University Schools Trust

A transformational education

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0. Document Control

The table below contains the changes made between the different final editions of this document set for approval. This is to help provide information to those reviewing and approving the document of the changes being made.

Document Edition	Section	Details of change
February 2024	17	Added existing Sir William Burrough admissions details collowing completion of their entry to the UST
November 2023	16.3.2	Proposed change to the oversubscription criteria to align with LBTH following their consultation – removal of eldest born priority criteria.
February 2023	All All	Updated to new brand Updated dates
May 2022	15.2 & 16.4	Updated the PAN to clarify external places and internal student limitations in line with School Admisisons Code 2021.

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1. Definitions

The "Trust" refers to the company known as the University Schools Trust, East London and all Trustees, Governors and Staff who work within it.

A "School" refers to an individual academy within the Trust, as denoted by their Unique Reference Number. As such a 'school' may span one or several phases of education to the individual academies within the Trust. Depending on the context the term "School" may refer to a singular academy or to all of the academies within the Trust but as separate entities.

"Staff" refers to any individual who is employed by the Trust or who operates on the Trust's behalf, e.g. Trustees and Governors.

A "Parent" includes the natural or adoptive parent of a pupil as well as any non–parent / carer who has parental responsibility including being involved in the day–to–day care of a pupil.

A "Pupil" includes any incoming or current pupil at any School within the Trust. It also includes any individual who was previously a pupil at any School within the Trust and who has left within the appropriate timeframe for consideration as necessary, e.g. complaints. The term pupil is used as standard by the UST in its policy documents but can be replaced with the term "student" or "child" with no change of definition.

The "Headteacher" is defined as the individual who has ultimate responsibility for a school in line with UST strategy, approach, ethos and values. Individual schools may have alternative titles for this position such as Executive Headteacher or Principal.

"Looked after children" (LAC) are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services, or
- Regarded as having been in state care outside of England if they were in the care of, or

- Were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

"Previously looked after children" (PLAC) are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order, or
- Those 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.

A child reaches "Compulsory School Age" on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

The "Admission Authority" is the organisation that determines which criteria will be used if there are more applications than places. The UST Is the admissions authority for all schools within the Trust, however, the Trust enters into agreement with the local authority of each school and directs the local authority to oversee the process in line with the local authority procedures.

2. Scope of the Policy

This policy applies to pupils and students, and the parents of those individuals, who will be seeking admission to a University School's Trust (hereafter referred to as either "the Trust" or "the UST") school in the academic year beginning September 2024.

3. Policy Aims and Ethos

This policy aims to:

- Explain the UST's overall principles regarding admissions;
- Set out school's individual arrangements for allocating places to the pupils who apply; and
- Explain how to appeal against a decision not to offer your child a place

The Trust's overall principles for admissions are focussed on inclusivity and serving the local community of the schools. As part of this ethos, all schools within the Trust work with the admissions arrangements set out by each individual school's Local Authority.

4. Links to Legislation and Guidance Documents

4.1. Relevant Internal Documents

4.2. Relevant External Documents

This policy adheres to the advice from the Department of Education found in;

- School Admissions Code (2021)
- School Admission Appeals Code (2022)

Links to the full copy of the above legislation can be found in Appendix 2.

Further details regarding local procedures and policies can be found through the individual school and local authority websites.

5. How to Apply

The schools within the UST follow, where possible, the admission processes and procedures of their local authority and will seek to use the services provided by the Local Authority to oversee the admissions process if appropriate. The specific processes and procedures for each school can be found in Appendices 3–5 of this policy or on the individual school websites.

6. Admissions outside of normal age groups

Requests for admissions outside of normal age range will be processed by different organisations based on the location.

- For schools in Tower Hamlets the Local Authority will process this
- For schools in Greenwich the Local Authority will coordinate this for year 7 transfers only. For all other requests in this area the decisions are made by the school.

Contact details for the local authorities of each school can be found in Appendix 1.

7. Allocation of Places

7.1. Pupil Numbers

The school has an agreed published admission number for the number of pupils that can be admitted at each entry point. The specific numbers and entry points for each school can be found in Appendix 6.

