

## Nursery Admission;

Parents with children coming up to Nursery School age, come into school and fill out an application form. They must produce the child's birth certificate and proof of address i.e. Council tax bill or tenancy agreement.

Children will be given a place at the school in order

- Children with brothers and sisters at the school
- Children living nearest to the school

Places will be offered to the oldest child first in the above categories.

The length of time that a child's name has been on the waiting list does not give the child priority over other applicants.

Parents will be notified by post if their child has a place at the school. The Nursery staff will arrange a convenient time to visit the parents and child at home.

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## Reception Admissions

Children attending nursery classes frequently transfer to the reception class in the same school, but this cannot always be guaranteed.

To apply for a Reception place, parents must fill in the common application form issued by the local authority. Therefore a resident of Tower Hamlets will complete the common application form issued by Tower Hamlets. Applications can be done online by visiting; [www.towerhamlets.gov.uk/schooladmissions](http://www.towerhamlets.gov.uk/schooladmissions).

Parents must be aware of the admissions policy.

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## Transferring from another school;

Parents wanting their child to transfer to another school must first talk to the Head Teacher. They will complete 'Part B' of the in-year application form that will be provided.

The local authority will consider transfer requests twice a term. The child must continue to attend school whilst awaiting a transfer.

More information can be obtained from Pupil Admissions on 020 73645006