

## AGATE MOMENTUM TRUST



## ADMISSIONS POLICY

<i>Date of Review</i>	<i>January 2023</i>
<i>Date reviewed by Governors /trustees</i>	<i>1st February 2023</i>
<i>Cycle of review</i>	<i>Annual</i>

The Agate Momentum Trust is now their own Admissions Authority and therefore responsible for full compliance with the admissions regulations.

The Agate Momentum Trust has decided to adopt Newham Council's admission arrangements and oversubscription criteria.

The Agate Momentum Trust will use Newham Council to determine offers on a weekly basis.

Waiting lists will be held with Newham Council.

Agate Momentum Trust will continue with Newham Council's 'In Year' co-ordination –for normal admissions- primary to secondary, infant to junior and reception co-ordination.

The Agate Momentum Trust will participate in Newham Council's alternative allocation scheme- where a child cannot be offered a place at any of their preferred schools they are allocated an alternative place at the closest school to the families home with a place available.

### **Application Process Nursery**

Children are generally admitted to Nursery the term after they turn 3 years. Places generally become

available in September and January.

The Nursery setting is flexible. Places for eligible 2 years olds are available and fulltime places are also available for working parents that are eligible. Please book an appointment to speak with the attendance officers.

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 may be carried out on 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, you have to fill the Common Application Form (CAF). These can be collected from any Newham school from September 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.

<https://www.newham.gov.uk/schools-education/school-finder>

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).

Where possible home visits will be carried out on new pupils starting our school.

### **Application Process Secondary**

If your child is entering Year 7 in September you need to fill out the Common Application Form. These can be collected from any Newham school from September 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.

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

#### **Hallsville**

Contact person for all admissions is Razna Begum

#### **Scott Wilkie**

Contact person for all admissions is Debbie Parkes