7.2. Oversubscription Criteria

All admission authorities must have a clear set of oversubscription criteria in the event that there are more applications than places available. The criteria will then be applied to determine which students are offered a place at the school. The Trust uses the Local Authority to manage this process using the criteria set by the local authority. The specific processes and procedures for each school can be found in the appendices of this policy or on the individual school websites.

8. In-Year Admissions

You can apply for a place at any time outside the normal admissions round. Your child will be added to a waiting list. If there are spaces available in the year group you are applying for after all other pending offers and Fair Access Protocols are followed, and if your child is top of the waiting list, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria of that individual school. Priority will not be given to children on the basis that they have been on the waiting list the longest. Applications for in-year admissions should be sent to the local authority of the school in question unless otherwise stated in the individual school's admission processes.

9. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. Parents and carers have the right to appeal against the decision not to offer the child a place at any of the schools applied for. Appeals will be heard by an independent appeals panel in accordance with the School Standards and Framework Act 1998. If you wish to appeal, you must set out the grounds for your appeal in writing.

Detail regarding the timetable for appeals and the address appeals are to be sent to can be found via the websites listed in Appendix 1 of this policy, in the individual sections of the school admission procedures or on the individual school websites.

10. Feeder Schools

A full list of the UST's secondary schools eligible for feeder schools including details of the feeder schools for each can be found below;

Feeder Schools for St Paul's Way Trust School

- Cyril Jackson Primary School

Feeder Schools for Royal Greenwich Trust School

- None

Feeder Schools for UST Secondary Schools are identified as having significant links with the Trust or an individual Secondary School within the Trust but the UST's strategic aim regarding feeder schools is to ensure that a feeder school is in the same local authority as the identified secondary school to assist with local pupil placement planning.

11. Approval Signature

Signature of (enter position e.g. Chair)_____

Print name _____

Date _____

12. Appendix 1 – Key Members of Staff Referenced

Role	Responsibility Holder	Contact Detail
Admissions Authority	University Schools Trust	info@ust.london
Delegated Admissions Services Provider for Royal London Borough of Greenwich	Royal London Borough of Greenwich School Admissions Service	https://www.royalgreenwich.gov.uk/homepage/30/school_admissions school-admissions@royalgreenwich.gov.uk
Delegated Admissions Services Provider for London Borough of Tower Hamlets	London Borough of Tower Hamlets School Admissions Service	https://www.towerhamlets.gov.uk/lgnl/education_and_learning/schools/school_admissions/school_admissions.aspx

13. Appendix 2 – Links to Legislation & Guidance

Schools Admission Code 2021

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1001050/School_admissions_code_2021.pdf

Schools Admission Appeal Code 2022

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1108077/School_Admission_Appeals_Code_2022.pdf

14. Appendix 3 – Procedures and Processes (Cyril Jackson Primary School)

14.1. Nursery Admission Arrangements

14.1.1. Pupil Admission Numbers

Nursery children are able to start in the term following their 3rd birthday (subject to places being available) but usually start in the September following their 3rd birthday. We have a 26 place Nursery class and offer a mixture of places:

- Full-time (30 hours per week) funded by the government for working parents
- Part-time places (15 hours per week for morning placements).

14.1.2. Oversubscription Criteria

Since 2019 applications for Nursery places are made directly to the local authority (see Appendix 1). If there are more applicants than places, places are allocated on the basis of the Local Authority's over-subscription criteria as shown below;

1. Looked after children (LAC) and previously looked after children (PLAC) as defined in the definitions section of this policy.

   Confirmation of a child's looked-after status will be required.

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.

3. Children living within the catchment area who have a sibling attending any phase within the school and who will continue to do so on the date of admission.

   For this purpose, sibling means a whole, half or step-brother or step-sister who reside at the same address.

4. Children whose parent is a member of staff who has been employed at the school 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.

   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.
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. In the event of oversubscription within the above criteria, 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.
8. Should two applicants live an equal distance from the school, the offer of a place will be decided via random allocation conducted by an independent individual.

