



The LETTA Trust

Admissions Policy

2025-2026

Bygrove Primary School &
Stebon Primary School

Approved and adopted: 29 January 2024 **To be reviewed:** Spring 2025



1. Introduction

- 1.1. The LETTA Trust 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. 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)

- 2.1. The PAN for Bygrove and Stebon 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)

- 3.1. 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

Where the school is oversubscribed places will be filled in the following priority order:

- 4.1. 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 and adopted children who were previously in state care outside of England **(See Note 1)**
 - 4.1.1. Children for whom it is deemed there is a strong medical or social reason to attend the school applied to. 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. **(See Note 2);**
 - 4.1.2. 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 3);**
 - 4.1.3. Children of staff at the school **(see Note 4)**



Children whose parent is a member of staff who has been employed at the school concerned 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 4**);

4.1.4. 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

4.1.5. Other children from within the catchment area of the school

Children living outside of the catchment area with a sibling at the school

4.1.6. Children living outside of the catchment area of the school

4.1.7. 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: Confirmation of a child's looked after status will be required.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Parents must provide documentary evidence of both adoption and that the child was in state care for the local authority to consider.

Note 2: Applications under this category are considered by the Primary to Secondary Transfer Committee, comprising a Headteacher, a senior member of the Attendance and Welfare Service and a medical professional. The Committee will decide whether the application should be given priority under this category.

Note 3: Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner. Resident at the same address. The address used should be the one that the child usually lives at and attends school from.

Includes the sibling of a child who does not live within the school's catchment area, but who was admitted on or before 23rd July 2024.

Note 4: 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.

5. Catchment area

- 5.1. 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 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 2020 and 31 August 2021 would normally start primary school in Reception in the school year beginning in September 2025. 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

- 7.1. See nursery admissions policy document.
- 7.2. 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

Applications can be made by parents or carers with parental responsibilities who are residents of Tower Hamlets and professionals with parents' agreement

- 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/ignl/education_and_learning/schools/school_admissions/primary_school_admissions.aspx
- 8.2. The closing date for applications is **15 January 2025** and the date on which families are sent notification of the outcome is **16 April 2025**

9. Late applications

- 9.1. Applications received after the 15 January 2025 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 16 April 2025. 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

- 10.1. 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 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

11.1. 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.

11.2. 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

The Admissions Service 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. If a vacancy arises, it will be offered to the first applicant on the waiting list.

If parents wish for their child to remain on the Reception waiting list after December, they must complete an In-Year Transfer form, which is available from the Admissions Service. Please note that 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

Infant to Junior Applications

Parents of children in Year 2 of an infant school must make an application to transfer to the linked junior school by 15 January 2024. 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 and 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

12. Appeals

12.1. 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.



13. Priority for the in-year waiting list will be;

1. Children looked after by the local authority including adopted children who were previously looked after, children who leave care under a special guardianship or residence order and adopted children who were previously in state care outside of England.
2. Children without a school place who have a strong medical or social reason to attend the school applied to.
3. Children who have a strong medical or social reason to attend the school applied to.
4. Children without a school place with a brother or sister at the school.
5. Children without a school place.
6. Children with a brother or sister in the school.
7. Children of staff.
8. Children with a brother or sister at the school who would otherwise require travel assistance
9. Children who would otherwise require travel assistance
10. Children who live within the catchment area of the school and for whom the school is their nearest community school within the catchment area
11. Other children from within the catchment area of the school;
12. Children living nearest the school.
13. Distance

If a vacancy arises, it will be offered to the first applicant on the waiting list.

Proximity to school will determine priority where there are competing claims to a place under each of the criteria.

Distances will be measured by the shortest walking route from the home address to the nearest available pupil entrance in constant use to the school, using a computerised digitised map.

Should two or more children live an equal distance from the school, including instances where more than one child lives in a multi-occupancy building, the offer of a place will be decided by random allocation.

14. Infant to Junior Applications

Parents of children in Year 2 of an infant school must make an application to transfer to the linked junior school by 15 January 2025. 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 and a form online via the E-admissions website.

