



Admissions Policy

Person responsible for the policy	School Business Manager - Sharon Teasdale
Date reviewed and shared with staff	November 2015
Date to be next reviewed by staff	September 2016
Date ratified by the Governing Body	November 2015
Date to be reviewed by the Governing Body	
Signed by Chair of Governor:	Signed by Head Teacher:

Nursery Application Process

Children are admitted to Nursery the term after they turn 3 years. Places generally become available in September and January however please check with the school office as there may be places available at other times.

Parents/carers may register their child for a Nursery place with the School Office at any time. Home visits will be carried out at the beginning of every term. An admissions interview and form will need to be completed prior to your child starting school. We will involve the Parent/Carer in your child's first day in Nursery.

Children from the Nursery **do not** transfer automatically to the Reception class.

Reception Application Process

If your child is entering Reception in September 2016, please see our school website for the Common Application Form (CAF).

Completed forms must be either handed into the school, completed on line or posted to arrive at Pupil Services, Newham Dockside, 1000 Dockside Road, London E16 2QU.

See Newham website for further admission details.

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

Once London Borough of Newham has processed your application, you will be invited for an admissions interview at our school. You will need to provide certain documents:

	Document (Circle document produced)
A. Proof of Child's Address (<u>one</u> document from this sections must be produced)	<ul style="list-style-type: none">• Current Year Council Tax Bill• Current Housing Benefit Letter <p><u>Current Tenancy Agreement:-</u></p> <ul style="list-style-type: none">• Council Housing or Housing Association Property• Private Accommodation from Newham Accredited Landlord (Pre Dec 2012) OR Newham Licensed Landlord)from Jan 2013)• Letter from National Asylum SS informing of address being provided

	<ul style="list-style-type: none"> • Letter from Adult/Children's Team informing the family of the address being provided
B. In <u>addition</u> to <u>one</u> item from A above (<u>one</u> document from this section must be produced)	<ul style="list-style-type: none"> • Current Year Gas Bill/payment Schedule/Reminder • Current Year Electricity Bill/ payment Schedule/Reminder • Current Year Water Rates Bill/ payment Schedule/Reminder • Telephone Bill/Reminder • Mobile Phone Bill/Reminder
C. Proof of Child's Legal Name and Date of Birth (<u>One</u> document from this section must be produced)	<ul style="list-style-type: none"> • Full UK Birth Certificate (non UK Birth Certificates are not accepted) • Valid Current Passport • (EEA) Identity Card • Official Documentation for the National Asylum Seeker Service (e.g. ARC)
D. Proof of Parental Responsibility. (<u>One</u> document containing photographic evidence from each parent)	<ul style="list-style-type: none"> • Passport • Driving Licence • Identity Card

Years 1 – 6 Application Process

Please refer to our mid-phase admissions policy.

Secondary Application Process

If your child is entering Year 7 in September 2016 you need to fill out the Common Application Form (CAF). These can be collected from any Newham school from September 2015 and are available on the website.

Completed forms must be either handed into the school, completed on line or posted to arrive at Pupil Services, Newham Dockside, 1000 Dockside Road, London E16 2QU.

See Newham website for further admission details.

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

School contact person for the Nursery and Reception class applications is Clare Batchelor (Office Manager) /Michelle Brunt (EYFS leader)

School contact person for the Primary application is Clare Batchelor (Office Manager)

School contact person for Secondary application is Sharon Teasdale (School Business Manager)