

NAME OF POLICY:	Nursery Admissions Policy
STATUS:	Statutory
DATE ISSUED:	May 2022
REVIEW DATE:	May 2023
APPROVED BY:	Academy Governing Body
APPROVED DATE:	Autumn 2022

Admission age

Children can be offered a place in our Nursery the school term after they are three years old, if places are available.

The universal entitlement

The universal entitlement to a free Nursery place is 15 hours over 38 weeks, school term time only. At Alban Wood, we provide this in a morning nursery session consisting of 3 hours per day, 9:00 – 12:00, Monday to Friday, term time only.

30 hours free child care offer*

For those parents that are entitled for the government's 30 hour free childcare offer over 38 weeks, school term time only - the sessions run from 9:00 until 3:00pm, Monday to Friday, term time only. Parents have to provide a packed lunch, from home, for their child.

See www.gov.uk/apply-30-hours-free-childcare for more information.

Paid for additional afternoon sessions

For parents who are not entitled to the government's 30 hour free child care, we may be able to offer paid provision in the afternoon sessions. This would be subject to space and availability and would be charged at £17 per afternoon session (3 hours from 9:00 – 3:00pm). The fees would be payable in advance and be non-refundable. Parents have to provide a packed lunch, from home, for their child.

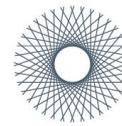
Admissions Process

- You can apply for a Nursery place at Alban Wood from the term before your child turns three years old.
- You need to complete the Nursery Admissions Application Form.
- If we have space you will be offered a place. This offer needs to be confirmed within two weeks of the offer being made.
- If we do not have places available you will be placed on a waiting list.
- Flexible afternoon sessions may be offered subject to space and availability



Alban Wood Primary School and Nursery

Nursery Admissions Policy



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We value: Respect, Kindness, Ambition

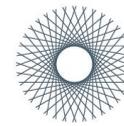
Work together, learn together, succeed together

Nursery place required from			
Child details			
First name:			
Middle name:			
Family name:			
Date of Birth:	/	/	Gender: M/F
NHS number:	_ _ _ / _ _ _ / _ _ _ _		
Your relationship to the child: (e.g. mother/father/carer/stepmother/father/ social worker)			
Your child's permanent address (at time of application)			
Your child's current address and postcode			
We check addresses and we will withdraw our offer of a school place if you give a false address			
Your child's new address and postcode	If you are moving house, please provide the new address below:		
Date of move	Postcode		
Special Educational Needs <i>Does your child have an Educational Health and Care Plan (EHCP)? (Please provide evidence with this form)</i>			Yes/No
<i>Please state below if your child has any Early Year's Advisory Service involvement / Speech and Language difficulties / Paediatrician involvement:</i>			
At risk <i>Is your child, or a sibling of your child, subject of an inter-agency child protection plan and 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 child arrangements or special guardianship order? (Please provide evidence with this form)</i>			Yes/No
Social or medical reasons			Yes/No



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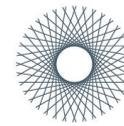
<i>Do you have a particular medical or social need to go to this school? (Please provide supporting evidence with this form)</i>		
If you have a sibling at this school, enter their name and date of birth:		
Early years setting child attends or has attended (if applicable)		
Are you intending on taking up the Government's free 30 hours childcare offer at Alban Wood?	<i>Yes/No</i>	
Code from the government (if known):		
Would you be interested in paying for additional afternoon sessions?	<i>Yes/No</i>	
If you have any other requirements please enter here:		

Parent/carer 1 details		Parent/carer 2 details	
Title:			
Forename:			
Surname:			
DOB:			
National Insurance Number:			
National Asylum Support Service (NASS) Number (if applicable):			
Address:			
Email address:			



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Telephone numbers:		
Do you have parental responsibility? *	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, please provide permission from the person(s) with parental responsibility confirming they are in agreement with the application.		
Is the child living with you under a private fostering arrangement? This is where the child lives with an adult who is not a close relative i.e. not a parent, grandparent, sibling, aunt or uncle.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
I confirm that the details above are correct to the best of my knowledge.		
Signature of parent/carer:		

DECLARATION

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 school purposes.

I agree to Alban Wood Primary School and Nursery using this information for my application for a nursery place. I understand that if any part of this completed application form is found false the offer of a place will be withdrawn.

I understand that the completion of an application form does not guarantee a place in the nursery class.

I understand that, if offered a place in the nursery class, I will have to apply separately for a place in reception.

Signature of parent/guardian: Date:

Thank you for completing this information.

Notes to parent – Please provide 2 pieces of evidence of address and a copy of your child’s birth certificate.

How the information on this form will be used:

Any personal data collected will be treated as confidential under the principles of the General Data Protection Regulations. Please see out privacy notices on the school website for more information.

Please return this application form to the office of Alban Wood Primary School and Nursery

Alban Wood Primary School and Nursery

The Brow

Watford

WD25 7NX