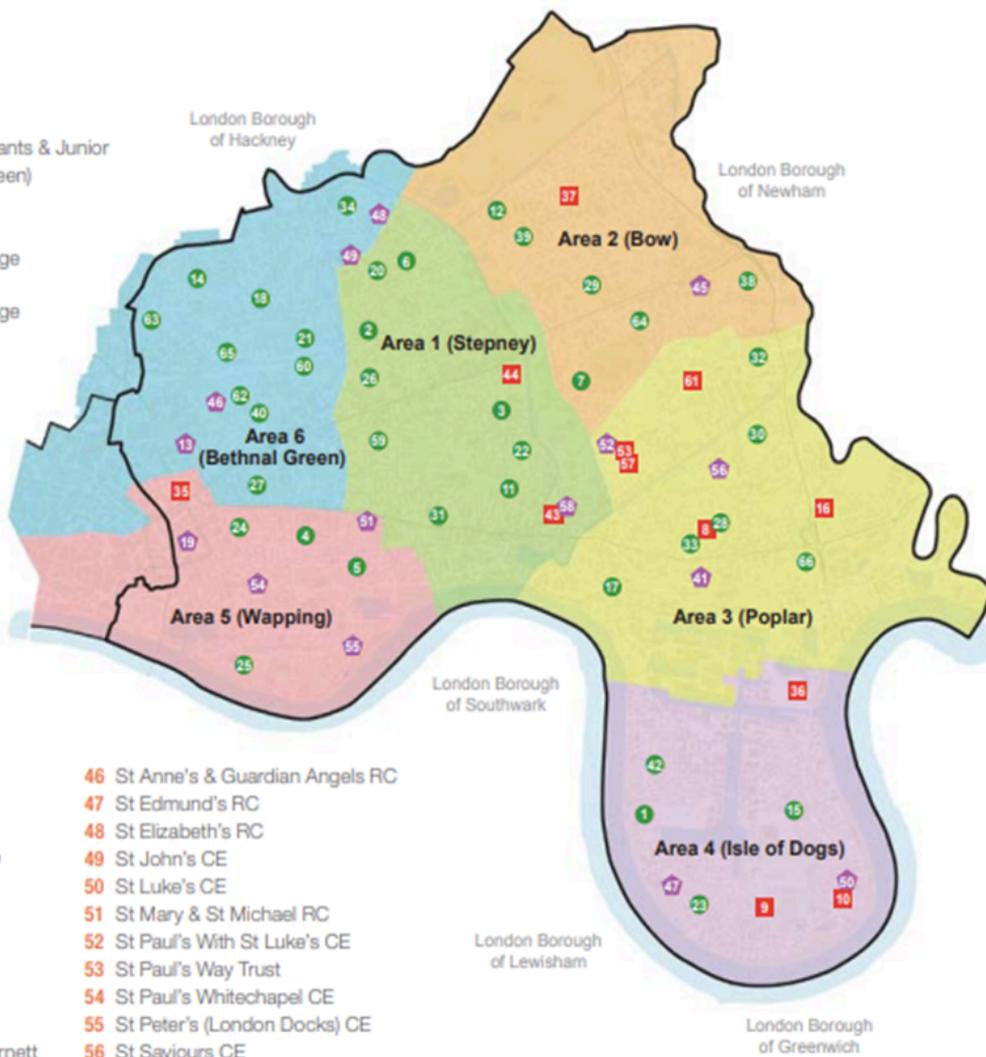
Parents who wish to apply for a Year 3 place at schools other than the linked junior school will need to complete the Local Authority's In-Year Transfer Form available from the School Admissions Website:

www.towerhamlets.gov.uk/schooladmissions.



