Stepney Greencoat
Church of England Primary School

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2027-2028 NURSERY ADMISSIONS POLICY

All admissions to the School are at the discretion of the Governing Body.

The Governing Body will ensure that the number of pupils admitted to each year group will be such as to conform to DFE and LA recommendations. The Governing Body reserves the right to reduce the number of admissions below its agreed intake figure after consultation with the LA and DfE.

Applicants should be aware that Nursery education is a non-statutory service and that accordingly a child's attendance in the School's Nursery class does not guarantee a future place in the Reception Class.

A total of 30 pupils will be admitted to the Nursery each September. Our aim and intention is that all Nursery places will be filled on a full time basis. Parents requiring part-time places are still invited to apply and will be considered after preference has been given to full time applicants who are eligible for funding for a full time place. Part time places will be for the morning session each day.

Applications must be submitted via the Tower Hamlets online admissions portal – www.eadmissions.org.uk

In addition, all applicants will need to fill out the School's Supplementary Form Part A. Applicants for foundation places should also submit a Supplementary Information Form Part B to ensure that the governors have the requisite information to apply the Oversubscription Criteria *(see below)*. See admissions policy.

Supplementary Information Forms Part A and Part B will be available from the school office and via the school website and must be returned to the School office by the stipulated date.

The Governing Body will set up an Admissions Committee comprising the Chair of the Governing Body, the Head teacher and one other Governor to consider applications for places in the School.

The Admissions Committee will consider applications for admission at a time other than at the start of the School Year in accordance with the School's Admissions Policy and Oversubscription Criteria.

For all applications independent verification will be sought of the parents' residential address.

Stepney Greencoat will write to all applicants in May 2026 to say whether or not the application has been successful.

Criteria for allocation of places

If there are more applications than places, places will be allocated according to the following criteria and order of priority:

1. Looked After children and children who were previously looked after but ceased to be so because immediately after being looked after they became subject to an adoption, child arrangements or special guardianship order. This also includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Up to a maximum of 15 children will receive Foundation places, offered to:

    - Children from practising Christian families who are faithful and regular worshippers. (see note 1)

      To apply under this criterion, you must complete the Supplementary Information Form (SIF) with details of your place of worship. A reference letter will be sent to your place of worship for completion by your minister.

    In the event that there are more applications for Foundation places than places available, Foundation places will be allocated according to the following categories and order of priority:

    a. Firstly, children whose parent/carer is a faithful and regular worshipper at a Christian church, with a brother or sister already at school, who will still be enrolled in the school at the time of admission. (see note 2)

    b. Secondly, children whose parent/carer is a faithful and regular worshipper at St Anne's or St Dunstan's and All Saints Church. (see note 1)

    c. Thirdly, children whose parent/carer is a faithful and regular worshipper at any other Christian church. (see note 1)

    To clarify, in the event of an oversubscription within category 2a., priority will be given to children falling within category b. In the event of over subscription within categories 2b. or 2c., priority will be given within that category to children who live nearest to the school measured by a straight-line distance from home to school, by Tower Hamlets Council's Geographical Information System. (see note 3)

3. The remaining places will be Open places and will be offered to, in order of priority:

    a. Firstly, children with a brother or sister already at school, who will still be enrolled in the school at the time of admission. (see note 2)

    b. Secondly, children who live nearest to the school measured by a straight-line distance from home to school, by Tower Hamlets Council's Geographical Information System. (see note 3)

    To clarify, in the event of an oversubscription within category 3a., priority will be given within that category to children who live nearest to the school measured by a straight-line distance from home to school, by Tower Hamlets Council's Geographical Information System. (see note 3)

Note 1:
Faithful and regular worshipper is defined as attendance of the parent/carer at worship at least fortnightly for at least two years prior to application, as confirmed by the church minister's reference. Those who have recently moved to the area and who worshipped previously in a different church will require a reference from that church, so that the two year period is covered. The Governors do not give a higher preference to families where both parents or carers worship.

Note 2:
Qualifying siblings are brothers and sisters, half-brothers and sisters, step-brothers and sisters, foster and adopted-brothers and sisters who share the same home.

Note 3:
Distance is measured by a straight-line distance by the Local Authority using a digitised ordinance map to measure the distance from the home address to the school's official entrance. Where the home address is a block of flats, the main entrance to the block will be used.

Twin and Multiple Birth Applications
In the event of acceptance of a child of a multiple birth, the other siblings will be admitted as a 31st and subsequent child(ren).

Tie-Break
Where there are two or more applicants with the same eligibility criteria, a decision will be made using random allocation in front of an independent witness.

Application Dates
The closing date for applications is **14th February 2027**.

Applications received after 14th February will NOT be considered as on time* and will not be considered at the same time as the on-time applications. All late applications will be considered after the on-time applications have been considered and where a place cannot be offered the children will be put on a waiting list in priority order

**If it is agreed that there is a good reason for your application being late, consideration will be given and an exception to this rule may be made.*

Co-ordinated admission arrangements
The School is part of the locally agreed co-ordination scheme and the timescales for applications to be received and processed are those agreed with the Local Authority. Parents / carers must complete an e-admissions application form (https://www.eadmissions.org.uk/) even if they are applying for a school in another Local Authority area.

If parents/carers are applying for a place at this School, they must name this School as one of the preferences on their e-admissions application form.

Parents/carers must also complete the school's Supplementary Information Form (SIF) and return this to the School by the **14th February 2027**. You will receive an acknowledgment from the school on receipt of your completed SIF. Failure to return the SIF will mean that the school cannot consider the application under the Church criteria for a Foundation place; in this case the application will be considered under the next most appropriate criterion based on the information on the Common Application Form.

The national offer day is **7th May 2027**. Parents/carers will be informed in writing and by email of the admission decision.

Acceptance of the school place

If an offer of a place is made, parents will have **10 school days to accept** or refuse the place before the offer lapses and the place is withdrawn. If no response is received by the given date the offer will be withdrawn and offered to another child. Parents/carers will be expected to provide proof of their address when accepting the place offered.

Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents/carers will need to contact the school to obtain an appeal form.

Waiting list

Parents/carers will be asked to confirm whether they want their child's name to stay on the School's waiting list within 10 school days of receiving the refusal letter.

If there is no place available at the School, parents/carers may have their applications placed on the School's waiting list. In the event of a vacancy arising in any year group, the Oversubscription Criteria will be applied in order to determine who should be offered a school place.

New to school arrangements

Once admissions are confirmed parents will be invited to a New Parents meeting in the summer term prior to their child starting school. If new to the school, arrangements will be made with parents / carers to bring the child/children on a visit to familiarise them with the school before they start.