

EDUCATION, SOCIAL CARE AND WELLBEING PUPIL ADMISSIONS AND EXCLUSIONS TEAM COMPOSITE TIMETABLE 2014-2015

(Including key dates for Nursery; Reception; Year 7 admissions in September 2015)



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NURSERY ADMISSIONS TIMETABLE (2015 – 2016)

This timetable sets out the important dates and key actions for determining admissions to Tower Hamlets nursery schools and classes in 2015/16. It is for use by all school staff dealing with nursery admissions i.e. headteachers and SAO's of Tower Hamlets community, voluntary aided, academy and free schools. For information to Children's Centre Managers, independent nurseries and play Centres, SENCOs, and School/Home Liaison Workers, Service Head for Learning and Achievement, Head of the Support for Learning Service, Principal Educational Psychologist, Principal Officer SEN, Principal Attendance and Welfare Officer and PAC Manager.

Detailed guidance on nursery admission procedures is issued separately as part of the Local Authority's (LA's) composite guidance on school admissions.

AUGUST 2014

- Pupil Admissions issues new guidance on nursery admissions to schools, nurseries and children centres.

SEPTEMBER 2014

- Pupil Admissions publishes 'Starting School in Tower Hamlets' Brochure with copies sent to schools, under-fives provisions and community organisations.
- Pupil Admissions to provide further publicity materials, nursery application form and guidance to schools, under-fives provisions for families with children eligible for a nursery place in 2015/16
- Schools and other under-fives provisions provide new nursery application form and guidance to parents of children due to start nursery in 2015/16. The new form must also be given to parents who have previously completed a nursery application or registered an interest; enabling community schools and nurseries to capture information relevant to the new admission criteria as well as determining a child's eligibility for a full or part-time place.

AUTUMN HALF TERM (27TH OCTOBER – 31ST OCTOBER 2014 INCLUSIVE)

CHRISTMAS HOLIDAYS (19 DECEMBER 2014– 4 JANUARY 2015 INCLUSIVE)

JANUARY 2015

15 January

- **CLOSING DATE FOR NURSERY APPLICATIONS** - Parents must give their nursery application form to the office at the preferred school(s) by this date

19 – 31 January

- Schools ensure that all application forms have been completed in full and all relevant information is included on the form.

FEBRUARY 2015

6 February

- ☐ Schools send list of applicants, including full address, to Pupil Admissions to obtain distance measurements.

EASTER HOLIDAY (30 MARCH – 10 APRIL 2015 INCLUSIVE)

April 2015

13 April

- ☐ Pupil Admissions return list of applicants with distance measurements to schools, including details of the nearest school/nursery applied to; this information must be used by community schools as a 'tie-break' for determining competing claims for places when oversubscribed.

APRIL – MAY 2015

- ☐ Schools and nurseries and nurseries apply their admissions policy to determine successful applicants and those eligible for full and part-time offers. Community schools and nurseries must use the LA admissions criteria.

MAY 2015

8 May 2015

☐ **Tower Hamlets Offer Day**

Schools send letters to parents notifying the outcome of their application. The letter must inform parents of the reasons for the decision; the arrangements for admission (where applicable); the date by which they must contact the school to accept the place; and the information that parents must provide to confirm the child's identity, relationship and family address.

22 May 2015

- ☐ Final date for parents with offers to confirm acceptance of a place.
- ☐ Schools and nurseries send list of acceptances to Pupil Admissions, as well as details of those children whose parents have not accepted the offer of a place.
- ☐ Pupil Admissions will compile list of schools with nursery places remaining.

SUMMER HALF TERM (27 – 31 MAY 2015 INCLUSIVE)

TIMETABLE FOR PRIMARY RECEPTION ADMISSION IN SEPTEMBER 2015

This timetable sets out the important dates and key actions for determining admissions to Tower Hamlets primary schools in 2015/16. It is for use by all school staff dealing with primary admissions i.e. headteachers and SAO's of Tower Hamlets community, voluntary aided, academy and free schools. For information to Children's Centre Managers, independent nurseries and play centres, SENCOs, and School/Home Liaison Workers, Service Head for Learning and Achievement, Head of the Support for Learning Service, Principal Educational Psychologist, Principal Officer SEN Principal Officer SEN, Principal Attendance and Welfare Officer and PAC Manager.

