



## Guidance notes for parents who wish to apply for a nursery place for 2022/23

**All parents are entitled to 15 hours per week of free nursery education for 38 weeks each year from the start of the school term after their child's third birthday until the child reaches compulsory school age i.e. the term after their fifth birthday.**

You should list the schools (nursery school or primary school with an attached nursery class) you want to apply for on one application form, ranking them in order of preference. 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 Admissions Service

Postal address:

### The Admissions Service

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

Tel: 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)

## WHAT HAPPENS NEXT

### If your child does not have a school place

- If your child was born between 1 September 2018 and 31 August 2019 and does not attend nursery, you can apply for a nursery place by completing this application form.
- Your application form will be processed within ten school days. We will let you know if we can offer a place at any of your preferred schools. The school will then make arrangements for your child to start within a few days.
- We will expect your child to take up the offer of a school place within ten school days of the offer letter being sent to you and you should contact Pupil Services if admission is delayed beyond this period.
- The place will not be kept for your child if you do not reply.

### If you want to transfer between schools

You may want your child to transfer from one Tower Hamlets school to another. This can be arranged by The Admissions Service, but you will first need to speak with the head teacher of your child's current school.

Once children are in nursery, transfers to other nurseries (in year transfers) will only take place at the start of each term (i.e. January and April), unless there are exceptional circumstances for a transfer to be considered earlier.

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.

If we can offer a school transfer then we will write to you to let you know in accordance with the timetable below and we will automatically remove your child's name from the waiting lists of any other preferred school(s).

Entry point	Closing date	Parent sent notification
Spring term Jan 2023 start	4 Nov 2022	25 Nov 2022
Summer term April 2023 start	10 Feb 2023	10 March 2023

### If your child turns three during the 2022/23 school year

If your child turns three during the 2022/23 school year, you may apply for a nursery place for the term following their third birthday i.e. for January 2023 or April 2023.

You will be notified of a school offer in accordance with the above timetable.

### Reapplying for a transfer

- If your child has been allocated a school place or offered a place at one of your preferred schools, and you would like to be considered for a further transfer you will need to submit a new application form.
- Please note that you will only be able to do this after your child has attended the new school for at least one term.

## PROCESSING YOUR APPLICATION

- Applications for transfers will be processed according to the timetable above.
- If there are vacancies at the schools you have asked for, we will give your child a place at the highest ranked school.
- We will expect your child to start at the new school in accordance with the transfer timetable.

Please note that unless you complete the receipt at the end of the application form, we will not acknowledge the receipt of your transfer application. We will notify you of the outcome of your application on the date specified in the timetable.

- If you would like an acknowledgement of your application form, you must complete the receipt and acknowledgement slip which can be found at the end of the application form.

### Right of appeal

As nursery is non-statutory, parents do not have the right of appeal if they do not get their preferred nursery choice.

However, parents may contact the local authority for more information on the reason as to why their child was not offered a place.

### Waiting list

- If your application for a transfer is not successful, your child's name will remain on the waiting list for that academic year and you will only be contacted again if it is possible to offer a place in future.
- Places in schools are offered to children based on the school's admission criteria and not on the date we received your form.
- Your child's position on the waiting list for a school is determined only by these criteria.

## RETURNING YOUR FORM

Send the completed application form to us. You can do this in one of three ways:

**In person** – bring your form to The Admissions Service at Tower Hamlets Council, Town Hall, Mulberry Place, 5 Clove Crescent, E14 2BG, open Monday to Friday, 9am-5pm.

**By post** – to The Admissions Service at the above address.

**By email** – to [school.admissions@towerhamlets.gov.uk](mailto:school.admissions@towerhamlets.gov.uk)

If you send a postal application, we suggest you do so by recorded delivery as we must see original documents. It is your responsibility to make sure you pay the correct postage charge, as we cannot accept any responsibility for underpaid packages. Proof of posting is not proof that we have received your form.

## IMPORTANT INFORMATION

### Voluntary-aided (faith school), free schools or academies

If you are applying to a voluntary-aided school, free school or academy please check the admission arrangement for each school to see if you also need to complete Supplementary Information Forms. These forms are used to collect additional information which will help the school to decide your application. They are available from the school and should also be returned to the school.

## PROVIDING THE CORRECT PROOF

Before admission to the school you (the parent or carer) will be required to provide proof of your address and the child's identity. Please ensure that you have the correct documentation required in order to avoid any unnecessary delay in the child's admission to school.

### Proof of address

The school will need to see original documents showing proof of your (the parent's or carer's) address. You will be required to provide your original council tax bill or council tax benefit letter or notice with one of the following documents to show your address:

- A utility bill (gas, electricity or water) from the last six months. We will not accept a mobile phone bill or an internet bill.
- A statement from your bank or building society or a credit card statement from the last six months.
- Your current home or motor insurance certificate. This must be from the last 12 months.

The local authority's council tax department will need to check the information you provide.

