

Nursery Admission Form

Academic Year 2019/2020

Part 1



St. Helens
Council

Application Timetable:

Child's Age	Term Eligible for Admission	Application Closing Date	Decision Letter Sent
3 on or before 31 August 2019	Autumn - September 2019	27 July 2018	21 September 2018
3 on or before 31 December 2019	Spring - January 2020	26 July 2019	20 September 2019
3 on or before 31 March 2020	Summer - April 2020	26 July 2019	20 September 2019

If your child is 3 after 31 August 2019, you only need to complete one application form as this will automatically be rolled forward for consideration for a place for the academic year commencing September 2020.

Do you wish to apply for admission the term after your child's third birthday i.e. Spring 2020 and Summer 2020. Yes No

If no, your application will be considered for admission in the September after your child's third birthday.

Parents who apply for the spring or summer term admission should note that places will have already been allocated to children who were aged 3 before 1 September, and therefore the number of places available for the 2020 spring and summer term allocations will be limited.

Section 1

Your Child's Details

Surname Date of Birth

D	D	M	M	Y	Y	Y	Y
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Legal surname, if different from above

First Name(s) Sex (please tick) Male Female

Home Address

Postcode Daytime telephone number (if any)

Is the child in the care, or previously been in the care, of a Local Authority, or being provided with accommodation by a Local Authority under Section 22(1) of the Children Act 1989? Yes No

Children previously in public care are those immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

Section 2

Preference for Nursery Schools

Please name up to three nurseries in order of preference. Your preferences may include Community, Voluntary Controlled and Voluntary Aided Nurseries. Remember: if only one nursery is named and you are unsuccessful in your application for that nursery, no other nursery will be allocated. **If you wish to apply for a Private, Voluntary, or Independent Playgroup or Nursery, you need to contact them directly.**

PREFERENCE	NAME OF NURSERY
1st preference	
2nd preference	
3rd preference	



CONTINUED OVERLEAF

Section 3

If any of your three stated preferences is for a Catholic Nursery, please ANSWER the questions below.

Applicants for Catholic Nursery Schools only

1. Is your child baptised Catholic? Yes No

Date of Baptism

Church of Baptism

Catholic Parish of residence

Please attach a copy of your child's Baptismal Certificate. If you do not have a certificate and your child was baptised in the parish which the school serves, then the parish baptismal records will be checked by the school to confirm baptism. If your child was baptised in another parish and you do not have a certificate, you will need to obtain proof from the relevant parish to confirm that your child is a baptised Catholic.

2. Will your child have a sibling at the school at the time of their likely admission? Yes No

If yes, please detail name and date of birth:

Name Date of Birth

3. Is your child baptised in another Christian Faith? Yes No

Date of Baptism

Church of Baptism

If yes, please attach a copy of your child's Baptismal Certificate

4. Is your child a member of another Faith group? Yes No

If yes, please attach a letter from the appropriate Minister of Religion

PLEASE NOTE:

- A copy of your child's birth certificate and proof of address must be attached to this application form, e.g. utility bill.
- If you are applying for a Catholic Primary School and your child is baptised, you should provide proof of baptism before the allocation procedure begins.
- Your attention is drawn to page 7 of the booklet where you are advised to state a 1st, 2nd and 3rd preference of a nursery and note that changing your preferences **AFTER** the closing date could mean that your application will be treated as late.
- You will need to apply separately for a primary school place for your child, **please see page 5 of this booklet.**

Nursery Admission Form

Part 2

Academic Year 2019/2020



St. Helens
Council

Child's name Date of Birth

Section 4

Preference for Session Time

Please tick whether you prefer a morning (am) or afternoon (pm) place and if there are any particular reasons for your preference. Some schools may be able to offer flexible arrangements, but this will depend upon demand for places. The times of the sessions vary from nursery to nursery, so you should contact the nursery concerned to confirm their times.

Reason for preferred session

AM	<input type="checkbox"/>	
PM	<input type="checkbox"/>	
EITHER	<input type="checkbox"/>	

Section 5

Parents'/Carers' details

Mother/Carer's name	Father/Carer's name
Home Telephone	Home Telephone
Daytime Telephone	Daytime Telephone
Mobile Telephone	Mobile Telephone
Address	Address

Parent/Carer Signature

I have noted the information in the current 'Nursery Education: Information for Parents' booklet and declare that the information given on this form is accurate and subject to verification.