Detailed guidance on primary reception admission procedures is issued separately as part of the Local Authority's (LA's) composite guidance on school admissions. Please note that this also incorporates the statutory timetable for the 33 London boroughs and the neighbouring LAs within the Pan London admission arrangements.

SEPTEMBER - NOVEMBER 2014

- Nursery and primary schools provide Pupil Admissions with the details of children whose dates of birth are between 1.9.2010 and 31.8.2011.
- Pupil Admissions will send the 'Starting School in Tower Hamlets' booklet to families,
- with emphasis for parents to apply online. Paper application forms will be available on request from Pupil Admissions
- www.eadmissions.org.uk online application facility opens 1st September.
- Parents alerted to the application procedure and closing date through advert in East End Life, posters in schools, community organisations and on Electronic Noticeboards in One Stop Shops throughout the borough.
- Pupil Admissions will hold training sessions for school staff - dates will be circulated early September and also notified in the Headteacher's Bulletin.
- Pupil Admissions and schools to hold advice sessions for parents on how to apply for a reception place.
- Nursery and primary schools check with parents to ensure that they have received 'Starting School' booklet and are able to complete an application for their child.

AUTUMN HALF TERM (27TH – 31ST OCTOBER 2014 INCLUSIVE)

DECEMBER 2014

8th – 19th December 2014

- Primary schools distribute letters to parents from Pupil Admissions reminding parents to apply by the closing date.

CHRISTMAS HOLIDAYS (22ND DECEMBER 2014– 2ND JANUARY 2015 INCLUSIVE)

JANUARY 2015

7th January 2015

- Last date for parents to return Common Application Form (CAF) to the nursery or primary school. Schools to forward to Pupil Admissions immediately upon receipt.

15th January 2015 - CLOSING DATE FOR APPLICATIONS

- Parents must submit their paper application to the Pupil Admissions team by 5pm or make their online applications by midnight on this date.

FEBRUARY 2015

4th February 2015

- Pupil Admissions will send schools details of all applications made for children on roll at their nursery and also for any other children whose parents have applied for a reception place at the school.

4th – 11th February 2015

- Schools to follow up with parents of children on roll in the nursery or known to have children due to start reception in 2015/16, but have not yet applied.
- Own admission authority schools must follow up with parents of children where a CAF has been completed, but not a SIF (or vice versa). This will help to ensure that that parents complete and return the necessary forms in good time. The CAF will need to be with Pupil Admissions team by 11th February at the latest to be included with those for children where all the necessary documentation has been received on-time.
- All schools should check to ensure that the sibling information provided is correct.

SPRING HALF TERM (16 – 20 FEBRUARY 2015 INCLUSIVE)

23rd – 27th February 2015

- Pupil Admissions will send schools the relevant details of all applicants for their school.
- Governors of own admission authority schools meet to reach decisions. Pupil Admissions will apply the admissions policy for Community schools to determine successful applicants and waiting lists.
- Own admission authority schools return to Pupil Admissions the list of children who will be offered and refused places. Refusals must be listed in ranked order, according to the school's oversubscription criteria. Schools that miss this deadline may not be included in the single offer allocation process.

MARCH 2015

25th March 2015

- Pupil Admissions 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 for final checks.

27th March 2015

- Final date for schools to notify Pupil Admissions of any discrepancies or amendments.

EASTER HOLIDAY (27 MARCH – 13 APRIL 2015 INCLUSIVE)

APRIL 2015

16th April 2015 - National Offer Day

- Pupil Admissions sends letters to parents notifying them of the outcome of their applications for all the schools they named on their child's application.
- The letter will inform parents that they must contact the primary school by 8th May to accept the place as well as provide the necessary documentation to confirm the child's identity, relationship and family address.
- Parents must confirm, in writing, to Pupil Admissions by 8th May if they want their child's name to be placed on the waiting list for a higher preference school that has refused them a place.

17th – 20th April 2015

- Primary schools to send letters to parents advising them of further arrangements for admissions and the need to confirm their acceptance within the designated time.
- Own Admission Authority 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.

MAY 2015

8th May 2015

- Final date for parents with offers to confirm acceptance of a place.
- Final date for parents to place their child's name on the waiting list for higher preference schools.

14th May 2015

- Deadline for parents to submit an appeal against the decision to refuse their child admission to a community school.

