The LETTA Trust

Policy for Nursery Admissions in 2027-2028

Virginia Primary School

Approved and adopted:	Spring 2026	**To be reviewed:**	Spring 2027
Reviewed by:	Trust Board	**Signed:**	

1. Introduction

Nursery education is provided in all schools in the LETTA Trust. Our schools provide nursery education in Early Years Units attached to our schools (EYU). The EYUs accept children aged from three to five years inclusive. They offer a mixture of part time places and full time places.

In this policy the term 'school' refers to the nursery class attached to a primary school with an EYU.

The LETTA Trust's nursery admissions policy is in line with the Tower Hamlets' nursery admissions policy for community schools

2. Nursery entitlement

2.1. All children aged three and four are entitled to 15 hours a week of free nursery education during school term times (38 weeks a year), from the term following their third birthday until they reach compulsory school age i.e. the term after their fifth birthday.

2.2. An additional free 15 hours is available for families where both parents are working (or the sole parent is working in a single-parent household). 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.

2.3. Parents considering sending their child to a playgroup as well as a nursery class may wish to think about what impact this would have on their child and how they would cope with the two environments. The adjustment is often very demanding and confusing for children of this age and much of the benefit from either setting could be lost. Once children take up a nursery place, it is in their interests to remain at that school until they have to move on because of their age. Children take at least a term to settle and can find it very upsetting to move at this stage. Transfers are only considered if a family has moved from the area or on exceptional grounds.

3. Age of admission to a nursery class

3.1. Parents who would like a nursery place for their child should get in touch with the preferred school when the child reaches the age of two.

3.2. The actual age at which a child can start will depend on the number of places available but will not be before the term after they turn three. In exceptional circumstances a child may start in the term they turn three but this will need agreement from the school.

3.3. Parents of children born between 1 September 2023 and 31 August 2024 can apply for a Nursery place in September 2027 through the coordinated admission scheme.

4. Applying for a place

4.1. Applications can be made by parents or carers with parental responsibilities who are residents of Tower Hamlets and professionals with parents' agreement.

4.2. How to apply for a primary school place is set out in the Local Authority's school admissions booklet, 'Starting Nursery in Tower Hamlets'. Applications are then co-ordinated for all the schools in the Tower Hamlets area in accordance with the Authority's published scheme. The scheme can be viewed on the following webpage: School admissions (towerhamlets.gov.uk)

4.3. The closing date for applications is 14th February 2027 and the date on which families are sent notification of the outcome is 7th May 2027.

4.4. Further information on the nursery classes and how to apply for a place is set out in the Local Authority's school admissions booklet, 'Starting Nursery in Tower Hamlets'.

5. How decisions are made

Decisions on applications for nursery places are made in accordance with the criteria and arrangements set out below. Children who attend a school's nursery class do not have priority for admission to the reception year as decisions on primary school admissions are taken separately.

6. Oversubscription criteria

6.1. If a school receives more nursery applications than places available the decision on whether or not a place can be offered will be made in accordance with the admission criteria set out in 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 and adopted children who were previously in state care outside of England (see Note 1)
2. Children for whom it is deemed there is strong educational, 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 (see Note 2)
3. Children living within the catchment area who have a sibling attending the school (including separate infants and junior schools) and who will continue to do so on the date of admission (see Note 3)
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 4)

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 (see Note 5)
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 with a sibling at the school
8. Children living outside of the catchment area of the school applied to

6.2. In the event of oversubscription within categories 2 to 8 above, priority will be given to children who live closest to the school by the shortest walking distance (see Note 5).

6.3. 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.

Note 1

Confirmation of a child's looked after status will be required. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Parents must provide documentary evidence of both adoption and that the child was in state care for the local authority to consider.

Note 2

Applications under this category are considered by the Primary to Secondary Transfer Committee, comprising a Headteacher, a senior member of the Attendance and Welfare Service and a medical professional. The Committee will decide whether the application should be given priority under this category.

Note 3

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner. In every case, the child should be living in the same family unit at the same address. The address used should be the one that the child usually lives at and attends school from.