14.2. Reception Admission Arrangements

14.2.1. Pupil Admission Numbers

Children usually start in Reception class in the September following their 4th birthday. We have 60 places in Reception, across two classes. Applications for Reception places are made via the local authority online application system (visit www.eadmissions.org.uk).

14.2.2. Oversubscription Criteria

Children with a statement of special educational needs or an education, health and care plan, which names the school applied to, will be placed before all other applicants. The remaining places will be filled in the priority order below.

1. Looked after children (LAC) and previously looked after children (PLAC) as defined in the definitions section of this policy.

Confirmation of a child's looked-after status will be required.

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, explaining why the particular school is most suitable with regards to the family's circumstances.

3. Children living nearest the school who have a sibling attending the school in any phase (excluding nursery) and who will continue to do so on the date of admission.

   For this purpose, sibling means a whole, half or stepbrother or step-sister resident at the same address.

4. Children whose parent is a member of staff who has been employed at the school 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.

   Priority will be limited to one place for each form of entry in any year, with an additional maximum limit of no more than 8 children throughout the Primary school (for 2 form entry schools)*

   **Exception to the above will apply to children of multiple birth or those born in the same academic year.*

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. In the event of oversubscription within the above criteria, 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.

8. Should two applicants live an equal distance from the school, the offer of a place will be decided via random allocation conducted by an independent individual.

15. Appendix 4 – Procedures and Processes (Royal Greenwich Trust School)

15.1. Year 7 Admission Arrangements

15.1.1. Pupil Admission Numbers

The school will admit 150 students into Year 7 in September 2024.

15.1.2. Oversubscription Criteria

First priority will go to children with a statement of Special Educational Needs or Education, Health and Care Plan naming the school. Remaining places, will be given in the following priority order:

1. Looked after children (LAC) and previously looked after children (PLAC) as defined in the definitions section of this policy.
   Confirmation of a child's looked-after status will be required.
2. Children or their immediate family member with a chronic medical or social care need for a place at the school.
   The application must be supported by a letter written by a hospital consultant, GP or social worker, setting out the reasons why the school is the only one to meet the child's needs and the implications if the child did not obtain a place.
3. Children who have a sibling living at the same address who will be attending the school at the time of the child's admission.
   Sibling means a full, half, step-brother or sister. This does not include siblings attending the sixth form.
4. Children who are currently attending a Feeder School of Royal Greenwich Trust School as identified in section 10 of this policy. **Please note that this criterion is currently not in use as there are no identified feeder schools for RGTS.**
5. Children whose parent is a member of staff who has been employed at the school for a period of 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.

Priority will be limited to two places in each year. 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.

6. Other children based on home to school distance.

   Distance from home to school is measured as a straight line from the centre of the home address to the centre of the school site. The home address is considered to be where the child resides as their only or principal residence. Proof of liability for Council Tax will be required. If the child resides equally between both parents, the principal home address will be considered as being the address at which the child is registered whilst attending primary school, with a GP and, if applicable, the address of the parent who is in receipt of Child Benefit or Child Tax Credits for the child. For children who reside with a relative or carer other than a parent, a court order will be required. In establishing the principal home address, we reserve the right to ask for further information (such as proof of the tenancy period) and to check records held within the Council and with external agencies. If a false address is given we reserve the right to withdraw the offer of a school place at any stage.

7. Should two applicants live an equal distance from the school, the offer of a place will be decided via random allocation conducted by an independent individual.

15.1.3. Late Applications

The school follows Royal Greenwich's procedures for considering late applications as stated in the booklet "Secondary Schools in Royal Greenwich".

15.1.4. In-Year Admissions

Applicants applying for a place at the school as an in-year admission should apply directly to the school. The school participates in Royal Greenwich's Fair Access Protocol. Children admitted via the Fair Access Protocol take priority over children on the school's waiting list and those pending appeal.

