

# APPLICATION FOR ADMISSION TO A SCHOOL NURSERY CLASS 2015/16



This application form is for parents applying for a nursery place at a Hackney primary school, Comet or Wentworth Nursery. Please read carefully the [guidance notes on the last page](#) before completing this form. Please return your completed form to the school.

<b>1. Application for a place at _____ Nursery School</b>
(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Child's Home Address		Addresses are checked and any nursery place offered using a false address may be withdrawn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)

Current nursery and Address		Is your child currently attending a nursery/playgroup/crèche?
		Yes <input type="checkbox"/> No <input type="checkbox"/>

## 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 Status? 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 matters or physical (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 needs 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

## 7. Declaration and Consent for Early Years Pupil Premium (EYPP) check

- I wish to apply for a place at the nursery named in section 1.
- I certify that I am the person with parental responsibility for the child named above and that the information given is true to the best of my knowledge and belief.
- I understand that any false or deliberately misleading information given on this form and/or supporting information may render this application invalid, or lead to the offer of a place being withdrawn.
- I understand that I will be required to provide proof of address and my child's date of birth upon making an application.
- I have read the guidance attached to this form and I understand that **there is no automatic transfer to the reception class, a separate application is required.**

I give consent for Hackney Learning Trust to check my details so that if I am eligible for the Early Years Pupil Premium (EYPP),

the nursery can receive additional funding for (insert child's first name) \_\_\_\_\_

Surname \_\_\_\_\_ Date of birth \_\_\_\_\_

Insert below name of parent (as used also for claiming benefits) for checking eligibility; Title : Mr / Ms / Miss / Mrs

First name \_\_\_\_\_ Middle name \_\_\_\_\_ Surname \_\_\_\_\_

Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ also National Insurance Number or NASS number \_\_\_\_\_  
(please see guidance notes for eligibility information)

Parent's/Carers  
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

**GUIDANCE NOTES FOR PARENTS WHO ARE APPLYING FOR A NURSERY PLACE IN A PRIMARY SCHOOL FOR  
2015/16**

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 or nursery school. The age your child can go depends on the number of places available. Some nursery places are for half a day (morning or afternoon session), others for the whole day.

**Admissions criteria to nursery schools and nursery classes in community primary schools.  
(There are separate criteria for the Faith Schools).**

- 1 Children in public care or subject to a Child Protection Plan who live within the current recruitment area for a place at that school
- 2 \*Children with an educational, medical or social need
- 3 \*\*Children whose parents can take up or stay in a teaching post in one of Hackney's schools
- 4 Children with brothers and sisters already at the school at the time of the proposed admission (includes foster and step brothers and sisters living as a family unity at the same address)
- 5 \*\*\*Children living nearest the school as measured in a straight line from their home address or their childminder's address using a map or computerised distance calculation system.

If we need a tie-breaker decision for priorities 1, 2, 3 and 4 in this list, we will use distance as measured in item 5 above.

\* This 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.

\*\* If you are a Hackney school teacher, you can apply for a nursery place for your child under this scheme – but only for one child in each class. You must apply to the primary school where you teach, or one that is within one mile of your place of work.

\*\*\* If your child is cared for by a childminder during the week, we can use their address to work out the distance to school. The school will ask to see proof of this arrangement. When we work out distances, we use geographical information provided by the local council or other source.

**Completing the application form - Parent's details**

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

**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.**

**Hackney Learning Trust – Application for Admission to a Hackney Primary School Nursery  
Class Nursery School**

**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 when a vacancy becomes available. There is no right of appeal for admission to nursery classes and nursery schools.

**Criteria for offering full-time places (this includes children who already have a part-time place):**

There will be limited number of places made available, and these will be allocated to the most vulnerable children and those in need. Assessments and evidence will be used to decide the level of need for each child and whether a full-time place should be offered. The evidence used for assessing need can be written evidence from a number of different professionals, records of a conversation between the school and appropriate professionals involved with the child's family and follow up from information on application forms.

**Applying for the early years pupil premium (EYPP)**

When parents have secured a nursery place, the school can apply for additional funding to help them with provide children with extra resources. If you are on low income and qualify for Free School Meals you are likely to qualify to enable the school to claim the EYPP. In order for the school to get this funding we need you to register.

Hackney Learning Trust require you to do an eligible check at <https://pps.lgfl.org.uk/> so that we can establish whether you are eligible otherwise we will check using the details you have provided on page 2 of this form.

**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 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 infomration 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**