Note 4

Priority will be limited to one place for each nursery class. The staff applicant must complete the relevant section on the application form and attach documentation supporting admission on these grounds. It is the staff applicant's sole responsibility to provide this information. Without the provision of the relevant documents, the child will not be considered on these grounds.

Note 5

A digitised ordnance survey map is used to measure the distance from the home address to the school's designated official entrance.

Note 6

Private, independent, academy and voluntary aided school nurseries have their own admission policy

7. Catchment area

The school catchment area is the defined area in which a school is located. It is generally bounded by major roads and/or railway/canal. The catchment area for each Tower Hamlets Community school is set by the Local Authority and designed to ensure that each address in the borough falls into the catchment area of local school. Details of community schools within the catchment area for a particular address can be viewed on the Local Authority's website: http://www.towerhamlets.gov.uk/equalchance.

8. Part-time and full-time places

8.1. All children will be considered for a part-time place (15 hours per week). Only working parents are eligible for a funded full-time place (30 hours per week). Working parents who wish to be considered for a full-time place will need to check their eligibility no earlier than 3 months before their child's 3rd birthday. This can be done online at https://www.gov.uk/childcare-calculator. Eligible parents will receive a code which must be given to the school once a part-time place has been offered.

8.2. Please speak to the school office if you would like to pay to 'top-up' your child's funded part-time place with additional hours in the nursery.

8.3. It is important that the Common Application Form is completed online via the E-admissions website and all relevant information is provided to support the child's application. The information on the form will determine admission to the school.

9. Late applications

9.1. Applications received after the 14th February 2027 are treated as late applications unless there is evidence to show that the application or amendment could not reasonably have been made on time. A new preference or change in the order of preferences will not be accepted after the closing date unless the circumstances are deemed to be exceptional. Late applications will be dealt with after all on time applications have been considered. Where a school is oversubscribed late applications will be refused and placed on the waiting list in accordance with the admission criteria.

9.2. Where the Local Authority has determined there are exceptional circumstances for the late submission of an application it will be treated as 'on time' and, where possible, considered alongside existing applications.

10. Waiting list

10.1. All children will automatically be added to the waiting lists of higher preference nurseries than the one offered, unless parents ask to remove their child from a waiting list.

10.2. Waiting lists for Tower Hamlets community nurseries will be kept and maintained by the Local Authority in line with the oversubscription criteria. Waiting lists for LETTA Schools are held and maintained by the London Borough of Tower Hamlets. Children are placed on the waiting list in oversubscription order and not by the date the application was received.

10.3. If parents wish for their child to remain on the Nursery waiting list **after 31 December 2027**, they must complete an In-Year Application. Please note that transfers take place at the beginning of each term. Full details, including the timetable can be viewed on the Council website.

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.

11. Twins and multiple births

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 school 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 school will offer places to the remaining children. For example, if two triplets can be offered a place, the remaining child will also receive an offer of a place.

