



## **Old Ford Primary Academy admission arrangements for the 2025/2026 school year**

### **Introductory statement**

Old Ford Primary Academy admits girls and boys of all backgrounds, aptitudes, abilities/disabilities and beliefs. The academy does not have any religious affiliation.

Paradigm Trust is the admissions authority for Old Ford Primary Academy. This means that it will set and apply the admissions criteria for the school.

### **Published Admission Number**

The school has a Published Admission Number (PAN) of 90 for entry into the Reception Year.

### **Application process**

Arrangements for application for places at the academy will be made in accordance with the Local Authority's (LA) co-ordinated admission arrangements and will be made on the common application form here: [www.eadmissions.org.uk](http://www.eadmissions.org.uk). The timetable for applications is in line with that of the LA.

The academy will consider all applications for places that meet the criteria set by the LA's co-ordinated admission arrangements. Where fewer applications for places than the PAN for the relevant age group are received, the academy will offer places to all those who have applied.

If you are not able to make an online application, you should contact Tower Hamlets School Admission Services on 020 7364 5006 or via email to [school.admissions@towerhamlets.gov.uk](mailto:school.admissions@towerhamlets.gov.uk).

## Oversubscription criteria

The remaining places will be filled in the priority order below.

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. This also includes children who were previously in care abroad;
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 of the school who have a sibling attending the school 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 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 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 of the catchment area of the school.

### Notes:

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, explaining why the particular school is most suitable with regards to the family circumstance.

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 31 August 2024. For this purpose, sibling means a whole, half or step-sibling 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 of no more than:

- Four children throughout the whole school (for single and one-and-a-half form entry schools)
- Eight children throughout the whole school (for two form entry schools)
- Twelve children throughout the whole school (for three form entry schools, and upwards)

## **Tie-break**

In the event of oversubscription within the above categories, priority will be given to children who live closest to the school by the shortest walking distance. In the event of two distances being the same, a decision will be made by random allocation. A digital Ordnance Survey map is used to measure the distance from the home address to the school's designated official entrance. The distance is measured from the centre point of the address to the centre point of the main entrance of the school, measuring along the centre line of the shortest approved route. The system will take account of local footpaths and public walkways with regard to the safety of the route. It does not take account of the location of pedestrian crossing points. Distances measured by other means i.e. private car, pedometer or internet websites are likely to result in different calculations as they may use different parameters for the address locations and the underlying network which is used to calculate the distance, and therefore should not be relied upon as evidence that the local authority's distance calculation is incorrect. The local authority's measurement system is designed to be reliable and consistent.

## **Late applications**

Applications received after 15 January 2025 will be dealt with after all on-time applications have been considered. Most schools will not have any places available after considering on-time applications.

## **Deferred entry for infants**

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

## **Admission of children outside their normal age group**

It is expected that children will normally be educated within their chronological year group. However, we will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned in line with the School Admissions Code.

If you wish to request for your child to be admitted outside the normal year group, you should include a letter with your reception application and provide a report from an appropriate education or health professional. Your request will be considered by the admission authority for the school.

When considering your request, the admission authority will seek the views of your child's nursery headteacher and other relevant professionals, before deciding whether or not your child's needs can be met within the current year group. The decision will be notified to you in writing. If it is agreed that your child should start school earlier than the normal year group, it cannot be guaranteed that a place will be offered at one of your preferences. If your request is for your child to start reception later than the normal year group, and this is refused, your child will need to start school at the normal time.

## **Waiting lists**

The school will operate a waiting list for the Reception Year where the school receives more applications for places than there are places available, the waiting list will operate until 31 December.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appeals must be submitted online via [www.towerhamlets.gov.uk/schooladmission](http://www.towerhamlets.gov.uk/schooladmission) by 17 May 2025..

## In-Year admissions

In-year admission is where a child starts primary school at a time other than the normal point of entry in reception. This is often when a child has moved into the area from another part of the UK or overseas. If you have recently moved to the Tower Hamlets area, please contact The School Admissions Service immediately. They can update you on spaces that might be available at Old Ford Primary Academy and provide you with an application form to complete for your child's school admission.

The School Admissions Service contact details are:

The School Admissions Service, Tower Hamlets Town Hall, 160 Whitechapel Road, London E1 1BJ Tel: 020 7364 5006 Email: [school.admissions@towerhamlets.gov.uk](mailto:school.admissions@towerhamlets.gov.uk)

You may want your child to transfer from one Tower Hamlets primary school to another. This can be arranged by Pupil Services, but you will first need to speak with the head teacher of your child's current school and together complete 'Part B' of the in-year application form that will be provided.

It is not always possible for a child to transfer to another school if that school is already full or if there are more applicants than places available at the time you make your application. Your child will, therefore, be placed on the school's waiting list in line with the school's admission criteria. The local authority will consider transfer requests once a term and children are expected to transfer at the beginning of the next term. Your child must, therefore, continue to attend school while awaiting a transfer. You will need to re-apply in September every year if you want your child to remain on the waiting lists for the schools you wish for them to transfer to.