15.1.5. Children Educated Outside their Normal Year Group

Applicants applying for children to be educated outside their normal age group must still make an application for a school place, putting the request separately to the Royal Borough of Greenwich in writing and providing supporting documentation should you wish to do so. The school follows the Local Authority procedures as stated in the booklet "Secondary Schools in Royal Greenwich":

The admission authority for each of your preference schools will make a decision based on the individual merits of the case. They will take account of your views; information about your child's academic, social and emotional development; their medical history and the views of a medical professional, if applicable; and whether they have previously been educated outside their normal age group. The admissions authority will also take into account the views of senior staff within the school and other professionals.

The Royal Borough of Greenwich will write to advise you of the decision regarding the year group of your child should be admitted to and the reasons why this decision was reached. If the admissions authority does not agree to your request, there is no formal right of appeal.

15.1.6. Waiting Lists

An applicant's name will be added to the school's waiting list ranked in the same order as the published admission criteria. Any vacancy that arises will be offered to the next applicant on the waiting list. Priority is not given on the basis of when a child's name was added to the list or whether an offer of an alternative school has been accepted. Waiting lists are operated until the end of the academic year in which the child starts. Applicants will need to re-apply if they wish to remain on the waiting list for the following academic year.

15.1.7. Appeals

Parents of children not offered a place at the school have the right to appeal to an independent Appeal Committee under the 1998 School Standards and Framework Act. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to the Clerk to the Appeal Committee, c/o the school within 20 school days of the notification of the decision. Should an appeal be unsuccessful, the governing body will not consider a further appeal for the same academic year unless there have been significant and material changes in the family's circumstances.

15.2. Year 12 Admission Arrangements

Royal Greenwich Trust Sixth Form (hereafter, RGT6 or 'the sixth form') is a coeducational, non–denominational sixth form with academy status. RGT6 provides a wide ranging sixth form education for students after year 11.

Applicants who apply for a place at RGT6 and their parent(s) or carer(s) should read this section alongside the RGT6 website so that they understand the selection process, timeline and the selection criteria. Any enquiries should be made in writing to; Sixth Form Admissions, Royal Greenwich Trust School, 765 Woolwich Road, Charlton, London, SE7 8LJ or via email to admin@rgtrustschool.net

15.2.1. Student Admission Numbers

RGT6 has space for up to a total of 100 students in year 12. The starting PAN for external students is 10, however, any unfilled places following internal student confirmation will be open to external students following our oversubscription criteria set out below.

15.2.2. Oversubscription Criteria

Places will be allocated to students who have met the overall academic entry criteria to RGT6 as well as the individual subject criteria. Details of these can be found on the school website.
If more students apply than can be accommodated, the following criteria will be applied in order. Please note that these are all subject to meeting the aforementioned entry criteria.
The below oversubscription criteria will be used on two occasions;

- If the 90 internally designated places have not been filled by RGTS students who meet the requirements defined above, then the criteria below will then be used to firstly offer places to students who have attended another UST secondary school until 90 places have been filled (in total by RGTS and other UST students).
- Any student that attends another UST secondary school that was unable to receive a place due to the maximum number of places allocated under these conditions will then be considered alongside any external applicant for the remainder of the places available.

1. Students who are Looked after children (LAC) and previously looked after children (PLAC) as defined in the definitions section of this policy.

   Confirmation of a child's looked-after status will be required.

2. Students who have a strong reason to attend the school due to a chronic medical condition or a social care need. This can include the parents', carers' or other family members' medical conditions and the family's social needs.

   Confirmation of a child's medical or social care need will be required.

3. Students who live nearest the school as measured by the shortest walking route.

   Home to school distances will be measured by the shortest walking route from the home address to the nearest available pupil entrance in constant use using a computerised digital map. Please note that personal or online geographical information system software are non-comparable.

4. Should two applicants live an equal distance from the school, the offer of a place will be decided via random allocation conducted by an independent individual.

RGT6 may conduct interviews with students to discuss their option choices and suitability but they will not be used to inform application decisions. RGT6 reserves the right to admit students out of priority order once subjects reach capacity as the school may be able to offer places to other students whose option choices are still possible. This will be done in order of priority as outlined above.