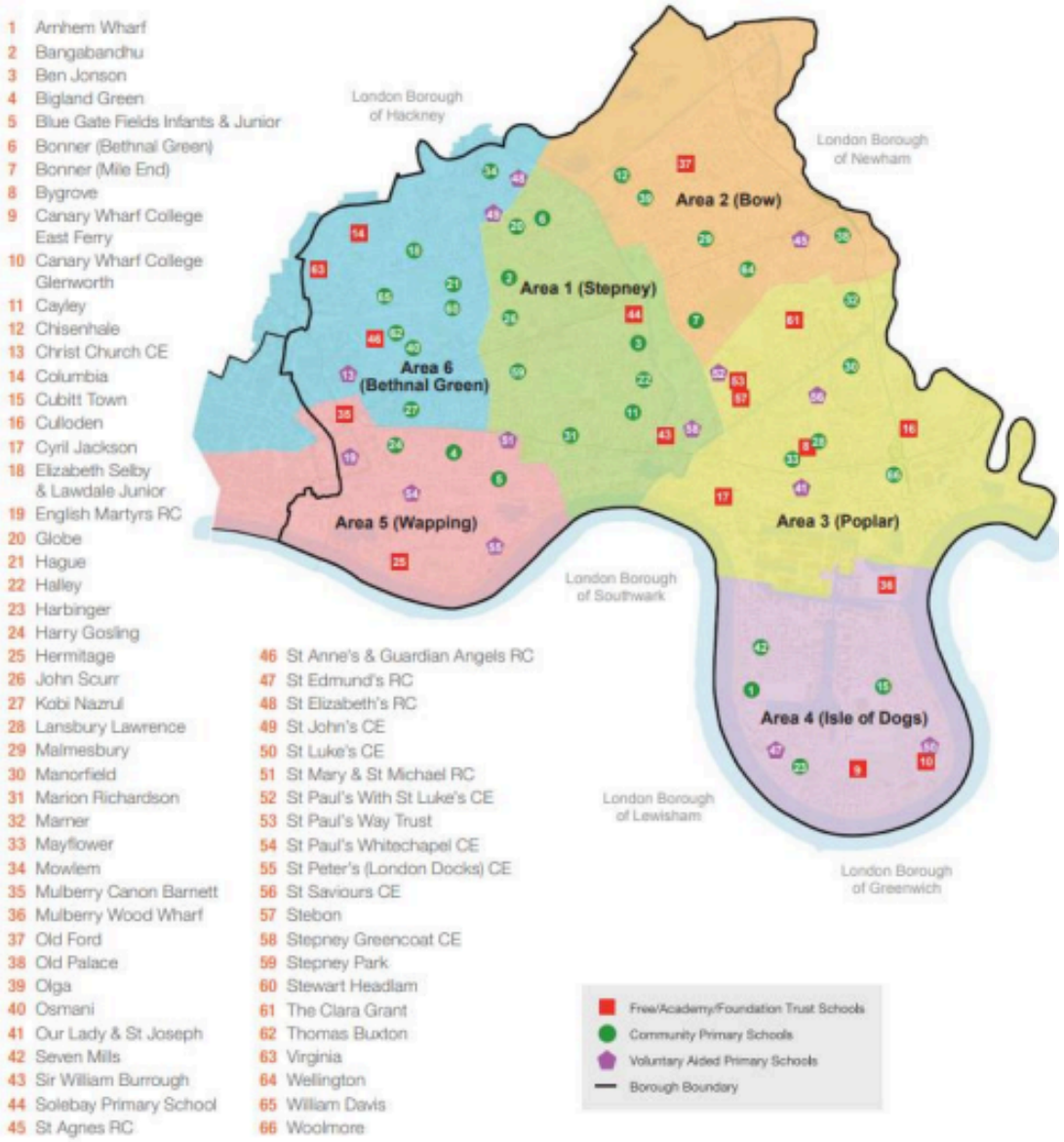
12. Parents wishing to make representation about nursery decisions

Parents who are dissatisfied with the outcome of the nursery application should contact the headteacher of the school in the first instance. If they remain dissatisfied then they should contact the Tower Hamlets Head of School Admissions.

Parents do not have the statutory right of appeal against the decision to refuse their child a nursery place.

Tower Hamlets Primary School Catchment Areas

Tower Hamlets Primary Schools
Catchment areas



Tower Hamlets Primary Schools
Catchment area 1 (Stepney)