SUMMER HALF TERM (25TH – 29TH MAY 2015 INCLUSIVE)

JUNE 2015

5th June 2015

- Pupil admissions will notify parents of any unplaced pupils, of the school at which a place has been allocated (reserved).

19th June 2015

- Deadline for parents of unplaced pupils to confirm acceptance of the school allocated.
- Appeals heard for Tower Hamlets community schools. Dates will be notified in the Headteachers' Bulletin.

JULY 2015

- Appeal hearings continue for Tower Hamlets community schools. Dates will be notified in the Headteachers' Bulletin.
- Following the outcome and 'knock on' effect of appeals, Pupil Admissions will send primary schools an updated list of their confirmed acceptances, including any children who have been allocated (reserved) places.

TIMETABLE FOR SECONDARY (YEAR 7) ADMISSION IN SEPTEMBER 2015

This timetable sets out the important dates and key actions for determining admissions to Tower Hamlets primary schools in 2015/16. It is for use by all school staff dealing with secondary transfer admissions i.e. headteachers and SAO's of Tower Hamlets community, voluntary aided, academy and free schools. For information to SENCOs, and School/Home Liaison Workers, Service Head for Learning and Achievement, Head of the Support for Learning Service, Principal Educational Psychologist, Principal Officer SEN, Principal Attendance and Welfare Officer and PAC Manager.

Detailed guidance on secondary transfer procedures is issued separately. Please note that this also incorporates the statutory timetable for the 33 London boroughs and the neighbouring Local Authorities (LAs) in the Pan London arrangements.

SEPTEMBER 2014

- Schools receive supplies of the 'Ready for Secondary School' brochure and DVD. Primary schools distribute the brochure and DVD, during the first week of term, to all parents of pupils transferring to secondary school in 2015.
- Advertisements with the secondary school visiting times and information on secondary transfer will be published in East End Life.
- Parents can apply online from **1ST SEPTEMBER 2014** via [eAdmissions website](#).
- Pupil Admissions will send primary schools the pupil listings and guidance for parents to apply online. Banding information, for Tower Hamlets pupils only, along with a paper form for any parents who are unable to apply online, will also be supplied. Primary schools should check the information for accuracy and missing pupils, immediately notifying Pupil Admissions of any discrepancies.
- Separate forms will be sent to mainstream schools for pupils with statements of SEN. The SEN Team send forms direct to parents of Tower Hamlets SEN Statemented children attending special schools.
- Primary headteachers should advise parents of out-borough residents to contact their home LA for an application form. Pupil Admissions will provide primary schools with a letter and the Tower Hamlets supplementary form to send to parents of out-borough pupils. The letter will advise parents to contact their home borough for an application form and to also use the LBTH supplementary form should they wish to apply to Tower Hamlets school.

Monday 1st September 2014 – Friday 24th October 2014

- Families can visit Tower Hamlets secondary schools for their open days and evenings.

Wednesday 17th September 2014 - 5pm at the PDC Bethnal Green Road E2

- Presentation for parents on the secondary transfer process, followed by advice surgeries with Pupil Admissions/PAC staff. A Bengali/Sylheti speaking Admissions Officer will be present.

By Friday 19th September 2014

- Primary schools should arrange for newly admitted pupils to sit the Optional SATs test, if they have not done so previously. If this is not practicable, the child's band should be determined through teacher assessment.
- Out-borough residents should by now have received an application form from their home LA, which they must complete even if are applying for Tower Hamlets schools.

OCTOBER 2014

- Parents complete the secondary transfer form, naming up to 6 London schools in preference order. These applications can be completed online at www.towerhamlets.gov.uk/schooladmissions. Appointments with primary Headteachers to be available on request.
- Parents of children with SEN statements complete the appropriate form naming 3 schools in order of preference.
- Completed forms for all Tower Hamlets residents to be returned to primary schools by **Friday 24th October** and forwarded to Pupil Admissions by the same date.