16. Appendix 5 – Procedures and Processes (St Paul's Way Trust School)

St Paul's Way Trust School is an all-through school for students aged 3-18. The School comprises of our Primary School and our Secondary School. The Primary School has admissions relating to Nursery and Reception. The Trust School has admissions relating to the Secondary and Sixth Form.

16.1. Foundation School (Nursery) Admission Arrangements

16.1.1. Pupil Admission Numbers

Nursery children are able to start in the term following their 3rd birthday (subject to places being available) but usually start in the September following their 3rd birthday. We have a 26 place Nursery class and offer a mixture of places:

- Full–time (30 hours per week) funded by the government for working parents
- Part–time places (usually either morning or afternoon — 15 hours per week).

16.1.2. Oversubscription Criteria

Since 2019 applications for Nursery places are made directly with the local authority (see Appendix 1). If there are more applicants than places, places are allocated on the basis of the Local Authority's over–subscription criteria as shown below;

1. Looked after children (LAC) and previously looked after children (PLAC) as defined in the definitions section of this policy.

   Confirmation of a child's looked–after status will be required.

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) to support the application.

3. Children living within the catchment area who have a sibling attending any phase within the school and who will continue to do so on the date of admission.

   For this purpose, sibling means a whole, half or step–brother or step–sister who reside at the same address.

4. Children whose parent is a member of staff who has been employed at the school 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.

   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.

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. In the event of oversubscription within the above criteria, 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.

8. Should two applicants live an equal distance from the school, the offer of a place will be decided via random allocation conducted by an independent individual.

16.2. Foundation School (Reception) Admission Arrangements

16.2.1. Pupil Admission Numbers

Children usually start in Reception class in the September following their 4th birthday. We have 60 places in Reception, across two classes. Applications for Reception places are made via the local authority online application system (visit www.eadmissions.org.uk).

As SPWT is an all–through school, pupils with a place in the Primary phase of the school are guaranteed to keep their place in Year 7 should they wish to do so.

16.2.2. Oversubscription Criteria

Children with a statement of special educational needs or an education, health and care plan, which names the school applied to, will be placed before all other applicants. The remaining places will be filled in the priority order below.

1. Looked after children (LAC) and previously looked after children (PLAC) as defined in the definitions section of this policy.

   Confirmation of a child's looked–after status will be required.

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, explaining why the particular school is most suitable with regards to the family's circumstances.

3. Children living nearest the school who have a sibling attending the school in any phase (excluding nursery or sixth form) and who will continue to do so on the date of admission.

For this purpose, sibling means a whole, half or stepbrother or step-sister resident at the same address.

4. Children whose parent is a member of staff who has been employed at the school 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.

   Priority will be limited to one place for each form of entry in any year, with an additional maximum limit of no more than 8 children throughout the Primary school (for 2 form entry schools)*

   **Exception to the above will apply to children of multiple birth or those born in the same academic year.*

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. In the event of oversubscription within the above criteria, 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.

8. Should two applicants live an equal distance from the school, the offer of a place will be decided via random allocation conducted by an independent individual.

16.3. Trust School (Secondary Phase – Year 7) Admission Arrangements

16.3.1. Pupil Admission Numbers

The number to be admitted each year to Year 7 is 240.

St Paul's Way Trust School has adopted the local authority's policy of banding to ensure that it takes an even balance of children in different ability ranges. The available 240 places are divided equally across the four bands of ability. Therefore 60 children from each band will be admitted according to the criteria set out below.

Of the 240 places, 60 places are automatically allocated to students already at St Paul's Way Trust School moving from year 6 to year 7. The remaining 180 places will be allocated according to the criteria set out below whilst ensuring that the local authority's policy on banding is maintained.

Within the above 240, a total of 12 places (nominally three in each band of ability) will be allocated to children with a proven aptitude in music. Please see section 16.3.3 on 'Music Aptitude'.

16.3.2.Oversubscription Criteria

A child with a statement of special educational needs or Education, Health and Care Plan naming St Paul's Way Trust School will be offered a place, unless there are particular reasons why the local authority is unable to do so. The place will be provided in the appropriate band of ability.