Schools in the catchment area

Community schools

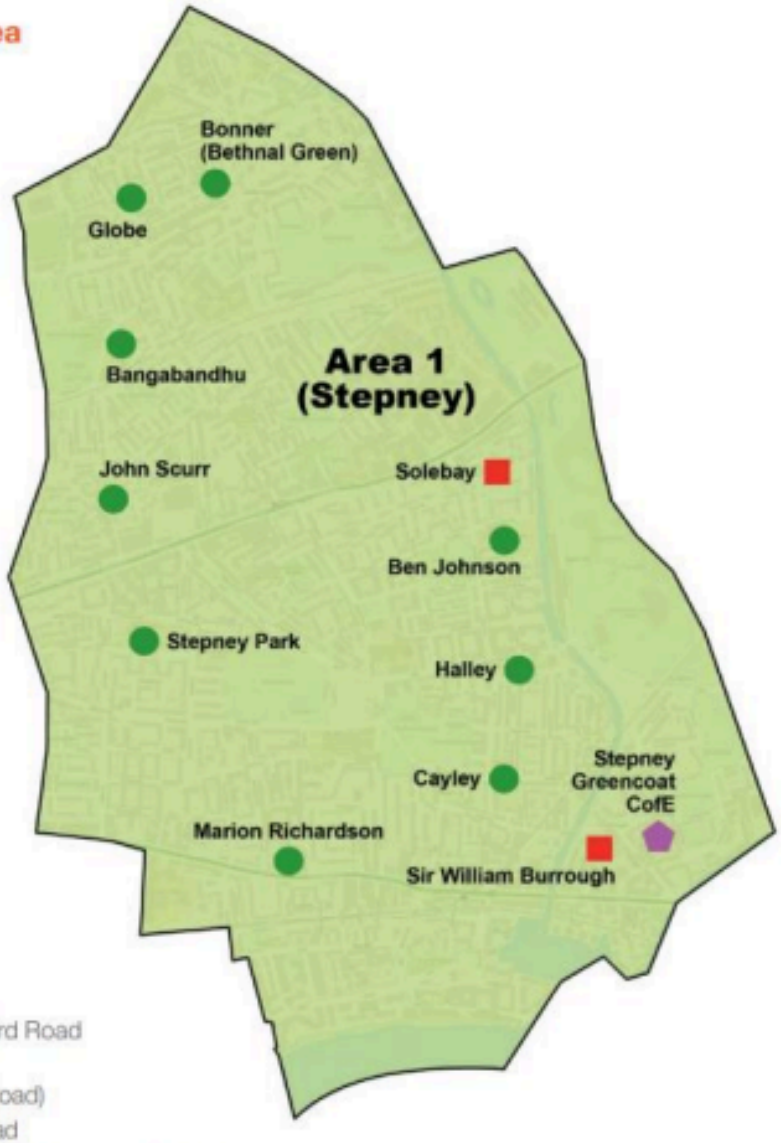
2 Bangabandhu
3 Ben Jonson
6 Bonner (Bethnal Green)
11 Cayley
20 Globe
22 Halley
26 John Scurr
31 Marion Richardson
59 Stepney Park

