

Hallsville Admissions Policy 2016-17



Application Process Nursery

Children are admitted to Nursery the term after they turn 3 years. Places generally become available in September and January.

Parents/ carer may register their child for a Nursery place with the School Office at any time or an online application may be made. Home visits will be carried out on all new admissions. An admissions interview and form will need to be completed prior to your child starting school.

Children from the Nursery do not transfer automatically to the reception class.

Application Process (Primary)

If your child is entering Reception in September 2017, you have to fill the Common Application Form (CAF). These can be collected from any Newham school from September 2016 or by calling the Newham Contact Centre on 020 8430 2000

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 no later than **5pm on the 15 January**.

See Newham website for further admission details.

<http://www.newham.gov.uk/educationandlearning/schools/findingaschoolplaceinnewham/>

Once LBN has processed your application, you will be invited for an admissions interview at our school. You will need to provide certain documents such as your child's birth certificate or passport and proof of payment of council Tax (or tenancy agreement stating that this is paid for by your landlord).

Home visits will be carried out on new pupils starting our school.

Home visits will be carried out on all mid phase admissions prior to starting our school

Application Process Secondary

If your child is entering Year 7 in September 2017 you need to fill out the Common Application Form. These can be collected from any Newham school from September 2016 or by calling the Newham Contact Centre on 020 8430 2000

Completed forms must be either handed into the school, completed on line or posted to arrive at Pupil Services, Newham 31st October 2016.

Click on the Admissions Button on the school website for further information and links.

Contact person for Nursery applications is Ann Jordan

Contact person for Primary applications is Ann Jordan

Contact person for secondary applications is Madeleine Lee.