



Woolmore
Primary School

ADMISSIONS POLICY

September 2026

Woolmore Primary School Admissions Policy 2025

1. Introduction

Woolmore Primary School is a Local Authority maintained school. The admissions policy is set and administered by the London Borough of Tower Hamlets. The London Borough of Tower Hamlets set timetables for school admissions throughout the year. This includes admission to Nursery and Reception, in-year admissions and transferring to Secondary Schools. These timetables are set for everyone and only in exceptional circumstances would a child be admitted outside of the scheduled admission windows. For further information, please visit https://www.towerhamlets.gov.uk/ignl/education_and_learning/schools/school_admissions/school_admissions.aspx.

Applications are made on the Local Authority website through eAdmissions (Nursery or Reception) or the Parent Portal (in-year).

Woolmore will keep the latest admissions information from the Local Authority linked on the school website.

2. Legislation and Guidance

This policy references the Local Authority school admissions criteria below:

https://www.towerhamlets.gov.uk/ignl/education_and_learning/schools/school_admissions/school_admissions_criteria.aspx

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.
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The Governing Board, as the admission authority, will ensure that admissions arrangements comply with the School Admissions Code 2021, the School Standards and Framework Act 1998, the Equality Act 2010 (including the Public Sector Equality Duty), the Children and Families Act 2014, and all other relevant admissions legislation. The school's admissions arrangements are fair, clear and objective and give the highest priority to looked-after and previously looked-after children in accordance with statutory requirements.

This policy meets the requirements taken from the [School Admissions Code \(2021\)](#)

3. Welcoming families to Woolmore

At Woolmore, we welcome all pupils. The admission process is to be open, clear and fair to everyone. We work to help parents access information to understand the Local Authority admission procedures. Parents can contact the school office for assistance with admissions, although they are unable to help with admitting the child any sooner. The school cannot process an admission unless an offer is made by the Local Authority.

Woolmore is responsible for welcoming pupils who are awarded a place at our school via the Local Authority. We aim to keep admission procedures streamlined with a step-by-step process that is easy for parents to navigate and ensures clarity for school staff roles and responsibilities.

Once an offer is made, the school will take the following steps:

1. Contact the family and request the required documentation to accept the offer.
2. Give an admission form for the family to fill in.

3. Once all paperwork is completed, an admission meeting will be arranged between the family and a member of the Senior Leadership Team. The child will get the opportunity to meet their class teacher.
4. Start dates will be confirmed within the timetable set by the Local Authority.
5. Student data will be added on the school MIS (RM Integris) before child starts.
6. Documents will be requested from previous school (if applicable) once child is on roll at Woolmore.

4. Documentation

The school is responsible for obtaining documentation (listed below) on behalf of the Local Authority. Upon a child being offered a place, the following three documents will be required to accept the place:

1. Proof of Date of Birth in the form of a Birth Certificate or Passport
2. Proof of address in the form of a tenancy agreement or council tax bill or child benefit letter (most recent dated within a year of admission)
3. Proof of address in the form of a recent utility bill (dated within 3 months of admission) or bank statement.

**If the family are living with relatives or are not tenants at the address, documentation (2 and 3) can be provided with a supporting letter from the tenant stating that the family live with them.*

Copies of the above documents will be kept with student records for the duration of their enrolment at Woolmore. Once a child leaves, the child's records containing these documents will be sent to the succeeding school. This is for reference that the appropriate checks were done upon admission.

Following sufficient documentation being provided to the school, parents will be given an admission form. A completed admission form is required for each individual child before their proposed start date. Woolmore is responsible for reviewing their admission form regarding necessary data to be obtained regarding a pupil. Each section on the admission form is there with purpose and is in line with student record data fields on the school MIS. The completed admission form will be kept with student records for the duration of their enrolment at Woolmore, and sent to the succeeding school once the child has left.

Once a pupil is on roll at Woolmore, the previous school is contacted to request documents for the child. This can include, but is not limited to, a CTF (Common Transfer File) containing importable data to the school MIS for the child, any paper records kept in the student file, SEND files to be shared with the SENDCo and any current or historic safeguarding files to be shared with the DSL (Designated Safeguarding Lead) and Deputy DSL.

To ensure families have the necessary information before starting, an Admission Pack is given for each child during their admission meeting. The contents of the Admission Pack are:

- Welcome slip containing class name
- Knowledge organiser
- Calendar / term dates
- After school sports clubs
- Values and school rules
- Lunch menu
- Recent newsletters
- Uniform purchasing and prices
- Ofsted inspection – September 2022

5. Responsibilities

To ensure our procedures are clear, as mentioned above, the school has allocated the following responsibilities among our staff.

4a. Responsibilities of Admissions Officer

- To liaise with the London Borough of Tower Hamlets and follow their protocols
- To manage vacancy numbers and inform Tower Hamlets of any changes
- To update Tower Hamlets of any children starting, including their on-roll date
- To contact parents of children who have been offered a place and inform the Local Authority if no contact can be made after 2 weeks
- To be the first point of contact for parents interested in applying to the school and arranging school visits
- To update the school MIS with new pupil details provided on the admission form
- To support parents in completing the admissions paperwork where required
- To inform the Senior Leadership Team of new starters
- To keep and update an Admission Log, including class vacancy information
- To request information from a child's previous school
- To add any documentation that is sent from the previous school to the student's file and inform the class teacher and appropriate Assistant Headteacher to read it.
- To prepare the Admission Packs
- To add new starters on roll

4b. Responsibilities of Office Staff (inc. Admissions Officer)