Voluntary primary schools

58 Stepney Greencoat CE

Academy/Free schools

43 Sir William Burrough
44 Solebay – a Paradigm Academy (uses same admissions policy as community schools)



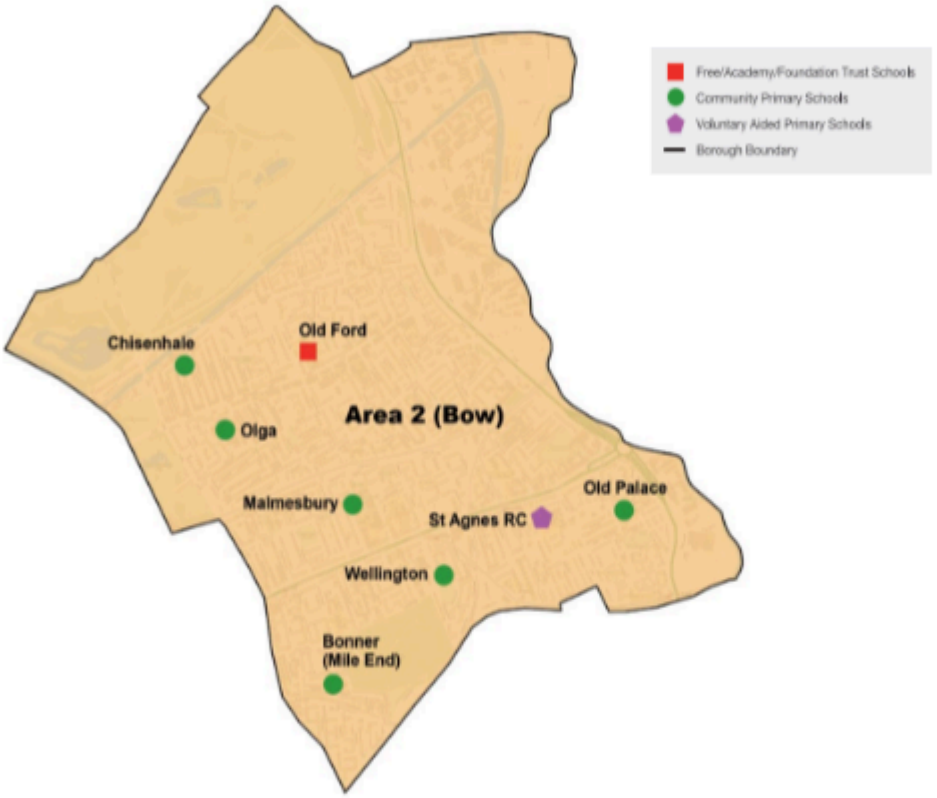
Area covered

- South of Approach Road and Old Ford Road
- West of Regents Canal (up to the Railway Bridge on Grove Road)
- West of Grove Road and Burdett Road
- North of Limehouse Cut from Burdett Road to River Thames
- North of River Thames
- East of Brodlove Lane and Devonport Street
- East of Lukin Street
- North of Commercial Road (from Lukin Street to Sidney Street)
- East of Sidney Street and Cambridge Heath Road

Tower Hamlets Primary School Catchment Area 2 (Bow)

Tower Hamlets Primary Schools

Catchment area 2 (Bow)



Schools in the catchment area

Community schools

7 Bonner (Mile End)
12 Chisenhale
29 Malmesbury
38 Old Palace
39 Olga
64 Wellington

Voluntary primary schools

45 St Agnes RC

Academy/Free schools

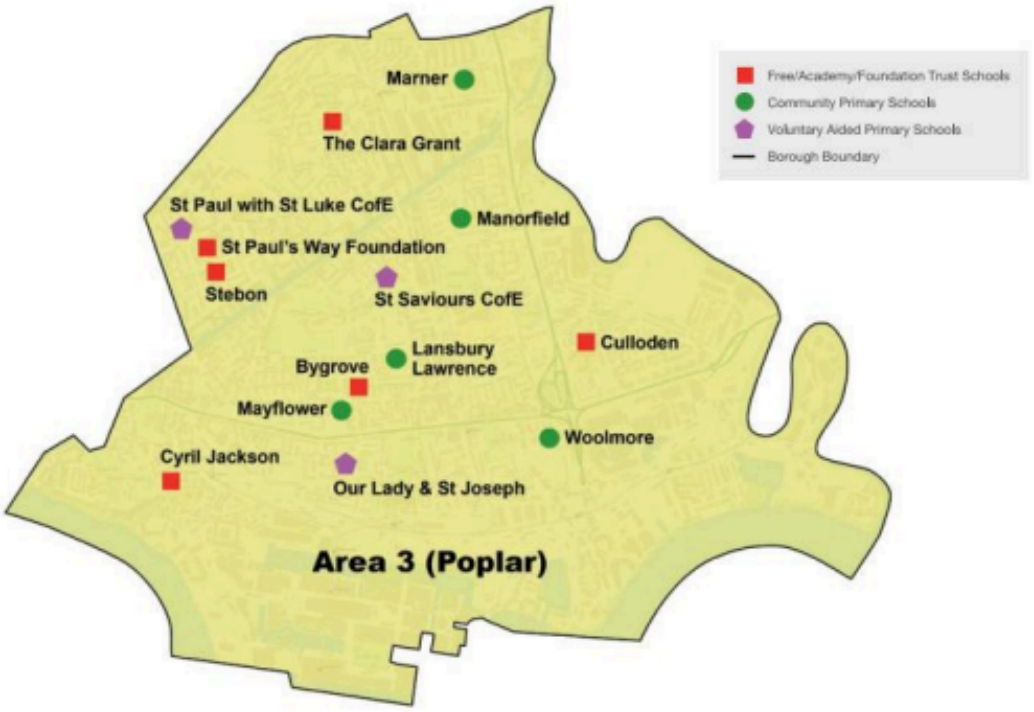
37 Old Ford – a Paradigm Academy (uses same admissions policy as community schools)