Tower Hamlets Primary Schools Catchment areas

- 1 Arnhem Wharf
- 2 Bangabandhu
- 3 Ben Jonson
- 4 Bigland Green
- 5 Blue Gate Fields Infants & Junior
- 6 Bonner (Bethnal Green)
- 7 Bonner (Mile End)
- 8 Bygrove
- 9 Canary Wharf College East Ferry
- 10 Canary Wharf College Glenworth
- 11 Cayley
- 12 Chisenhale
- 13 Christ Church CE
- 14 Columbia
- 15 Cubitt Town
- 16 Culloden
- 17 Cyril Jackson
- 18 Elizabeth Selby & Lawdale Junior
- 19 English Martyrs RC
- 20 Globe
- 21 Hague
- 22 Halley
- 23 Harbinger
- 24 Harry Gosling
- 25 Hermitage
- 26 John Scurr
- 27 Kobi Nazrul
- 28 Lansbury Lawrence
- 29 Malmesbury
- 30 Manorfield
- 31 Marion Richardson
- 32 Marnar
- 33 Mayflower
- 34 Mowlem
- 35 Mulberry Canon Barnett
- 36 Mulberry Wood Wharf
- 37 Old Ford
- 38 Old Palace
- 39 Olga
- 40 Osmani
- 41 Our Lady & St Joseph
- 42 Seven Mills
- 43 Sir William Burrough
- 44 Solebay Primary School
- 45 St Agnes RC



- 46 St Anne's & Guardian Angels RC
- 47 St Edmund's RC
- 48 St Elizabeth's RC
- 49 St John's CE
- 50 St Luke's CE
- 51 St Mary & St Michael RC
- 52 St Paul's With St Luke's CE
- 53 St Paul's Way Trust
- 54 St Paul's Whitechapel CE
- 55 St Peter's (London Docks) CE
- 56 St Saviours CE
- 57 Stebon
- 58 Stepney Greencoat CE
- 59 Stepney Park
- 60 Stewart Headlam
- 61 The Clara Grant
- 62 Thomas Buxton
- 63 Virginia
- 64 Wellington
- 65 William Davis
- 66 Woolmore

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



Tower Hamlets Primary Schools Catchment area 1 (Stepney)

Schools in the catchment area

Community schools

- 2 Bangabandhu
- 3 Ben Jonson
- 6 Bonner (Bethnal Green)
- 11 Cayley
- 20 Globe
- 22 Halley
- 26 John Scurr
- 31 Marion Richardson
- 59 Stepney Park

Voluntary primary schools

- 58 Stepney Greencoat CE

Academy/Free schools

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



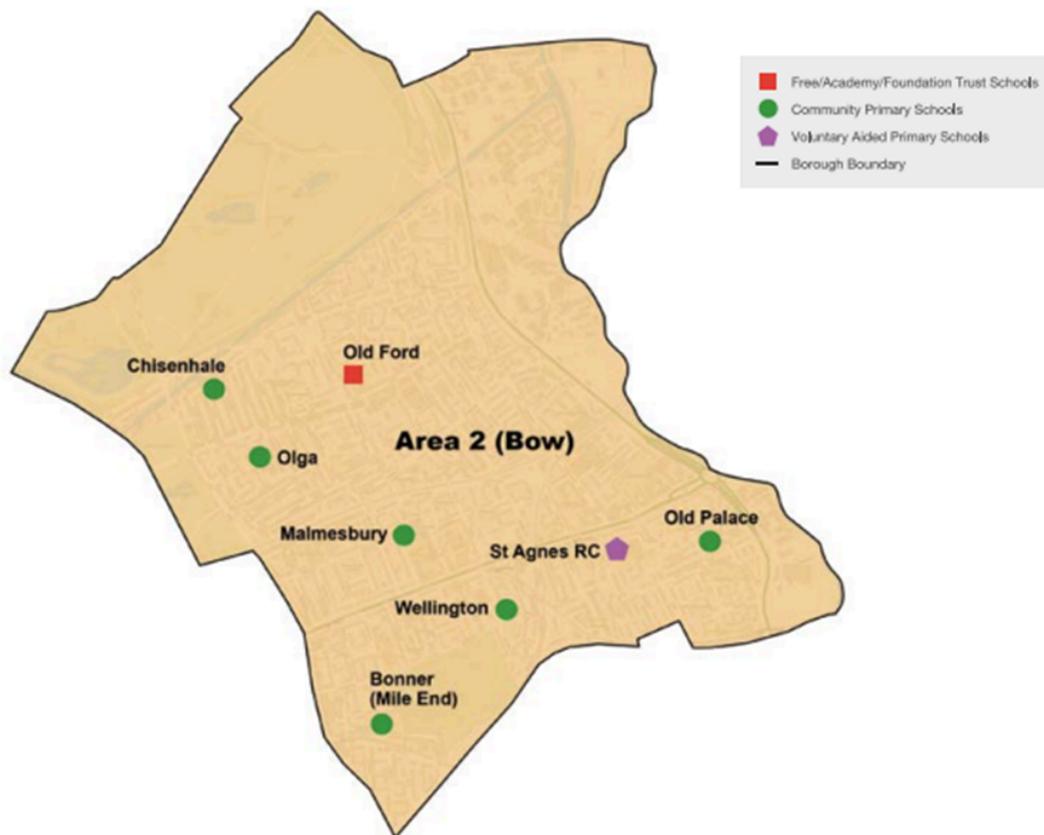
Area covered

- 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





Tower Hamlets Primary Schools Catchment area 2 (Bow)



