

APPLICATION FOR ADMISSION TO RAINBOWS NURSERY CLASS IN CRANMERE PRIMARY SCHOOL IN THE ACADEMIC YEAR 2018/2019

- Please note that completing this form does not guarantee a place.
- Governors will consider applications received by the deadline date in accordance with the nursery class admission policy.
- **Please read the nursery admissions policy before completing this form.**
- Please fill in the form in block capitals then sign it.
- Please return the form to the school by the closing dates outlined in the Appendix.
- You will be notified by the school if your child has been allocated a place in accordance with the dates shown in the Appendix.
- Please contact the school if you have any questions concerning completion of this form.

1. Child's Details

Child's Last Name:			
Child's First & Middle Name:			
Child's Date of Birth: / /	Gender:	Male / Female
Child's Home Address: (this must be the child's normal place of residence and not a relative's or carer's address)	Postcode:		

2. **Intended start date:** This will need to be the term **following** your child's third birthday unless you are applying for FEET funding, in which case it will be the term in which your child turns three.

Please state the term in which you wish your child to start at Cranmere Nursery i.e. Autumn – September 2018, Spring – January 2019 or Summer – April 2019	
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3. Admissions criteria:

If you are applying for a FEET funded place (i.e. for eligible, funded two-year olds), please tick this box and refer to our admissions policy for more information:

Applications for FEET funded places need to be made directly to the Local Authority, visit www.surreycc.gov.uk/feet for more information on how to apply. We can only admit FEET funded children in the **term they turn three** ('rising three year olds').

Otherwise, if you are applying for a three-year old nursery place, please indicate the criterion under which you are applying by ticking one of the following and giving supporting information where possible:

a) **Looked After and Previously Looked After Children – please tick if this applies:**

(if the child is in public care of a Local Authority or has previously been in care, please state which Local Authority and provide evidence with your form):

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b) **Where there is a social or medical need for a place at the nursery school – please tick:**

(E.g. does your child have any special education needs, special social needs or a disability? Are they supported by Social Services, a Speech Therapist, Educational Psychologist, Portage or Child and Family Guidance? An application will not be considered under this criterion unless independent evidence is provided. As such, please provide further details together with any relevant documentation):

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c) **Where a child is expected to have a sibling attending the nursery or the main school at the time of admission** Please provide the name(s) and classes and date(s) of birth of sibling(s) below:

Sibling details – for children already at Cranmere Primary or Nursery School:

Name	Age / date of birth	Current Cranmere class

d) **Children who will turn 4 years old between 1st September 2018 and 31st August 2019.**

This is to give priority to older children who will be due to transfer to a Reception class in September 2019 and hence only have one year at the nursery.

e) **Children who will be 3 years old between 1st September 2018 and 31st August 2019**

(these children will be able to stay on in nursery for another year as they will not be due to start in a Reception class until September 2020.

3. Parents'/Guardians'/Carers' Details

Title:	First contact: Mr / Mrs / Miss / Ms /	Second contact: Mr / Mrs / Miss / Ms /
Last Name:		
First Name:		
Relationship to Child:	Mother / Father / Step Parent / Foster Parent / Social Worker / Other family member * / Other Contact * *If 'other' contact or relative, please provide details of relationship to child:	Mother / Father / Step Parent / Foster Parent / Social Worker / Other family member * / Other Contact * *If 'other' contact or relative, please provide details of relationship to child:
Parental Responsibility? (please circle)	Yes / No	Yes / No

	First contact continued...	Second contact continued...
Address: (if different from that of the child given overleaf)	Postcode:	Postcode:
Daytime telephone number:		
Mobile telephone number:		
Email address:		
Main contact for correspondence (please tick)		

Is there any additional information you would like to share? (e.g. speech & language difficulties; ear, nose and throat issues; specific behavioural issues)	
The nursery operates two sessions of two and a half days a week, either first half of the week (Monday, Tuesday all day plus Wednesday morning) or second half of the week (Wednesday afternoon, Thursday and Friday all day). All places will be allocated in accordance with school policy.	Please tick your first preference (although we cannot guarantee that this will be the final allocated class): 1 st half of the week session (Puffins) <input type="checkbox"/> Mon & Tues, 9.00am – 3.00pm, Wed, 8:45am – 11:45am 2 nd half of the week session (Owls) <input type="checkbox"/> Wed, 12:15pm – 3:15pm, Thurs & Fri, 9.00am – 3.00pm No preference <input type="checkbox"/>
Please indicate whether you wish us to consider an application for a 30 hour funded nursery place.	Please provide me with information about a 30 hour funded place: <input type="checkbox"/> <small>(We have a limited number of these places. Eligibility needs to be confirmed with the Inland Revenue first).</small>

4. Parent/Carer Declaration and signature of Parent/Carer:

I wish to apply for a place at Cranmere Primary School Nursery and I have indicated the criterion under which I am applying for that place. I certify that I am the person with parental responsibility for the child named in Section 1 and that the information given is true to the best of my knowledge and belief. I understand that if I give any false or deliberately misleading information on this form and/or supporting documents, or withhold any relevant information, this may lead to the withdrawal of an offer of a nursery school place for my child. I understand that the school reserves the right to amend its provision of nursery.

Signature of Parent/carers:	
Please also print your name:	
Phone number	
Date:	

Information supplied will be used for registered purposes under the Data Protection Act 1998

This form should be completed and returned to the Cranmere Primary School by the deadline specified in the Appendix.

Personal Information Policy - We respect your rights and are committed to ensuring that we protect your details and the information about your dealings with us. In accordance with the Data Protection Act 1998, we will use your information for the purpose of processing your application for a nursery place. We may share your information (but only the minimum amount of information necessary and only where it is lawful to do so) with the Council, other schools, central government departments, law enforcement agencies, statutory and judicial bodies, community service providers, contractors that process data on our behalf and medical advisors. We may also use and disclose information that does not identify individuals for research and strategic development purposes.

APPENDIX – KEY DATES FOR THE 2018/19 ACADEMIC YEAR

Autumn Term 2018 – September joiners

Closing date for applications	Thurs 1 st March 2018
Confirmation of allocated places	Mon 19 th March 2018
Closing date for FEET funded reserved places	Fri 22 nd June 2018

Note – Spring term 2019 and Summer term 2019 applications:

Children are eligible to join the nursery in the term following their third birthday*. However, we do not have separate admissions rounds for joiners in January and April (Spring and Summer term joiners) and the nursery may fill all its places in the Autumn Term.

If your child is not eligible to join in September 2018, but is eligible in either January 2019 or April 2019, then you may use this form to apply for an in-year place, but please bear in mind that it will be a waiting list place only.

We will rank the waiting list according to the admissions criteria and, if a place becomes available, we will notify the next person on the list as soon as possible. If that person does not accept the place then we will move to the next person on the list and so on.

In the event that the nursery is not full in the Autumn Term then we may be able to offer some places in the Spring Term and potentially the Summer Term. We will endeavour to notify parents that they have secured an in-year place half-termly in advance.

* the only exception to this is for FEET funded children who, if eligible, may start nursery in the term they turn three.