Area covered

- South of Approach Road and A106 Victoria Park Road
- South of Cadogan Terrace
- West of River Lea
- East of Regents Canal (from Railway Bridge on Grover Road) and Burdett Road
- North of the railway line connecting Limehouse and Bromley by Bow

Tower Hamlets Primary School Catchment Area 3 (Poplar)

Tower Hamlets Primary Schools
Catchment area 3 (Poplar)



Schools in the catchment area

Community schools

28 Lansbury Lawrence
30 Manorfield
32 Marner
33 Mayflower
66 Woolmore

Voluntary primary schools

41 Our Lady & St Joseph RC
52 St Paul's with St Luke's CE
56 St Saviours CE

Academy/Free schools

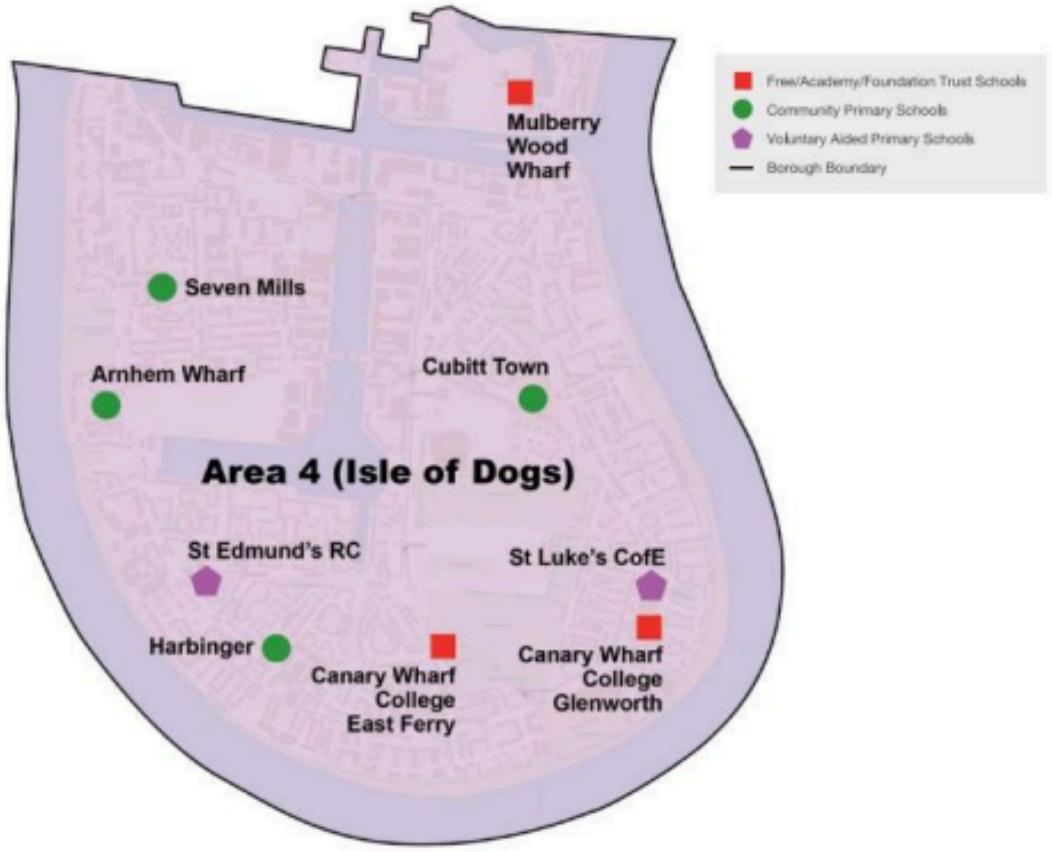
8 Bygrove (uses same admissions policy as community schools)
16 Culloden – a Paradigm Academy (uses same admissions policy as community schools)
17 Cyril Jackson
53 St Paul's Way Trust (uses same admissions policy as community schools)
57 Stebon (uses same admissions policy as community schools)
61 The Clara Grant (uses same admissions policy as community schools)

Area covered

- South of the railway line connecting Limehouse and Bromley by Bow
- West of River Lea
- East of Burdett Road and the River Thames
- North of Blackwall Basin

Tower Hamlets Primary School Catchment Area 4 (Isle of Dogs)