Schools in the catchment area

Community schools

- 7 Bonner (Mile End)
- 12 Chisenhale
- 29 Malmesbury
- 38 Old Palace
- 39 Olga
- 64 Wellington

Voluntary primary schools

- 45 St Agnes RC

Academy/Free schools

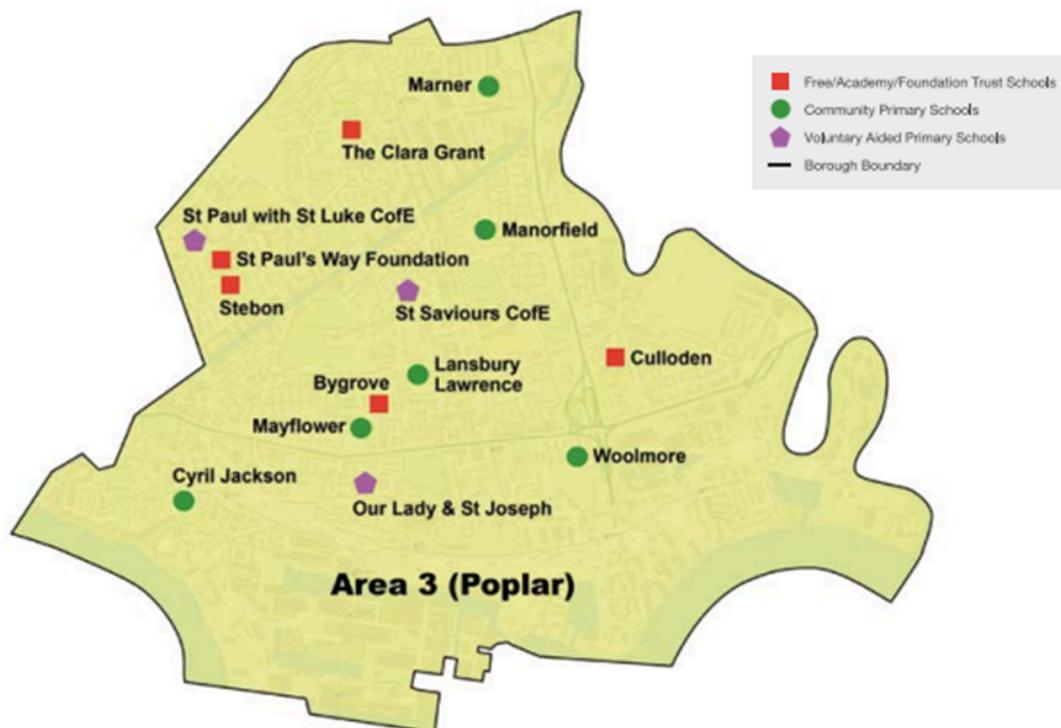
- 37 Old Ford – a Paradigm Academy (uses same admissions policy as community schools)

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



Tower Hamlets Primary Schools Catchment area 3 (Poplar)



Schools in the catchment area

Community schools

- 17 Cyril Jackson
- 28 Lansbury Lawrence
- 30 Manorfield
- 32 Marnar
- 33 Mayflower
- 66 Woolmore

Voluntary primary schools

- 41 Our Lady & St Joseph RC
- 52 St Paul's with St Luke's CE
- 56 St Saviours CE