HALF TERM (27TH OCTOBER – 31ST OCTOBER 2014 INCLUSIVE)

Friday 31st October 2014

- **CLOSING DATE** for applying to all secondary schools in London and neighbouring LAs. Applications for Tower Hamlets residents, including for children with statements of SEN, must be received by Pupil Admissions by this date.
- Online applications can be submitted until midnight (but not for children with statements). **N.B. if more than one application is received, then the form with the most recent date, will be considered as it is likely to have updated information.**

Parents applying to Bishop Challoner, Sir John Cass Foundation or Raine's Foundation Schools must also complete the school's supplementary form. The supplementary form is available from each school and should be returned direct to that school by the closing date. **Parents must complete the supplementary form as well as the Home LA application form. The LA application form must be completed online or a paper copy returned to the Pupil Admissions Team by the closing date.**

NOVEMBER 2014

- The SEN Panel will meet to consider requests from parents for school(s) to be named on their child's statement. A secondary Headteacher and the Admissions Manager will attend.
- Pupil Admissions will write to Tower Hamlets parents where a secondary transfer application has not been received. Pupil Admissions will also inform the primary schools.

DECEMBER 2014

- Pupil Admissions will send an electronic file with details of applicants to the Bishop Challoner schools, Sir John Cass, Raine's, Wapping High School and London Enterprise Academy. This will include out-borough applications.

- Pupil Admissions 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.
- The Primary/Secondary Transfer Committee will meet to consider applications on exceptional medical or social grounds for schools that use the Council's admission policy.

CHRISTMAS HOLIDAYS (22nd DECEMBER 2014 – 5th JANUARY 2015 INCLUSIVE)

JANUARY 2015

- Pupil Admissions 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 Pupil Admissions of any discrepancies.

Monday 19th January 2015

- Last date for the Bishop Challoner schools, Sir John Cass, Raine's, Wapping High and London Enterprise Academy to return applications list to Pupil Admissions, ranking all applicants and indicating those to be offered and refused places. **The lists must be returned by this date to comply with the Pan London timetable for the exchange of information.**

FEBRUARY 2015

- 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.

Monday 16th February 2015

- Deadline by which all London LAs must have confirmed listings of acceptances and refusals with each other.

HALF TERM (16TH –20TH FEBRUARY INCLUSIVE)

Friday 20th February 2015

- Pupil Admissions return the list of applicants for the Bishop Challoner schools, Sir John Cass, Raine's, Wapping High School and London Enterprise Academy confirming those pupils who will be offered/refused places on the 2nd March and those whose applications have been withdrawn because of an offer at a higher preference school.

Monday 25th February 2015

- The latest date by which Pupil Admissions will send primary schools the outcome of applications for their pupils. **This information is to remain confidential until after the 2nd March.**
- The latest date by which Pupils Admissions will send community secondary schools, George Green's and Central Foundation the details of pupils who will be offered places, a breakdown of applications, withdrawals and acceptances.

- Pupil Admissions will inform primary schools of the Tower Hamlets schools with vacancies (to remain confidential until 2nd March).
- Pupil Admissions will consult with the Headteachers of oversubscribed secondary schools on the LA statement for appeals and the representation at hearings.

MARCH 2015

Monday 2nd March 2015

- Pupil Admissions will send letters to Tower Hamlets parents notifying them 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 invited to secure a place at one of the Tower Hamlets schools with places remaining.
- Notification of the outcome of online applications will also be made by email where an email address has been provided. This will be posted on the evening of 2nd March.

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.

- The Bishop Challoner schools, Sir John Cass, Raine’s, Wapping High School and London Enterprise Academy will also send letters to parents after the 2nd March explaining why applications were refused or an offer of a place was not made.
- Out-borough residents will be notified by letter sent by their home LA.

From Tuesday 3rd March 2015

- Between the 3rd - 20th March, secondary schools must write to families offered places, to inform them of their admission procedures.

Monday 30th March 5.00pm

- Closing date for parents to appeal against the decision to refuse a place at Tower Hamlets schools.

APRIL 2015

EASTER HOLIDAY (FRIDAY 27TH MARCH – FRIDAY 10TH APRIL INCLUSIVE)

- Admissions Officers will send community secondary schools, Bethnal Green Academy, George Green’s and Central Foundation the details of any late applicants offered places. This information will also include the latest breakdown of applications and acceptances and withdrawals.
- Pupil Admissions will notify secondary schools of pupils’ allocated (reserved) places.
- Pupil Admissions will send primary schools updated listings of the secondary school destinations for their pupils.

By Friday 17th April 2015

- Pupil Admissions will send offer and refusal letters for late applicants and pupils allocated (reserved) places.