The remaining places in each band will be allocated (in descending order of priority) as follows:

1. Looked after children (LAC) and previously looked after children (PLAC) as defined in the definitions section of this policy.

   Confirmation of a child's looked–after status will be required.

2. Children who have a strong medical or social reason to attend the school.

   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's circumstances.

   Applications under this category are considered by the primary to secondary transfer committee, comprising a headteacher, a 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.

3. Children who have a sibling that already attends the school in any phase (excluding nursery or sixth form) and who will continue to do so on the date of admission.

   For this purpose 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, and 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.

4. Children who are currently attending a Feeder School of St Paul's Way Trust School as identified in section 10 of this policy.

5. Children whose parent is a member of staff who has been employed at the school concerned for a period of 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.

   Priority will be limited to three places in each year. 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.

6. Children who live nearest the school as measured by the shortest walking route.

   Home to school distances will be measured by the shortest walking route from the home address to the nearest available pupil entrance in constant use of to the school, using a computerised digital map. Please note that you cannot compare distances to those calculated using any personal or online geographical information system software you may have access to such as satellite navigation systems.

7. Should two applicants live an equal distance from the school, the offer of a place will be decided via random allocation conducted by an independent individual.

16.3.3. Admissions Based on Music Aptitude

Music applicants will be assessed through a three–stage process that has been designed to be taken by children regardless of previous experience or formal training in music. All applicants should have an interest in music and will be expected to take up the musical opportunities offered to them should they gain a place at the school. All applicants will also have the opportunity to perform if they wish.

If fewer than 3 children qualify to be admitted in any band the unused places will be filled by music applicants in adjacent bands. If fewer than 12 children qualify for music places, the number of places available under the other admission criteria will be increased in each band accordingly. The music aptitude test will consist of:

Stage1: Listening Test

All applicants will sit a multiple–choice test which is independently designed to assess aspects of musical aptitude. No prior knowledge or training in music theory or notation is required and students respond to the questions by ticking their answers. The top 50 scoring students in this test will proceed to Stages 2 and 3.

Stage 2: Workshop

Students, in groups of eight, will participate in a practical workshop run by a member of staff from SPWT. An external, independent musician will also observe these sessions. Using tuned percussion instruments, students will be assessed through the ways in which they instinctively respond as musicians to the tasks set during the workshop.

Stage 3: Performance

Students will respond to musical extracts played on a piano through singing back short phrases, clapping along with the pulse of the pieces performed and recalling rhythms. Students will be assessed on their instinctive musicality, the sense of style in their performance and the way in which they naturally communicate to the audience. This session will be run by a member of staff from SPWT and observed by an external, independent musician.

Students will also be given the opportunity to discuss their enjoyment of music and the option to perform a piece, or pieces, of their choice for up to 5 minutes on any instrument or voice. This may be something that they have learnt in individual lessons, through a project at their school, a music group or club, or something that they have taught themselves. Please note that it is an opportunity to share and express their enthusiasm for music rather than previous experience or training.

All applicants for a music place must complete a Music Application Form that can be obtained from the school office or from the school website (www.spwt.net). They must also complete the Local Authority's secondary transfer form, which can be obtained from the Local Authority's Pupil Admissions Team on tel: 020 7364 5006 or completed online at: www.towerhamlets.gov.uk/ school admissions from the 1st September in the year of application.

16.3.4. In-Year Admissions

Applications for in-year admissions must be made through Tower Hamlets Pupil Services, who coordinate this process. To make an in-year application, please complete the relevant in-year common application form.

16.4. Trust School (Sixth Form – Year 12) Admission Arrangements

St Paul's Way Trust Sixth Form (hereafter, SPWT6 or 'the sixth form') is a coeducational, nondenominational sixth form with academy status. SPWT6 provides a coeducational, A-level only, sixth form education for students in Years 12 and 13.

