

APPLICATION FOR ADMISSION TO A SCHOOL NURSERY CLASS



This application form is for parents applying for a nursery place at a Hackney primary school, Comet or Wentworth Nursery School. Please read carefully the FULL guidance – admission to a school nursery guide 2018-19 at www.learningtrust.co.uk before completing this form. Please return your completed form to the school.

1. Application for a place at _____	Nursery Class
(specify school name)	

2. Child's Details

Child's First name		Child's Last name(s)	
Child's Date of Birth	/ /	Gender	Boy <input type="checkbox"/> Girl <input type="checkbox"/>
Child's Home Address			Addresses are checked and any nursery place offered using a false address may be withdrawn
			Post code:

(This must be the address where the child normally lives)

Is your child currently attending a nursery/playgroup/crèche? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide nursery/playgroup/crèche name in the box	
If you are applying for a free 30 hours childcare place for working parents, please refer to the relevant section in the Admission to a School Nursery - guide parents 2018-19 at www.learningtrust.co.uk	

3. Parents'/Carers' Details

Parent/Carer (1) Title (Please circle) Mr Mrs Miss Ms			
First name		Last name	
(Mother/Father/Other)		E-mail address	
Home Tel no.		Mobile Tel no.	

Parent/Carer (2) Title (Please circle) Mr Mrs Miss Ms			
First name		Last name	
(Mother/Father/Other)		E-mail address	
Home Tel no.		Mobile Tel no.	

Are you a new arrival to the UK if so, from which country?
Please state your Religion:
Please state your Ethnicity:
Are you an Asylum Seeker/Refugee ? Yes / No
(If yes, you will need to provide NASS number on page 2)

5. Other information required

Is a Brother(s) or sister(s) attending this school?

1. Child's name(s):

2. Child's names(s):

DOB

/ /

DOB

/ /

Are you requesting priority as a Teacher who is working in a Hackney primary school?

Yes / No

Are there any developmental, health or physical needs (including disabilities) relating to your child which the proposed nursery should know about Yes/No? If yes please provide/attach details.

Please continue on a separate sheet if necessary

Exceptional Medical, Social or Other Grounds

If you feel there are any exceptional medical, social or other reasons why your son/daughter should attend this nursery, please give details below. Any case made on these grounds must be supported by written specific professional advice (eg a letter from your doctor or social worker) as to why admission to that school, rather than any other is necessary.

Please continue on a separate sheet if necessary

6. Children in Care/Subject to a Child Protection Plan – This includes all looked after children and children who were previously looked after, and are now subject to an adoption, residence, or special guardianship order.

Is this child Looked After by a Local Authority

If yes, please complete below:

Is this child subject to a Child Protection Plan (CPP)?

Local authority

Social worker name

Contact number

Yes No

Parent's/Carer's signature

Date

/ /

For office use only

DATE STAMP OF RECEIPT

Receiving Officer's name:

Proof of address attached (tick if received)

Proof of date of birth received Medical/social evidence given

Has parent registered and applied online for FSMs/EYPP

If applicable – Applicant has /will provide Unique code and national insurance number for free 30 hour (full-time) place eligibility

GUIDANCE NOTES FOR PARENTS WHO ARE APPLYING FOR A NURSERY PLACE IN A PRIMARY SCHOOL FOR 2018/19

If you want a nursery place for your child, you need to complete this form and send to your preferred school. Remember that putting your child's name on the application list does not give you priority over other children who might apply later.

Children aged 3 and 4 can go to nursery classes attached to primary schools or to a nursery school. The age your child can go depends on the number of places available

Full-Time and Part-time Places

Some working parents will be eligible for a full-time place (30 hours per week). Parents who wish to be considered for a full-time place will need to check their eligibility no earlier than 3 months before their child's 3rd birthday. This can be done online at www.gov.uk/childcare-calculator

Eligible parents will receive a code which must be given to the school before the closing date for applications shown on page 3 of the nursery admission guide for parents available at www.learningtrust.co.uk/admissions/Pages/SchoolNursery.aspx **All other children will be considered for a part-time place (15 hours per week).**

In each nursery class, schools will offer 20 full-time and 12 part-time places. If all the full-time places are not taken up, additional part-time places will be offered. If there are still vacancies remaining, parents with part-time places can ask to top up the part-time entitlement to a full-time place.

Admissions criteria to nursery schools and nursery classes in community primary schools (Admissions criteria for Academies, Faith and Free Schools will be different).

1. A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
 2. Children subject to a Child Protection Plan
 3. Children with an educational, medical or social need for a nursery place.¹
 4. Children whose parents can take up or stay in a teaching post in one of Hackney's schools.²
 5. Children with brothers and sisters already at the school at the time of the proposed admission (includes half and step brothers and sisters living as a family unit full-time at the same address).
 6. Children living nearest to the school as measured in a straight line from their home address or their childminder's address using a map or website for calculating distances.³
- If a tie-breaker decision is needed for priorities 1, 2, 3, 4 and 5, distance as measured in priority 6 above will be used.

