

# APPLICATION FOR ADMISSION To William Patten Nursery



This application form is for parents applying for a nursery place at a William Patten Nursery. Please read carefully the guidance notes on the last page before completing this form. Please return your completed form to the school office.

<b>Application for a place at William Patten Nursery</b>			
<b>1. Child's Details</b>			
Child's First name		Child's Last name(s)	
Child's Date of Birth	/ /	Gender	Boy <input type="checkbox"/> Girl <input type="checkbox"/>
Child's Home Address			Addresses are checked and any nursery place offered using a false address may be withdrawn
			Post code:
(This must be the address where the child normally lives)			
Current nursery			Is your child currently attending a nursery/playgroup/crèche?
and Address			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>2. Parents'/Carers' Details</b>			
<b>Parent/Carer (1) Title</b> (Please circle) Mr Mrs Miss Ms			
First name		Last name	
(Mother/Father/Other)		E-mail address	
Home Tel no.		Mobile Tel no.	
<b>Parent/Carer (2) Title</b> (Please circle) Mr Mrs Miss Ms			
First name		Last name	
(Mother/Father/Other)		E-mail address	
Home Tel no.		Mobile Tel no.	
The following four questions are optional:			
Are you a new arrival to the UK if so, from which country?			
Please state your Religion:			
Please state your Ethnicity:			
Are you an Asylum Seeker/Refugee Status? Yes / No (If yes, you will need to provide NASS number on page 2)			

### 3. Type of nursery place

A full-time nursery place is only available to children whose parent(s) are working and are eligible for an additional 15 hours free childcare or for those parents that want to pay a top-up of £138.75 per week. If applying for a free full-time place you will need to include your 11-digit Eligibility code, obtained via the DFE website. Please see [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for more information.

Type of nursery place required (please tick one):

- Part-time (15 hours)

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- Full-time nursery place\* (9:00 – 3:30) (15 hours plus 15 hours additional free entitlement)

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- Full-time nursery place (9:00 – 3:30) (15 hours plus 15 hours top-up of £138.75 per week)

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Eligibility Code:

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### Other information required

Is a Brother(s) or sister(s) attending this school?

1. Child's name(s):

2. Child's names(s):

DOB / /

DOB / /

Are you requesting priority as a Teacher who is working in a Hackney primary school?

Yes / No

Are there any developmental, health matters or physical (including disabilities) relating to your child which the proposed nursery should know about Yes/No? If yes please provide/attach details.

Are there any external agencies involved with the child, for example Speech and Language, Occupational Health? Yes/No  
If Yes, please provide details.

Please continue on a separate sheet if necessary

#### Exceptional Medical, Social or Other Grounds

If you feel there are any exceptional medical, social or other needs why your son/daughter should attend this nursery please give details below. Any case made on these grounds must be supported by written specific professional advice (e.g a letter from your doctor or social worker) as to why admission to that school, rather than any other is necessary.

Please continue on a separate sheet if necessary

### 5. Children in Care/Subject to a Child Protection Plan – This includes all looked after children and children who were previously looked after, and are now subject to an adoption, residence, or special guardianship order.

Is this child Looked After by a Local Authority

If yes, please complete below:

Is this child subject to a Child Protection Plan (CPP)?

Local authority

Social worker name

Contact number

Yes ☐ No ☐

Parent's/Carers signature

Date

/ /

For office use only

DATE STAMP OF RECEIPT

Receiving Officer's name:

Proof of address attached ☐ (tick box if received) Proof of date of birth ☐ Medical/Social evidence given ☐

Has parent registered online for pupil premium eligibility check at ☐

[https://ems.learningtrust.co.uk/CitizenPortal\\_Live/Account/Register](https://ems.learningtrust.co.uk/CitizenPortal_Live/Account/Register)

# Application for admission to William Patten Nursery



If you want a nursery place for your child, you need to complete this form and send to your preferred school. Remember that putting your child's name on the application list does not give you priority over other children who might apply later.

