



Hormead CE(VA) First & Nursery School Nursery Application Form



Child Details

First Name:		Family Name:	
Gender:	M / F	Date of Birth:	__ / __ / ____
		<i>We will request to see and retain a copy of your child's birth certificate if offered a place.</i>	
NHS Number:	____ / ____ / ____		
Your relationship to the child (e.g. mother/father/carer, stepmother/father):			
Your child's Permanent Address (At time of application. Please provide proof of this address)			

Admissions Criteria

Special Educational Needs <i>Does your child have a Statement of Special Educational Needs or and Educational Health and Care Plan (EHCP)?</i>	Yes / No
At Risk <i>Is your child, or a sibling of your child, subject of an inter-agency child protection plan and has been placed on the Child Protection Register? (Please provide evidence with this form)</i>	Yes / No
Children in Public Care <i>Is your child Looked After, or was previously Looked after and is now adopted, or with a children arrangements or special guardianship order? (Please provide evidence with this form)</i>	Yes / No
Social or Medical Needs <i>Do you have a particular medical or social need to go to this school? (Please provide supporting evidence with this form that names our school)</i>	Yes / No
Siblings <i>If your child has a sibling at this school, enter their name and date of birth:</i>	Name: DoB:
Church Attended <i>If you attend a church, please provide details here. Leave blank if this does not apply to you – we accept applications from all families – of no faith or any faith. This is information used for oversubscription criteria only, if it applies.</i>	Name of Church:
	Name of Minister:
	Address:
	Tel. Number:
	Email Address:

Early Years Setting Child currently attends or has attended (if applicable)	Setting Name:
	Contact Details:

Place Information

Tick the days and times you would like your child to attend:

We strongly recommend attending all week so your child receives the full benefit of our provision.

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/> 9am – 12pm (3hrs)	<input type="checkbox"/> 9am – 12pm (3hrs)	<input type="checkbox"/> 9am – 12pm (3hrs)	<input type="checkbox"/> 9am – 12pm (3hrs)	<input type="checkbox"/> 9am – 12pm (3hrs)
<input type="checkbox"/> 9am – 1pm (4hrs)	<input type="checkbox"/> 9am – 1pm (4hrs)	<input type="checkbox"/> 9am – 1pm (4hrs)	<input type="checkbox"/> 9am – 1pm (4hrs)	<input type="checkbox"/> 9am – 1pm (4hrs)
<input type="checkbox"/> 9am – 3pm (6hrs)	<input type="checkbox"/> 9am – 3pm (6hrs)	<input type="checkbox"/> 9am – 3pm (6hrs)	<input type="checkbox"/> 9am – 3pm (6hrs)	<input type="checkbox"/> 9am – 3pm (6hrs)
If applying for 30 hours free childcare, please provide your HMRC code here if known:				

*All nursery children are entitled to up to 15 funded hours per week. Parents may be eligible for a further 15 hours funding (known as 30 hours free childcare) and must apply for this online through the HMRC **before** taking up your child's place, and each term thereafter. We offer additional hours above those funded, and charge for these at the same rate we receive funding.*

Schools in the Rib Valley Cluster (Buntingford, Standon and surrounding villages) are co-operating with their Nursery Admissions and actively seek to support parents in finding the right school for their child.

Have you applied to any other local Schools/Nursery settings? Yes No

If yes, please list them in preference order (include our school in the list so we are aware of your preferences):

- 1.
- 2.
- 3.
- 4.

If we are over-subscribed and unable to offer your child a place in our Nursery, we may be able to ask if any local schools have spaces. Would you be interested in this: Yes No
Any subsequent application to another school would require completing their forms and following their Admissions Policy for Nursery.

Parent / Carer Contact Details			
Title:	Forename:	Title:	Forename:
Surname:		Surname:	
Relationship to pupil: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian Has parental responsibility: <input type="checkbox"/> (Tick if yes) Lives with this parent: <input type="checkbox"/> (Tick if yes)		Relationship to pupil: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian Has parental responsibility: <input type="checkbox"/> (Tick if yes) Lives with this parent: <input type="checkbox"/> (Tick if yes)	
Address: <i>(If different from child's address above)</i>		Address: <i>(If different from child's address above)</i>	
Postcode:		Postcode:	
Date of Birth:		Date of Birth:	
National Insurance No.:		National Insurance No.:	
Telephone Numbers Daytime: Mobile:		Telephone Numbers Daytime: Mobile:	
E-mail: <i>We use email to send letters and information to parents.</i>		E-mail: <i>We use email to send letters and information to parents.</i>	

Declaration			
<p>The information I have given on this form is complete and accurate. I understand that my personal information will be held securely and will be used only for local authority purposes in determining eligibility for a nursery place.</p> <p>I agree to Hormead CE(VA) First & Nursery School using this information to consider my application for a nursery place. I understand that if any part of this completed application form is found false any offer of a place will be withdrawn.</p> <p>I understand that the completion of an application form does not guarantee a place in the nursery class.</p> <p>I understand that, if offered a place in the nursery class, I will have to apply separately for a place in reception.</p>			
Signature of parent/carer/guardian		Date:	

Thank you for completing this information. Please return to the school office, the deadline for receiving this form is 10am on Friday 1st March 2019.

Notes to Parents

How the information on this form will be used:

By completing this form and signing the declaration you are agreeing for Hormead CE(VA) First & Nursery School, if they are oversubscribed, to check whether your child's details meet the school's published admission rules and if he/she can be offered a nursery place.

Any personal data collected will be treated as confidential under the principles of the Data Protection Act 1998. We will not use the data for any other purpose, nor will we share your data with any third parties other than the Department for Education (for statutory reporting), Hertfordshire County Council departments who may from time to time send you advice, guidance and information relating to changes to early years provision and educational services that are relevant and/or of benefit to your child, and your local children's centre who support the local authority by assisting families to access the services that children are entitled to.

PROOF OF ADDRESS

Please provide proof of the address listed as the Permanent Address for your child (2 documents, one of which must be a council tax bill, utility bill, solicitor's letter upon completion (exchange of contracts not accepted) or a signed tenancy agreement). If you're moving, we also need proof of your new address. This should be either a tenancy agreement showing the start date of the tenancy or a solicitor's letter confirming the completion date.