By Monday 27th April 2015

- Deadline by which for secondary schools must submit copy for the 2015/16 Secondary Transfer brochure. Secondary schools will be reminded via Heads' Bulletin.

APRIL

- Pupil Admissions will issue Guidance on the Transfer of Pupil Records

APRIL – MAY 2015

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

HALF TERM (25TH – 29TH MAY INCLUSIVE)

JUNE 2015

- Appeals will continue for Tower Hamlets secondary schools.
- Admissions Officers to notify secondary and primary heads of the outcome of appeals.
- Admissions Officers to send primary schools updated listings of the secondary school destinations for their pupils and continue to exchange information.

JULY 2015

- Friday 3th 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 (Date and venue TBC).
- Pupil Admissions send listings of pupils' secondary school destinations to the Central Benefits Section (Free School Meals).
- Pupil Admissions send pupil listings with secondary school destinations to the Educational Psychology and School Health Services.
- Pupil Admissions send other local authorities details of known out-borough pupils attending Tower Hamlets primary schools.

TIMETABLE FOR INFANT TO JUNIOR SCHOOL TRANSFER IN SEPTEMBER 2015

The timetable lists the important dates for Infant to Junior Transfer. It is for use by staff in separate infant and junior schools who deal with admissions, including headteachers, SAOs, SENCOs, and School/Home Liaison Workers. This timetable should also prove useful to the Service Head Learning and Achievement, Head of Support for Learning Service, Principal Educational Psychologist and Principal Attendance Welfare Officer.

Detailed guidance on Infant to Junior Transfer procedures is issued separately as part of the Local Authorities (LAs) composite guidance on school admissions.

SEPTEMBER - OCTOBER 2014

- Pupil Admissions request lists from Infant Schools for those children whose dates of birth are between 1.9.07 and 31.8.08.

15th – 26th September 2014

- Pupil Admissions sends Common Application Form (CAF) and guidance notes to parents.
- Application process opens.

AUTUMN HALF TERM (27TH – 31ST OCTOBER 2014 INCLUSIVE)

NOVEMBER 2014

- Infant Schools ensure that parents are reminded to complete their applications.

DECEMBER 2014

8th December – 19th December 2014

- Infant schools distribute letters to parents from Pupil Admissions reminding parents to apply by closing date.

CHRISTMAS HOLIDAYS (22ND DECEMBER 2014– 5TH JANUARY 2015 INCLUSIVE)

JANUARY 2015

7th January 2015

- Latest date for parents to return, by hand, Common application Form (CAF) to the infant school. Schools to forward to Pupil Admissions as and when received.

15th January 2015

- **CLOSING DATE FOR APPLICATIONS** - Parents must submit their paper applications to Pupil Admissions by 5pm.

FEBRUARY 2015

SPRING HALF TERM (16TH – 20TH FEBRUARY 2015 INCLUSIVE)

23rd – 27th February 2015

- Infant schools to ensure that applications have been submitted for children on roll in Year 2 at the school, including those that have transferred after the closing date.

MARCH 2015

25th March 2015

- Pupil Admissions determine the school to be offered and send details of acceptances, refusals and withdrawals to individual schools for final checks.

27th March 2015

- Final date for schools to notify Pupil Admissions of any discrepancies or amendments.

EASTER HOLIDAY (27th MARCH – 13th APRIL 2015 INCLUSIVE)

APRIL 2015

16th April 2015

- **Offer Day** - Pupil Admissions will send letters notifying parents of the outcome of their application.
- The letter will inform parents that they must contact the Junior School within a designated time to accept the place.

17th-20th April 2015

- Junior schools to send letters to parents advising them of further arrangements for admissions and the need to confirm their acceptance within the designated time.

MAY 2015

8th May 2015

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

SUMMER HALF TERM (25 – 29 MAY 2015 INCLUSIVE)

JUNE – JULY 2015

- Appeals, if any, heard. Dates will be notified to headteachers in advance of the hearings.
- Pupil Admissions will notify headteachers of the outcome of appeals involving their schools or pupils.
- Pupil Admissions to send infant and junior schools updated listings of their confirmed acceptances, including children allocated places.

TIMETABLE FOR IN – YEAR SCHOOL TRANSFER (2014/15)

The timetable below sets out the key dates in the procedure of in-year transfers for Tower Hamlets schools. It concerns children who currently attend Tower Hamlets schools or schools in neighbouring boroughs.

