



Ladygrove Park Primary School

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REGISTRATION FORM FOR FOUNDATION STAGE ONLY (NURSERY)

Please make sure you have read information overleaf before completing the details below and returning the form to the school as this outlines school admission procedures. Thank you.

COMPLETION OF THIS FORM DOES NOT GUARANTEE A PLACE IN OUR FOUNDATION STAGE UNIT

Complete and return this form no later than your child's 3rd birthday.

Child's Details:

Surname: Forename: Male / Female
Date of Birth: Address:
Telephone No: Post Code:

Parent's Details:

Mother's Name: Father's Name:

Brothers/Sisters:

If your child has a sibling(s) in the foundation stage or main school, please give details here:-

Name(s): Age(s):

Current Education:

Please indicate if your child currently has a place at a pre-school group:-

Name of Establishment: Telephone No:

DECLARATION

I have read the attached letter and wish to register my child with Ladygrove Park Primary School Foundation Stage Unit. I understand that this is **not** an application for a Statutory School Place.

Signed Date: Relationship to child:

Please indicate if you would prefer morning or afternoon sessions

Mornings Yes/No Afternoons Yes/No Either Yes/No

SPECIAL NEEDS: Does your child have a disability or special educational needs? YES/NO (circle as appropriate) Please use the space below to give your reasons for requesting a special needs place in our foundation stage unit. You may wish to attach letter from your doctor/health visitor/social worker/pre-school teacher counsellor to support your request.

School Use Only: Registration form received on

Oxfordshire Primary Education Network



Working together to provide an outstanding education for all our children

Admissions to school – Statutory School Place

Your child must have a Statutory School Place at the beginning of the academic year following their 4th birthday.

‘Common Admissions Form’

In the September before your child is 4 years old, the Local Authority (Oxfordshire County Council) will write to you to tell you that you need to complete a ‘Common Admissions Form’ (CAF); this form is available at the back of a booklet called ‘Starting School’ which is made available in primary schools in the month of September each year. Please follow the instructions contained in the letter and the booklet. Oxfordshire County Council (OCC) not the school, allocates all school places.

YOU MUST COMPLETE AND RETURN THE ‘CAF’ ADMISSIONS FORM AS OCC CANNOT CONSIDER YOUR APPLICATION FOR A STATUTORY SCHOOL PLACE WITHOUT ONE.

If there are more applicants than places then OCC allocate places according to published criteria (see Oxfordshire County Council’s website or ‘Starting School’ booklet for further details).

Notification of admission:

OCC usually distributes letters notifying parents of their child’s primary school placement towards the end of February/early March: actual dates are published each year in the ‘Starting School’ booklet and on their website. The school will then write to you before your child is due to start with us in May with information about start dates and new parent meetings.

You are welcome to contact the school at any time if you have any questions or concerns about admissions. Further information on admissions is available on www.oxfordshire.gov.uk

And finally, it is very important that we are able to send you all the information that you may need for admission to the school so do please make sure that you notify us of any change of address or telephone number. Please also let us know if you move out of the area and no longer want a place for your child at the school.

For school use:-

Register for Nursery	School notify parents	Start Date
Register for School	OCC notify parents	Start Date