Tower Hamlets Primary Schools
Catchment area 4 (Isle of Dogs)



Schools in the catchment area

Community schools

1 Arnhem Wharf
15 Cubitt Town
23 Harbinger
42 Seven Mills

Voluntary primary schools

47 St Edmund's RC
50 St Luke's CE

Academy/Free schools

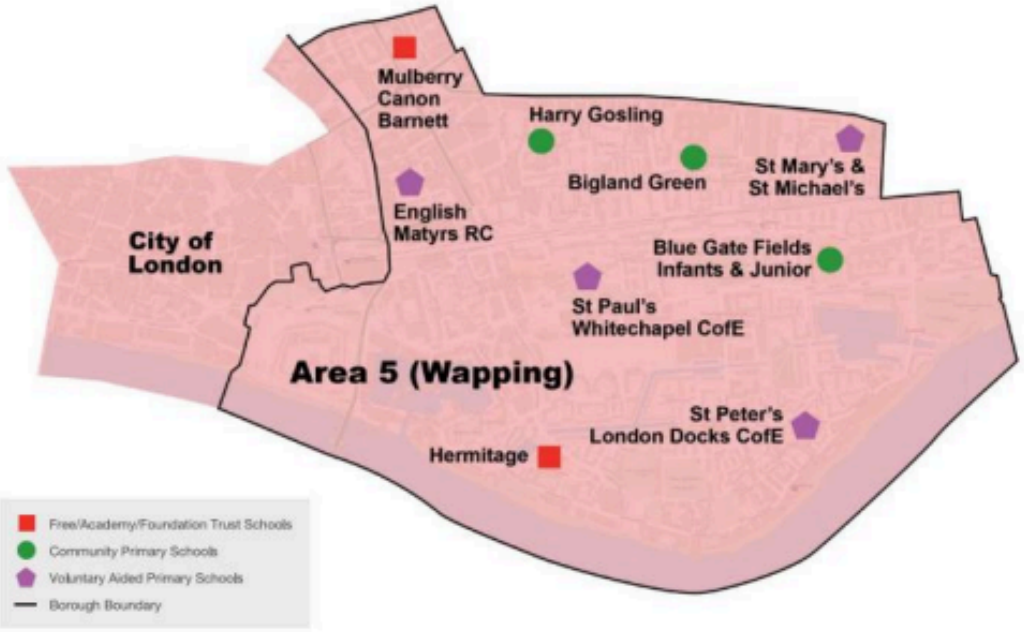
9 Canary Wharf College East Ferry
10 Canary Wharf College Glenworth
36 Mulberry Wood Wharf (uses same admissions policy as community schools)

Area covered

- South of Blackwall Basin including Wood Wharf
- North of River Thames

Tower Hamlets Primary School Catchment Area 5 (Wapping)

Tower Hamlets Primary Schools
Catchment area 5 (Wapping)



Schools in the catchment area

Community schools

4 Bigland Green
5 Blue Gate Fields Infants & Junior
24 Harry Gosling

Voluntary primary schools

19 English Martyrs RC
51 St Mary & St Michael RC
54 St Paul's Whitechapel CE
55 St Peter's (London Docks) CE

Academy/Free schools

25 Hermitage
35 Mulberry Canon Barnett (uses same admissions policy as community schools)

Area covered

Tower Hamlets

- South of Wentworth Street (up to Osborn Street)
- South of Commercial Road (from Whitechurch Lane to Lukin Street)
- South of Poonah Street
- West of Lukin Street, Devonport Street and Brodlove Lane
- North of River Thames
- East of Trinity Square, Mansell Street and Middlesex Street

City of London

- South of Cornhill, Leadenhall Street, Aldgate High Street
- South of Harrow Place (from White Kennet Street)
- West of Middlesex Street, Mansell Street and Trinity Square
- North of River Thames
- East of King Williams Street

Tower Hamlets Primary Schools
Catchment area 6 (Bethnal Green)

Schools in the catchment area

Community schools

18 Elizabeth Selby Infant*
18 Lawdale Junior*
21 Hague
27 Kobi Nazrul
34 Mowlem
40 Osmani
60 Stewart Headlam
62 Thomas Buxton
65 William Davis