- To answer admission queries and provide accurate information to parents regarding admissions
- To photocopy admission documents for the student file
- To check Admission forms and ask parents to fill in any missing information
- To arrange meetings on behalf of the Senior Leadership Team
- To create logins for parents once their child has started, such as SchoolPing
- To prepare book labels for new starters
- To send letters to families that are starting Woolmore with the EYFS September intakes
- To inform the School Medical Administrator of any children with medical conditions

4c. Responsibilities of Assistant Headteacher for Early Years

- To host open mornings for prospective families
- To allocate children into classes
- To co-ordinate the Nursery home visit schedule
- To host welcome meetings for children that have been offered a Nursery or Reception place
- To send information about classes and teachers to parents of the new intake of Nursery and Reception children
- To manage staffing in relation to the new intake
- To liaise with the SENDCo regarding the new intake
- To update 30-hour codes termly

4d. Responsibilities of Assistant Headteachers

- To have an introductory meeting with new children
- To allocate new children into classes
- To prepare the knowledge organiser and class slip for admission packs
- To work with class teachers to facilitate new starters
- To read student files when documentation arrives from the previous school

4e. Responsibilities of Class Teachers

- To read student files when documentation arrives from the previous school
- To ensure that everything is ready for the new arrival
- To prepare books and logins for new children

4f. Responsibilities of the SENDCo

- To inform the Admissions Officer of any children coming through consultation
- To work alongside the AHT for EYFS regarding the new intake
- To have an introductory meeting with families where a child has an EHCP or known SEND from the previous school
- To liaise with the SENDCo (or the relevant agencies/authorities if the child is out of school) of the child's previous school to best facilitate a transition
- Register new starters for part-time timetables if necessary and authorised

4g. Responsibilities of the Headteacher

- To oversee the admission procedures throughout the school
- To work with the LA and governors regarding capacity and intake
- To review admission practices within the school
- To work in partnership with other schools regarding transfers
- To liaise with Headteachers of previous schools to facilitate an early transfer (if applicable)

6. Protocols

To ensure a smooth and reassuring start/transition for all families, and to enforce procedures stated above, the school has devised the following protocols.

1. Open mornings timetabled weekly for EYFS- Tuesdays at 10am.
2. Reception welcome meeting arranged in the summer term for children offered a place to start in September.
3. Nursery welcome and stay and play session arranged in the summer term for children offered a place to start in September
4. Nursery home visits are scheduled during the first week of term in September
5. Staggered intake of nursery children to ensure calmer settling in period where possible.

7. Children Out of School (COOS) / Early Transfer

When a child is offered a place at Woolmore, it is to start at the beginning of the following term in accordance with the timetables set out by the Local Authority.

Children Out of School (COOS) are children who are not currently attending any school, this could be due to being a new arrival to the UK or recently moving to the borough. Children who are out of school will not need to wait for the next scheduled intake, they are expected to start as soon as possible once the admission is processed. Woolmore aims to start children out of school within 10 days of receiving the offer from Tower Hamlets.

Early Transfers are only considered in exceptional circumstances. If a child is currently attending a school in Tower Hamlets, they are expected to start in accordance with the Local Authority Timetable. If there are exceptional circumstances that mean families would benefit from transferring sooner, an early transfer can take place only if an earlier start date can be agreed between the Headteacher of child's current school, the Headteacher of Woolmore and Tower Hamlets. It is important for schools to agree what is in the best interests of a child, Woolmore would encourage the child to have a healthy ending with their previous school and a structured start at their new school. Transferring without both

headteachers agreement could not only impact the child's transition, it could also impact school funding if it is around the time of a school census. An early transfer can only be discussed between schools once an offer has been made from Tower Hamlets, which will also be in accordance with the Local Authority timetable.

8. Nursery and Reception Intake

Woolmore is a three-form entry school. Our intake is as follows:

Year Group	PAN / Number of pupils
Nursery	52
Reception	90

At Woolmore, the Nursery does not offer a January intake or a 2-year-old intake. The age criteria for a child to join Nursery is the September after they turn 3 years old, so they are in Nursery for 1 academic year before joining Reception.

If a child is enrolled to the Nursery, an application to Tower Hamlets for Reception is still required. Documentation provided to the school during the child's Nursery admission will not need to be provided again if the child is offered a Reception place by the Local Authority.

9. Education, Health and Care Plan

Information taken from the Local Authority Admission Policy for Community Primary Schools (2025/26):

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.

10. Oversubscription Criteria

Information taken from the Local Authority Admission Policy for Community Primary Schools (2025/26):

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, 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 for whom it is deemed there is 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.
3. Children living within the catchment area who have a sibling attending the school and who will continue to do so on the date of admission.
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.
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.

In the event of oversubscription within any of the categories 2 to 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.

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.

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.

11. Waiting List

Information taken from the Local Authority Admission Policy for Community Primary Schools (2025/26):

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 Application. Please note that transfers take place at the beginning of each term.

The order of 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.

12. Appeals

The latest information regarding appeals can be found below:

https://www.towerhamlets.gov.uk/ignl/education_and_learning/schools/school_admissions/School-admission-appeals.aspx

13. Useful links

Nursery admissions:

https://www.towerhamlets.gov.uk/ignl/education_and_learning/schools/school_admissions/nursery_school_admissions.aspx

Reception admissions:

https://www.towerhamlets.gov.uk/ignl/education_and_learning/schools/school_admissions/primary_school_admissions.aspx

In-year admissions:

https://www.towerhamlets.gov.uk/ignl/education_and_learning/schools/school_admissions/in-year_admissions.aspx

eAdmissions (for nursery / reception application):

<https://www.eadmissions.org.uk/>

Parent Portal (for in-year admissions / transfer applications):

<https://education.towerhamlets.gov.uk/Synergy/Admissions.aspx>