Explanation for Criteria

¹This applies to the nearest school unless your child's need justifies a place at a particular school. Headteachers can take into account educational or medical needs such as developmental, speech and language delay or physical needs. The school will need to see evidence of this from a doctor, hospital consultant, health visitor or education and child professional.

²If you are a Hackney school teacher, you can apply for a nursery place for your child under this criterion – but there can only be one place in each class, or two places in the case of twins. You must apply to the school where you teach, or one that is within one mile of your place of work.

³If your child is cared for by a childminder during the week (Monday to Friday), the school will ask to see proof of this arrangement. The school will decide which method to use to calculate the distances for all applicants considered under priority five above.

Completing the application form - Parent's details

The names of all responsible adults/carers are recorded on the form for the school to approach. Please note that when parents live separately, the application must be based on one address where the child normally lives.

Hackney Learning Trust – Application for Admission to a Hackney Nursery School or/and Primary School Nursery Class

Documents to be accompanied with the completed application form

- Enclosed an original utility bill received within the last two months as proof of address
- Enclosed proof of Date of Birth
- Enclosed supporting evidence, if applicable (e.g. a letter from the family doctor/hospital consultant in support of any medical or social priority request)

The school can withdraw an offer of a place if it has been proven that false or misleading information has been provided.

What happens if my child is not offered a place?

If your child is refused a place at a nursery, you can ask for your child to go on an application list so that a place can be offered if a vacancy becomes available. There is no right of appeal for admission to nursery classes and nursery schools.

Applying for Free Schools Meals and Early Years Pupil Premium (EYPP)

When parents have secured a nursery place, the school can apply for additional funding to provide children with extra resources. If you are on low income and qualify for Free School Meals the school will be able to claim the EYPP. In order for the school to get information as to your eligibility for FSMs, you will need to register and apply online at Hackney Citizens Portal [https://ems.learningtrust.co.uk/CitizenPortal LIVE/Account/Register](https://ems.learningtrust.co.uk/CitizenPortal_LIVE/Account/Register)

Free early years education for some two year olds

If you have a younger child aged 2 years old, you may be eligible for free 15 hours childcare or nursery place at a participating setting or child-minder. Your earnings must be less than £16,190 or you are on benefits. To find out more please go to our website;

<https://www.learningtrust.co.uk/ChildcarePlay/Pages/FreeChildcarefor2-4yearolds.aspx>

DATA PROTECTION

The London Borough of Hackney is the data controller for the purposes of the data protection Act 1998.

This mean that the London Borough of Hackney is responsible for making decisions about how your personal data will be processed and used. Your data will be used for the purpose of nursery and school admissions, school admission appeals, sending you questionnaires, and assessing pupils' eligibility for various pupil benefits and services. Your data may also be used for the purpose of safeguarding children and the detection of fraud. The information you provide will be treated confidentially at all times.

Receipt of application:

Your application has been received by: _____
(to be signed by the Admissions officer receiving the form)

Name of Child _____

Date of Birth ____ / ____ / ____

School Stamp of receipt

Parent declaration for the free entitlements

1. Child's details

Child's Legal Family Name:	Child's Legal Forename(s):
Name by which the child is known (if different from above):	
Date of Birth:	Male/Female:
Address:	Post Code:
Documentary proof of DoB Type (eg Birth Certificate, Passport):	Document recorded by (name of staff member):
Date document recorded (dd/mm/yyyy):	30 hours eligibility code: (e.g 12345678912)

2. Early Years Pupil Premium (EYPP) Registration Form

The Early Years Pupil Premium (EYPP) **4** is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits (please see web address in footnote). This funding will be used to enhance the quality of their early years experience by improving the teaching and learning and facilities and resources, with the aim of impacting positively on your child's progress and development. For more information please speak to your childcare provider.

If you believe that your child may qualify for the EYPP please provide the following information for the **main benefit holder** to enable the local authority to confirm eligibility:

Parent/carer	Parent/carer
First Name	Last Name
Parent/carer Date of Birth	
Parent/carer National Insurance Number/ NASS Number	Parent/carer signature

3. Disability Access Fund Declaration

Three- and four-year old children who are in receipt of child Disability Living Allowance and are receiving the free entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child's early years setting as a fixed annual rate of £615 per eligible child.

Is your child eligible and in receipt of Disability Living Allowance (DLA)?5:

- Yes
- No

4. Parent/Carer/Guardian with legal responsibility declaration

Declaration I (Name)

of (Address)

confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise (Name of Provider/s)

..... to

claim free entitlement funding as agreed above on behalf of my child.

In addition, I also agree that the information I have provided can be shared with the local authority and Department for Education, who will access information from other government departments to confirm your child's eligibility and enable this provider to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.

Parent/Carer/Guardian with legal responsibility

Childcare Provider

Signed

Signed

Print name

Print name

Date

Date