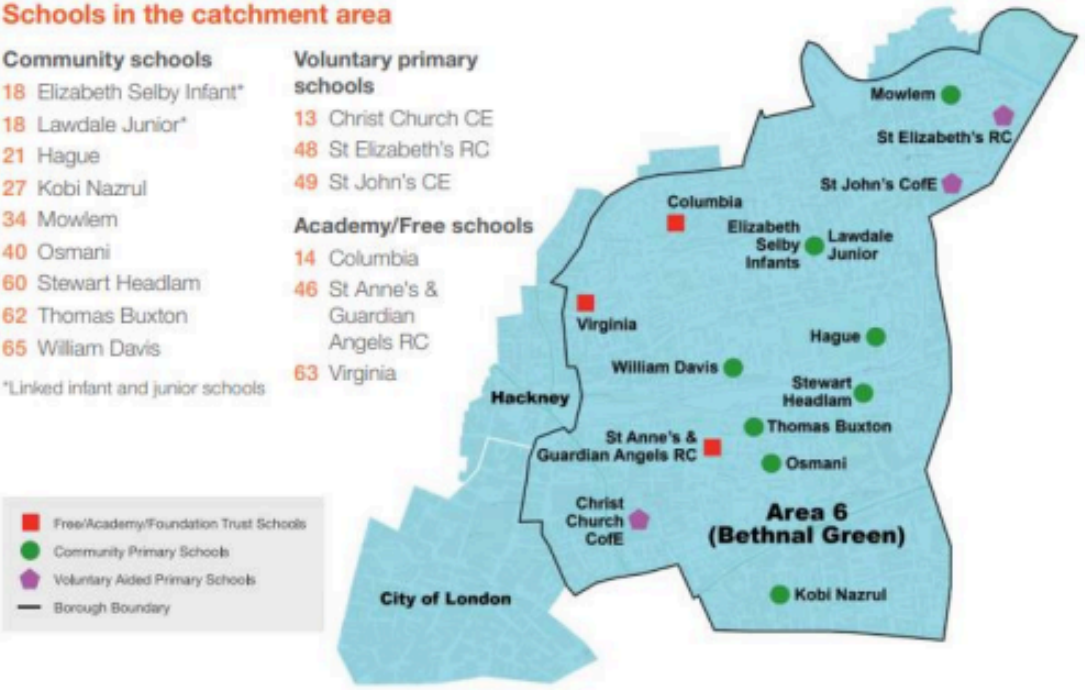
*Linked infant and junior schools

Voluntary primary schools

13 Christ Church CE
48 St Elizabeth's RC
49 St John's CE

Academy/Free schools

14 Columbia
46 St Anne's & Guardian Angels RC
63 Virginia



Area covered

Tower Hamlets

- South of Hackney Road (from Shoreditch High Street to Goldsmiths Row), South of Teale Street Pritchard's Road and Regent's Canal
- West of Approach Road and Old Ford Road
- West of Cambridge Heath Road and Sidney Street
- North of Commercial Road (from Sidney Street to Whitechurch Lane)
- North of Wentworth Street (from Osborn Street to Middlesex Street)
- East of Middlesex Street, Norton Folgate and Boundary Street

Hackney

- South of Ash Grove and Earlston Grove
- East of Fremont Street
- West and South of Christchurch Square
- North of Regent's Canal (up to Ash Grove)
- South of Dunloe Street (from Dawson Street to Columbia Road)
- West of Columbia Road
- North of Hackney Road
- East of Weymouth Terrace (from Hackney Road to 14 Dunloe Court)
- South of Cremer Street
- West of Hackney Road, Boundary Street and Shoreditch High Street
- North of Worship Street East of Scrutton Street, Christina Street, Gatesborough Street, Great Eastern Street and Curtain Road
- East of Shoreditch High Street (from Rivington Street to Waterson Street) and Nazrul Street City of London
- South of South Place, Sun Street, Appold Street and Worship Street
- West of Norton Folgate and Bishopsgate
- North of Cornhill
- East of Prince's Street and Moorgate