All applications for in-year school transfer must be received by the Pupil Admissions Team. The Part B of the Tower Hamlets In-Year application form must be completed and signed by the headteacher or a senior member of staff at the child's current school.

There are six entry points for children to make an in-year transfer. Each entry point is at the beginning of a school half-term and has its own application closing date (see below). Therefore an application for transfer received after the closing date will not normally be considered for that entry point, but will be processed for the following one.

Schools need to ensure that their vacancy information is correct on SchoolView by the application closing date for each transfer period. Offers will be made to schools with the information provided on SchoolView on this date. Any changes to vacancy information after this point needs to be communicated to Pupil Services.

Following the closing date for the entry point the Pupil Admissions Team will process applications, make decisions and notify schools and parents on the relevant dates below.

Entry Point	Application Closing Date	School Sent Notification	Parent Sent Notification
Autumn Half Term (Nov 2014 start)	30 th Sept 2014	16 th Oct 2014	22 nd Oct 2014
Spring Term (Jan 2015 start)	24 th Nov 2014	10 th Dec 2014	17 th Dec 2014
Spring Half Term (Mar 2015 Start)	21 st Jan 2015	5 th Feb 2015	11 th Feb 2015
Summer Term (Apr 2015 Start)	5 th Mar 2015	19 th Mar 2015	24 th Mar 2015
Summer Half Term (Jun 2015 Start)	24 th Apr 2015	13 th May 2015	20 th May 2015
Autumn Term (Sept 2015 start)	19 th Jun 2015	8 th Jul 2015	15 th Jul 2015

NOTES:

1. Applications for children **without a school place** (or travelling to a school over 2 miles) will not be subject to the above schedule. These will be processed on a daily basis and schools notified of new admissions, if any, every Tuesday. Parents will be notified later, by letter which will be sent on the Friday.
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 notification will be sent to schools and parents as vacancies arise. The schedule set out in the above timetable will apply thereafter.

TIMETABLE FOR ADMISSION APPEALS

Parents not offered a place at a school of their preference are entitled to appeal the decision to an Independent Appeal Panel. This panel is completely independent of the Local Authority and all schools in Tower Hamlets. The independent appeals are normally held at a hotel in Limehouse.

If parents wish to appeal, they can download an Appeal Form from www.towerhamlets.gov.uk/schooladmissions or telephone: 020 7364 5006 to request a form. Parents MUST give good reasons for their appeal and include any evidence or supporting material with their appeal form. The appeal form will not be accepted unless parents state the reasons for their appeal. Parents may appeal for more than one school.

The timetable for appeals is as follows:

Last day for lodging appeals for places in year 7 at SECONDARY schools	5pm on Monday 30 March 2015
Last day for lodging appeals for Reception in PRIMARY schools	5pm on Wednesday 15 May 2015
Secondary appeals will take place from	16 April to 25 May 2015
Primary appeals will take place from	16 June to 20 June 2015
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 <i>additional</i> 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 <u>not</u> 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.

TIMETABLE FOR VERIFYING PUPIL EXCLUSION DATA

The timetable sets out the key dates for the verification of pupil exclusions data and determining the charges to be made to schools under the Behaviour and Attendance Partnership's Fair Access Protocol. It is for all LA and school staff dealing with exclusions and pupils placed under the Fair Access Protocol, including Headteachers. Detailed guidance on exclusion and the Fair Access Protocol are issued separately.

Autumn Term Data Verification	Date
Authority sends schools exclusion data for verification on:	7 January 2015
School to return verified exclusions data by:	14 January 2015
Authority sends schools FAP charges for verification on:	21 January 2015
School to return verified data on FAP charges by:	28 January 2015

Spring Term Data Verification	Date
Authority sends schools exclusion data for verification on:	14 April 2015
School to return verified exclusions data by:	21 April 2015
Authority sends schools FAP charges for verification on:	9 March 2015
School to return verified data on FAP charges by:	16 March 2015

Summer Term Data Verification	Date
Authority sends schools exclusion data for verification on:	4 September 2015
School to return verified exclusions data by:	11 September 2015
Authority sends schools FAP charges for verification on:	18 September 2015
School to return verified data on FAP charges by:	25 September 2015

KEY STAFF CONTACT INFORMATION

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