Nursery Admission Form
Academic Year 2019/2020
Part 1

Application Timetable:

<table>
<thead>
<tr>
<th>Child’s Age</th>
<th>Term Eligible for Admission</th>
<th>Application Closing Date</th>
<th>Decision Letter Sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 on or before 31 August 2019</td>
<td>Autumn - September 2019</td>
<td>27 July 2018</td>
<td>21 September 2018</td>
</tr>
<tr>
<td>3 on or before 31 December 2019</td>
<td>Spring - January 2020</td>
<td>26 July 2019</td>
<td>20 September 2019</td>
</tr>
<tr>
<td>3 on or before 31 March 2020</td>
<td>Summer - April 2020</td>
<td>26 July 2019</td>
<td>20 September 2019</td>
</tr>
</tbody>
</table>

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 M Y Y Y Y
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.

<table>
<thead>
<tr>
<th>PREFERENCE</th>
<th>NAME OF NURSERY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st preference</td>
<td></td>
</tr>
<tr>
<td>2nd preference</td>
<td></td>
</tr>
<tr>
<td>3rd preference</td>
<td></td>
</tr>
</tbody>
</table>
## 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

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### 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

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.

<table>
<thead>
<tr>
<th>Reason for preferred session</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AM</td>
<td>☐</td>
</tr>
<tr>
<td>PM</td>
<td>☐</td>
</tr>
<tr>
<td>EITHER</td>
<td>☐</td>
</tr>
</tbody>
</table>

Section 5

Parents’/Carers’ details

<table>
<thead>
<tr>
<th>Father/Carer’s name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mother/Carer’s name</td>
<td></td>
</tr>
<tr>
<td>Home Telephone</td>
<td></td>
</tr>
<tr>
<td>Home Telephone</td>
<td></td>
</tr>
<tr>
<td>Daytime Telephone</td>
<td></td>
</tr>
<tr>
<td>Daytime Telephone</td>
<td></td>
</tr>
<tr>
<td>Mobile Telephone</td>
<td></td>
</tr>
<tr>
<td>Mobile Telephone</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

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: Baptist 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.
Application Checklist

Please read the booklet checklist 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.