Children aged 3 and 4 can go to nursery classes attached to primary schools or to a nursery school. The age your child can go depends on the number of places available

## Full-Time and Part-time Places

Some working parents will be eligible for a full-time place (30 hours per week). Parents who wish to be considered for a full-time place will need to check their eligibility no earlier than 3 months before their child's 3<sup>rd</sup> birthday. This can be done online at [www.gov.uk/childcare-calculator](http://www.gov.uk/childcare-calculator)

Eligible parents will receive a code which must be given to the school before the closing date for applications shown on page 3 of the nursery admission guide for parents available at [www.learningtrust.co.uk/admissions/Pages/SchoolNursery.aspx](http://www.learningtrust.co.uk/admissions/Pages/SchoolNursery.aspx) **All other children will be considered for a part-time place (15 hours per week).**

In each nursery class, schools will offer 20 full-time and 12 part-time places. If all the full-time places are not taken up, additional part-time places will be offered. If there are still vacancies remaining, parents with part-time places can ask to top up the part-time entitlement to a full-time place.

**Admissions criteria to nursery schools and nursery classes in community primary schools (Admissions criteria for Academies, Faith and Free Schools will be different).**

1. A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
  2. Children subject to a Child Protection Plan
  3. Children with an educational, medical or social need for a nursery place.<sup>1</sup>
  4. Children whose parents can take up or stay in a teaching post in one of Hackney's schools.<sup>2</sup>
  5. Children with brothers and sisters already at the school at the time of the proposed admission (includes half and step brothers and sisters living as a family unit full-time at the same address).
  6. Children living nearest to the school as measured in a straight line from their home address or their childminder's address using a map or website for calculating distances.<sup>3</sup>
- If a tie-breaker decision is needed for priorities 1, 2, 3, 4 and 5, distance as measured in priority 6 above will be used.

## Explanation for Criteria

<sup>1</sup>This applies to the nearest school unless your child's need justifies a place at a particular school.

Headteachers can take into account educational or medical needs such as developmental, speech and language delay or physical needs. The school will need to see evidence of this from a doctor, hospital consultant, health visitor or education and child professional.

<sup>2</sup>If you are a Hackney school teacher, you can apply for a nursery place for your child under this criterion – but there can only be one place in each class, or two places in the case of twins. You must apply to the school where you teach, or one that is within one mile of your place of work.

<sup>3</sup>If your child is cared for by a childminder during the week (Monday to Friday), the school will ask to see proof of this arrangement. The school will decide which method to use to calculate the distances for all applicants considered under priority five above.

## Completing the application form - Parent's details

The names of all responsible adults/carers are recorded on the form for the school to approach. Please note that when parents live separately, the application must be based on one address where the child normally lives.

Hackney Learning Trust -Application for Admission to a Hackney Nursery School or/and Primary School Nursery Class

Documents to be accompanied with the completed application form

Enclosed an original utility bill received within the last two months as proof of address

Enclosed proof of Date of Birth

Enclosed supporting evidence, if applicable (e.g. a letter from the family doctor/hospital consultant in support of any medical or social priority request)

The school can withdraw an offer of a place if it has been proven that false or misleading information has been provided.

What happens if my child is not offered a place?

If your child is refused a place at a nursery, you can ask for your child to go on an application list so that a place can be offered if a vacancy becomes available. There is no right of appeal for admission to nursery classes and nursery schools.

Applying for Free Schools Meals and Early Years Pupil Premium (EYPP)

When parents have secured a nursery place, the school can apply for additional funding to provide children with extra resources. If you are on low income and qualify for Free School Meals the school will be able to claim the EYPP. In order for the school to get information as to your eligibility for FSMs, you will need to register and apply on the Hackney Citizens Portal [https://ems.learningtrust.co.uk/CitizenPortal\\_LIVE/Account/Register](https://ems.learningtrust.co.uk/CitizenPortal_LIVE/Account/Register)

**DATA PROTECTION**

The London Borough of Hackney is the data controller for the purposes of the General Data Protection Regulation and Data Protection Act 2018.

This means that the London Borough of Hackney is responsible for making decisions about how your personal data will be processed and used. Your data will be used for the purpose of nursery and school admissions, school admission appeals, sending you questionnaires, and assessing pupils' eligibility for various pupil benefits and services. Your data may also be used for the purpose of safeguarding children and the detection of fraud. The information you provide will be treated confidentially at all times.

Receipt of application:

Your application has been received by: \_\_\_\_\_  
{to be signed by the Admissions officer receiving the form}

Name of Child \_\_\_\_\_

Date of birth \_\_\_\_\_

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School Stamp of receipt