Academy/Free schools

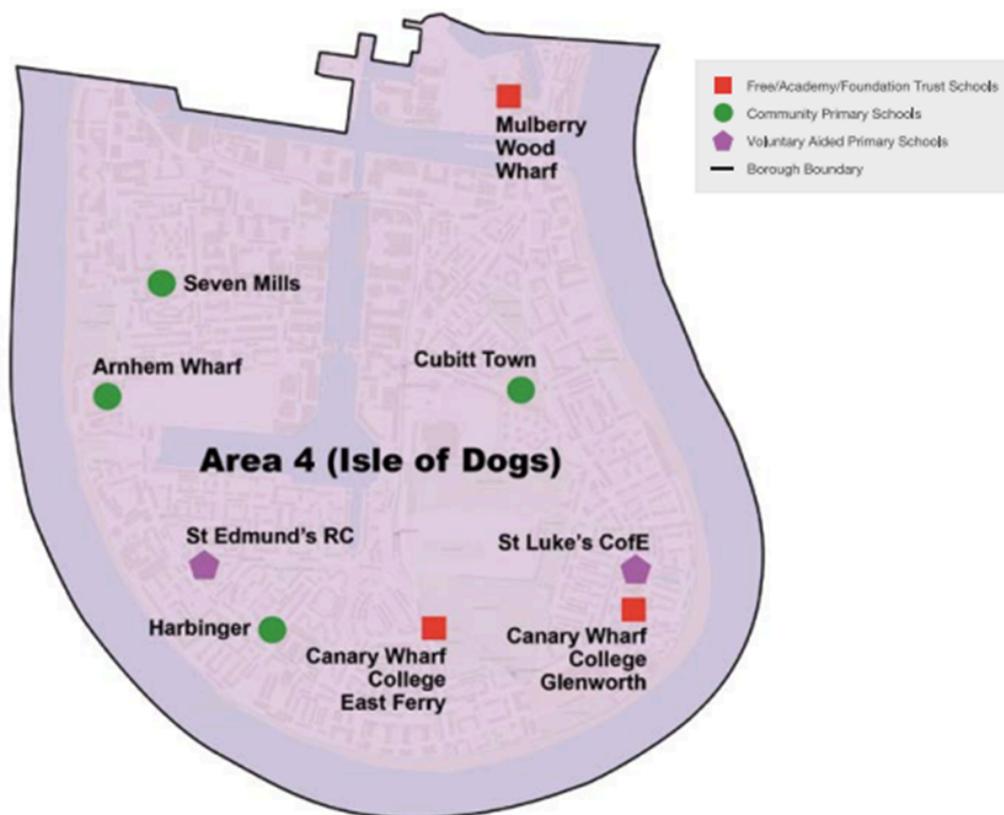
- 8 Bygrove (uses same admissions policy as community schools)
- 16 Culloden – a Paradigm Academy (uses same admissions policy as community schools)
- 53 St Paul's Way Trust (uses same admissions policy as community schools)
- 57 Stebon (uses same admissions policy as community schools)
- 61 The Clara 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 Blackwall Basin



Tower Hamlets Primary Schools Catchment area 4 (Isle of Dogs)