### Proof of child's identity (ID)

You will also be required to provide the school with two of the following documents before your child is admitted:

- Your child's Birth Certificate.
- Your Child Benefit entitlement letter from HM Revenue & Customs. This letter must have the name and date of birth details of your child. Your name and address on these documents must match the information on your application form.
- Medical registration card.
- IND card (issued by the Home Office with photo attached).
- Home Office paperwork (including child's name and date of birth).

If the address on the application form is different from the address the school has on their records, we will need proof of the child's address.

## COMPLETING YOUR FORM

You should list three preferences on the application form, making sure you rank them in order of preference. Number 1 is the school you most prefer and number 3 the school you least prefer. You can only include schools in Tower Hamlets.

If one of your preferences is a voluntary-aided (church) or free school, you must also complete a Supplementary Information Form (SIF) and provide all the information requested by that school.

The information you need to put on your CAF is as follows:

### 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.
- Name of child's current school – please name the school or playgroup your child currently attends.

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.

## 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 4880. 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 or an Education, Health and Care Plan (EHCP).
- 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 nursery

- Please write the name of three 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 3 is the school you least prefer. You must list all maintained schools (not private schools) you are applying for and only schools inside 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 complete the Supplementary Information Form (SIF) for their school. If you do not complete this extra form and send it to the relevant school, your application will not be considered for that school.

## 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 completed 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 hand in your application at the Town Hall in Mulberry Place and you want a receipt, you must complete 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 complete 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.

## Part-time and full-time funding

All parents are entitled to 15 hours per week of free early years education for 38 weeks each year from the start of the school term after their child's third birthday until the child reaches compulsory school age i.e. the term after their fifth birthday.

An additional free 15 hours will only be available for families where both parents are working (or the sole parent is working).

Typically each parent must earn at least the national minimum or living wage for 16 hours a week and less than £100,000 a year to be eligible.

For more information on eligibility go to: [www.gov.uk/help-with-childcarecosts/free-childcare-and-educationfor-2-to-4-year-olds](http://www.gov.uk/help-with-childcarecosts/free-childcare-and-educationfor-2-to-4-year-olds).

**The Local Authority will only offer part-time places as part of this coordinated scheme. Once your child has been offered a part-time place, you may request a full-time place from your nursery. Full-time places will be subject to availability and will depend on the eligibility criteria outlined in the previous paragraph.**

For more information, please download a copy of the 'Starting Nursery in Tower Hamlets 2022' brochure from [www.towerhamlets.gov.uk/schooladmissions](http://www.towerhamlets.gov.uk/schooladmissions) or contact The Admissions Service on 020 7364 5006.

**If your child was born between 1 September 2019 and 31 August 2020 and you would like to apply for a nursery place for September 2023, you must submit an online application via [www.eadmissions.org.uk](http://www.eadmissions.org.uk)**



# Common Application Form (CAF) Admission to Nursery 2022/23



Admissions stamp only

Date received
Staff initials

ID:
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- You should complete an online application via [www.eadmissions.org.uk](http://www.eadmissions.org.uk) if your child was born between 1 September 2019 and 31 August 2020 and you would like to apply for a nursery place for September 2023.
- Please use black ink and BLOCK CAPITALS and tick any boxes that apply.
- Please carefully read the guidance notes attached and the 'Starting Nursery in Tower Hamlets 2023' brochure before completing this form.
- You must return your completed 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.

## 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 child's current school:

## 2. Children with additional needs

Does your child have a final Statement of Special Educational Needs or an Education, Health and Care 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'

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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

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#### 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 nursery

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Please select up to three 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:

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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Name of school:

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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Name of school:

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.

The information you have provided on this form will be held by the London Borough of Tower Hamlets in accordance with the General Data Protection Regulation. Your information may be shared with relevant council departments, schools or other local education authorities for the purposes of admissions or fulfilling a statutory duty. 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. Your information will be kept by the local authority for seven years after an offer of a place is made. You also have a right to complain, object to or access the information that is held and processed about you. Please see the council's website for further details on contacting the Complaints and Information team.

## 7. Other information

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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

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### 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 Nursery in Tower Hamlets 2022') 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

Completed any other forms we, or other schools, may need (these are known as Supplementary Information Forms). It is your responsibility to complete the necessary forms. Please check the admission arrangements for each school you are applying for to see if you need to complete other forms. Yes No

Completed in all relevant sections of this form. Yes No

Parent/carer 1 signature

Date

Parent/carer 2 signature (if applicable)

Date

**Return the completed paper form to The Admissions Service, Tower Hamlets, Mulberry Place, 5 Clove Crescent, London E14 2BG.**



## Important Information

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- We will let you know that we have received this form only if you complete 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.
- 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.
- If you need any more information, please contact us.

Postal address:

**The Admissions Service**

Tower Hamlets Council  
Town Hall  
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)

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## Receipt and acknowledgement

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

**The Admissions Service, 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:

Admissions or  
LBTH stamp only