I also understand that the information provided on this form will be processed in accordance with the requirements of the Data Protection Act 1998. It will be treated as confidential and will only be used for the purposes of the provision of education services and education funding. In connection with this purpose, the information may be shared with schools. It may also be processed or shared with any organisation in the interests of preventing fraud, criminal offences and to ensure child health, welfare and protection.

I am the parent or have parental responsibility for the child named

Signature (Parent/Carer) Date

PLEASE ENSURE THAT BOTH PART 1 AND PART 2 OF THE APPLICATION FORM ARE COMPLETED AND RETURNED TO ONE OF YOUR PREFERRED NURSERIES OR THE ADMISSIONS SECTION, ATLAS HOUSE, CORPORATION STREET, ST. HELENS WA9 1LD BY THE RELEVANT CLOSING DATES: **27 JULY 2018 FOR SEPTEMBER 2019 ADMISSION, 26 July 2019 FOR JANUARY 2020 OR APRIL 2020 ADMISSION.**

School/Admissions Office Use Only	D.o.B. Confirmed:	Address Confirmed:	Baptism Confirmed: (Catholic schools only)	Signed:

Proof of Receipt

I acknowledge receipt of your request that your child be considered for a nursery place at

Signed Primary School/Admissions Section Date

(delete as appropriate)

***Please retain this slip until the outcome of your application is known.**

10. Data Privacy

The Information provided on this form will be processed in accordance with the Local Authority's School Admissions Privacy Notice. Information will be treated as confidential and will be used only for the purpose of processing your child's application for a school place in accordance with the School Admissions Code 2014.

The Privacy Notice and data protection legislation puts in certain safeguards regarding the use of personal data by organisations including the Department for Education (DfE), local authorities, police and HM Revenue and Customs. The data protection legislation gives rights to those individuals whose data is held.

These include:

- The right to request access to the data that is being held by contacting the Council Data Protection Officer - dataprotection@sthelens.gov.uk
- The right to request the reason why the data is being held and what it is being used for.
- The right to request data to be removed (although without the information, your application for a school place cannot be processed).
- The right to request the Local Authority to correct or amend any incorrect information.
- The right to know who the data may be shared with.
- The right to know how long the data can be held before it is destroyed.

A copy of the full Privacy Notice is available on the School Admissions Webpage. By signing this declaration you are declaring that you have read and understood the terms of the notice.

If you have any concerns about how the Local Authority is handling your data, you can contact: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow SK9 5AF.

Signature of Parent/Carer

I am the parent or have parental responsibility for the child named on this application. I have read the guidance notes on pages 1 and 2 and the below checklist.

Signature (Parent/Carer): Date:

Application Checklist

Please read the booklet before completing the application form:

Section 1 Child's Details

- The address given must be where the child and parent, or person with parental responsibility, normally live. If parents are separated and the child spends time at each parent's address, the address used shall be that of the main carer. The Local Authority will use the address of the parent who is in receipt of Child Benefit for this. **Proof of address is required, such as a recent utility or Council Tax bill.**

Section 2 Preferred Schools

- Please refer to page 7 of the booklet.

Section 3 Applications for Catholic nurseries

- If any of your three stated preferences is for a Catholic nursery, please answer the questions in this section and **ensure you attach, where appropriate, the evidence that the school would require to enable them to consider your child's application under their higher priority Faith criteria, e.g. Baptismal Certificate.**

Section 4

Please indicate your preferred session.

Section 5 Parents'/Carers' Details

- Please complete this section (ensure that you include the child's name and date of birth) - the Admissions Section needs this information to contact you in case of a query. Please remember to sign and date your form before returning it.

Returning the Admission Form/Proof of Receipt

Please return your completed form with a copy of your child's birth certificate and proof of address, e.g. Council Tax or utility bill, to the Admissions Section, Atlas House, Corporation Street, St.Helens WA9 1LD or, if you wish, one of your preferred nursery schools.

You will be issued with a receipt - please keep it safe as proof of your application.

Please note: If you applied online, an email receipt will be sent to you.