Schools in the catchment area

Community schools

- 1 Arnhem Wharf
- 15 Cubitt Town
- 23 Harbinger
- 42 Seven Mills

Voluntary primary schools

- 47 St Edmund's RC
- 50 St Luke's CE

Academy/Free schools

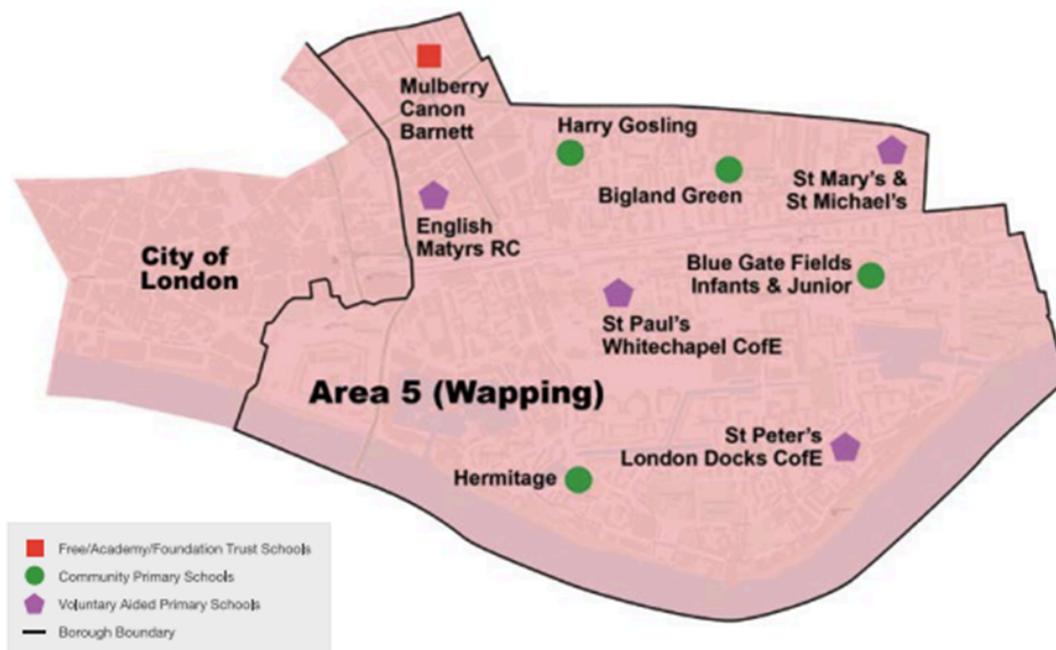
- 9 Canary Wharf College East Ferry
- 10 Canary Wharf College Glenworth
- 36 Mulberry Wood Wharf
(uses same admissions policy as community schools)

Area covered

- South of Blackwall Basin including Wood Wharf
- North of River Thames



Tower Hamlets Primary Schools Catchment area 5 (Wapping)



Schools in the catchment area

Community schools

- 4 Bigland Green
- 5 Blue Gate Fields Infants & Junior
- 24 Harry Gosling
- 25 Hermitage

Voluntary primary schools

- 19 English Martyrs RC
- 51 St Mary & St Michael RC
- 54 St Paul's Whitechapel CE
- 55 St Peter's (London Docks) CE

Academy/Free schools

- 35 Mulberry Canon Barnett
(uses same admissions policy as community schools)

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 Comhill, 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



Tower Hamlets Primary Schools Catchment area 6 (Bethnal Green)

Schools in the catchment area

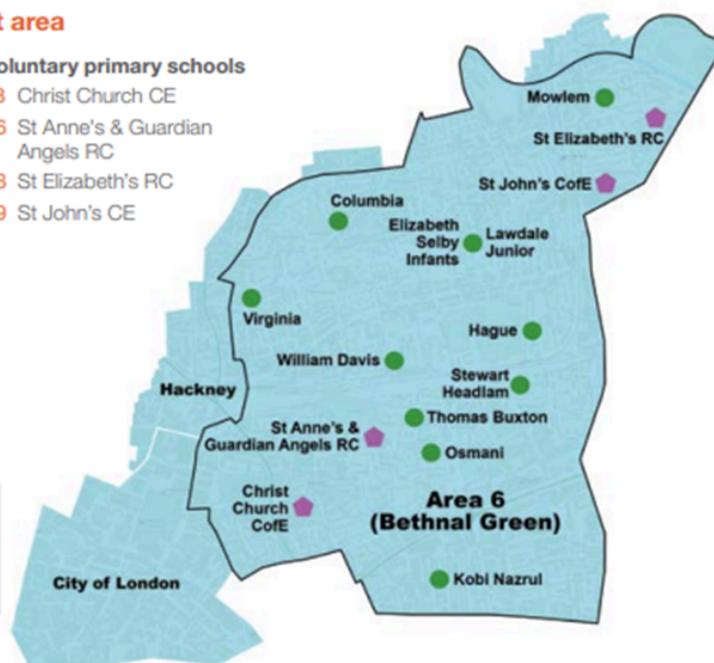
Community schools

- 14 Columbia
- 18 Elizabeth Selby Infant*
- 18 Lawdale Junior*
- 21 Hague
- 27 Kobi Nazrul
- 34 Mowlem
- 40 Osmani
- 60 Stewart Headlam
- 62 Thomas Buxton
- 63 Virginia
- 65 William Davis

*Linked infant and junior schools

Voluntary primary schools

- 13 Christ Church CE
- 46 St Anne's & Guardian Angels RC
- 48 St Elizabeth's RC
- 49 St John's CE



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 Earliston 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