Applicants who apply for a place at SPWT6 and their parent(s) or carer(s) should read this section carefully alongside the SPWT6 prospectus so that they understand the selection process, timeline and the selection criteria. Any enquiries should be made in writing to; Sixth Form Admissions, St Pauls Way Trust School, 125 St Pauls Way, London, E3 4FT or via email to admin@spwt.net

16.4.1. Student Admission Numbers

SPWT6 has space for up to a total of 100 students in year 12. The starting PAN for external students is 10, however, any unfilled places following internal student confirmation will be open to external students following our oversubscription criteria set out below.

16.4.2. Oversubscription Criteria

Places will be allocated to students who have met the overall academic entry criteria to SPWT6 and the individual subject criteria. Details of these can be found on the school website.

If more students apply than can be accommodated, the following criteria will be applied in order. Please note that these are all subject to meeting the aforementioned entry criteria.

The below oversubscription criteria will be used on two occasions;

- If the 90 internally designated places have not been filled by SPWT students who meet the requirements defined above, then the criteria below will then be used to firstly offer places to students who have attended another UST secondary school until 90 places have been filled (in total by SPWT and other UST students).
- Any student that attends another UST secondary school that was unable to receive a place due to the maximum number of places allocated under the above conditions will then be considered alongside any external applicant for the remainder of the places available.

1. Students who are looked after children (LAC) and previously looked after children (PLAC) as defined in the definitions section of this policy.
   Confirmation of a child's looked-after status will be required.
2. Students who have a strong medical or social reason to attend the school. This can include the parents', carers' or other family members' medical conditions and the family's social needs.
   Confirmation of a child's medical or social care need will be required.
3. Students who live nearest the school as measured by the shortest walking route.
   Home to school distances will be measured by the shortest walking route from the home address to the nearest available pupil entrance in constant use using a computerised digital map. Please note that personal or online geographical information system software are non-comparable.

4. Should two applicants live an equal distance from the school, the offer of a place will be decided via random allocation conducted by an independent individual.

SPWT6 may conduct interviews with students to discuss their option choices and suitability but they will not be used to inform application decisions. SPWT6 reserves the right to admit students out of priority order once subjects reach capacity as the school may be able to offer places to other students whose option choices are still possible. This will be done in order or priority as outlined above.

17. Appendix 6 – Procedures and Processes (Sir William Burrough)

NOTE – Sir William Burrough joined the Trust on 1st February 2024 and as such fell outside of the consultation period window. The result of which is that the Sir William Burrough admissions remains as previous summarised below. Details contained below are taken directly from the existing Sir William Burrough admissions policy found on the school website.

The full admissions policy can be found on the school website but for clarity and consistency across the Trust the details of entry, oversubscription criteria and in-year applications are included here.

17.1. Sir William Burrough Details

17.1.1. Summary

All Reception admissions are dealt with by the London Borough of Tower Hamlets, and Reception applications should be made using the Common Application Form. The over-subscription criteria are:

- Looked after children and previously looked after children
- Children with an Education, Health and Care Plan (EHCP)
- Brothers and sisters attending the school
- Children of school employees
- Those living closest to the school

In exceptional cases priority can be given to children with exceptional medical or social needs. All other admissions are dealt with by the school.

17.1.2. Student Admission Numbers

The admission number for SWB will be 45 children.

17.1.3. Oversubscription Criteria

Children will be admitted to SWB in the following order:

1. Looked after children (LAC), previously looked after children (PLAC) and Internationally Adopted Previously Looked
2. After Children (IAPLAC).
3. Children who have a sibling (as defined below) at SWB.
4. Children living closest to SWB, using the order of proximity and method of measurement defined below.

In exceptional cases, priority can be given to children with an exceptional medical or social need. These applications must be supported by a report from a professional e.g. a doctor or a social worker etc.

17.1.4. In-Year Admissions

Applications for in-year admissions are to be made either directly to SWB directly using the SWB In-Year Application Form or may be made to the Local Authority using the Local Authority In-Year Application / Transfer Form which is available from either SWB or the Local Authority. If a place is available, then SWB will communicate any offer of a place to the family. In the case of a transfer from a school with London Borough of Tower Hamlets, the transfer will generally take place at the beginning of the next half term.

If more applications are received than there are places available, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria.