Read the primary school admissions booklet for the borough ('Starting School in Tower Hamlets 2017') or the local authority admissions guidance for the school you wish to apply. Yes  No

If necessary, enclosed any supporting evidence (e.g. a letter from the family doctor or consultant to support any medical claim). Yes  No

Filled in any other forms we or other schools may need (these are known as supplementary forms). It is your responsibility to fill in the necessary forms. Please check the admission arrangements for each school you are applying for to see if you need to fill in other forms. Yes  No

Filled in all relevant sections of this form. Yes  No

**Return the filled in paper form to Pupil Services, Tower Hamlets, Mulberry Place, 5 Clove Crescent, London E14 2BG. Pupil Services must receive your form by 15 January 2017 at the latest.**



## Receipt and acknowledgement

We will let you know we have received this form only if you fill in your child's details below and you send us a stamped, addressed envelope or take your form to:

**Pupil Services, Tower Hamlets, Mulberry Place, 5 Clove Crescent, London E14 2BG**

If you do not hear from us within 14 days of posting us your form, it is likely that we did not receive it.

First name:

Last name:

Date of birth: Day   Month   Year

Preferences listed on your application form

Preference 1:

Preference 2:

Preference 3:

Preference 4:

Preference 5:

Preference 6:

Admissions or  
LBTH stamp only

## Important Information

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- We will let you know that we have received this form only if you fill in the receipt (below) and you send us a stamped addressed envelope. If you do not hear from us within 14 days of posting your form, it is likely that we did not receive it. In that case we strongly recommend that you apply online.
- If any of the details about you or your child change, please tell us immediately in writing.
- If we can prove that your child has been offered a place based on false, misleading or inaccurate information, we will withdraw the place.
- We will issue decisions on applications that we receive by the closing date by post on 18 April 2017.
- If you need any more information, please contact us.

### Postal address:

#### **Pupil Services**

Tower Hamlets Council  
Town Hall  
4th Floor  
Mulberry Place  
5 Clove Crescent  
London  
E14 2BG

Phone: 020 7364 5006

Fax: 0207 364 4311

Email: [school.admissions@towerhamlets.gov.uk](mailto:school.admissions@towerhamlets.gov.uk)

Website: [www.towerhamlets.gov.uk/schooladmissions](http://www.towerhamlets.gov.uk/schooladmissions)