



## APPLICATION FORM FOR A PLACE IN NURSERY

Child's Surname: ..... Date of Birth: .....

Child's Forenames: ..... Gender: .....

Address: .....

Postcode: ..... Ethnicity: .....

Home Language: ..... Religion: .....

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Parent/Carer: Surname: ..... Forename: .....

Address: .....

Home Phone Number: ..... Mobile Phone Number: .....

Email Address: .....

National Insurance Number: ..... Date of Birth: .....

Parent/Carer: Surname: ..... Forename: .....

Address: .....

Home Phone Number: ..... Mobile Phone Number: .....

Email Address: .....

National Insurance Number: ..... Date of Birth: .....

Names of siblings in age order:

| Name    | Date of Birth | School |
|---------|---------------|--------|
| 1 ..... | .....         | .....  |
| 2 ..... | .....         | .....  |
| 3 ..... | .....         | .....  |

Name of Doctor: ..... Telephone Number: .....

Address: .....

..... Postcode: .....



Does the child have any special medical / dietary requirements?

YES / NO

If yes, please give details

.....

.....

.....

Has the child had any specialist involvement (e.g. CDC, Hospital, Speech Therapy, Social Care)

YES / NO

If yes, please give details

.....

.....

.....

Does the child already attend a Playgroup or Nursery?

YES / NO

If yes, please state the name of the playgroup or nursery attended

.....

.....

Is the child currently in the care of a local authority?

YES / NO

Was the child **previously** in the care of a local authority?

YES / NO

If, yes to either questions, you must provide a letter from the social worker confirming the legal status of the child.

Local Authority: ..... Social Worker's Name: .....

Telephone Number: ..... Email: .....

**Any other details you wish to tell us e.g. change of name, residency order, non-molestation order etc. (Please provide copies)**

.....

.....

.....

**Signature:** .....

**Date:** .....

**Relationship to child:** .....



## FUNDING INFORMATION

Currently, all 3 and 4 year olds are entitled to 15 hours of free childcare a week.

From September 2017 many working parents of 3 and 4 year olds in England will be eligible for 30 hours of funded childcare, rather than the current 15 hours. The additional 15 hours is available for families where both parents are working (or the sole parent is working in a lone-parent family), and each parent earns the equivalent of 16 hours a week at the national minimum or living wage, and earns less than £100,000 a year

Do both parents work? Yes ☐ No ☐ **or** Are you a lone working parent? ☐

Would you be entitled to the 30 hours of Funding? Yes ☐ No ☐

I have applied on [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) and my reference number is: .....

If you are not entitled to the additional funding would you be willing to pay for the extra session?

Yes ☐ No ☐

Longwood Primary Academy will **provisionally** be offering the following sessions:

Please tick your preferred choice from either Option A, Option B or Option C

### **Option A 15 hours a week**

15 hours a week 8.40am to 11.50am Monday to Friday during term time

or

12.20pm to 3.30pm Monday to Friday during term time

No lunch will be offered for either session

I believe my child would not be entitled to the 30 hours funding and would like them to attend one session only

I would prefer an AM session ☐ or I would prefer a PM session ☐

### **Option B 30 hours a week – parents are eligible for the extra funding**

8.40am to 3.30pm Monday to Friday during term time

Children will stay for lunch – Parent can pay £2.50 per day or provide a packed

lunch

I believe my child would be entitled up to the 30 hours' entitlement and would like to select this option.

I would like to select this option - Please tick ☐

### **Option C 30 hours a week – parents are not eligible for the extra funding**

8.40am to 3.30pm Monday to Friday during term time

Parent to pay for the extra session totalling £85 per week, payable using Arbor

Children will stay for lunch – Parent can pay £2.50 per day or provide a packed lunch

I believe my child would not be eligible for the extra funding but wish to pay for extra sessions which is charged at £85 per week. I understand that my child's place may be withdrawn if payments are not kept up to date.

I would like to select this option - Please tick ☐



**PLEASE NOTE: Every effort will be made to accommodate your choice but we cannot guarantee that you will be offered the session you would prefer**

## **NOTES**

- 1 Application is by completion of this form. This form is available from the School Office or website ([www.netacademies.net/longwood/](http://www.netacademies.net/longwood/)) and must be returned to the School without delay, together with additional relevant documents as requested elsewhere on this form.
- 2 All applications will be dealt with in accordance with the School's Admissions Policies.
- 3 All applications will be added to the waiting list, if there is one, for the year group for which the application is being made.
- 4 Proof of date of birth must be submitted with this application.
- 5 The child's home address shall be determined as at the date of application. Where parents reside at separate addresses, but with shared responsibility for the child, it will be the address at which the child spends most of the week. This must be the child's permanent address at the time of application. If you change your address later you must inform the school straight away. You must not use a business address or any address other than the one that the child lives at permanently. If a place is found to have been offered on the basis of an incorrect address, the place will be withdrawn.
- 6 Proof of address must be submitted with this application. This can include a council tax bill, utility bill, tenancy agreement or housing association letter. However, this must not include evidence of personal details about parents and families, such as maiden names, criminal convictions, marital or financial status (including marriage certificates), the first language of parents or the child.
- 8 Siblings of pupils attending Longwood Primary School at the time of admission and siblings of former pupils include brothers, sisters, half-siblings, foster siblings, step-siblings, adopted siblings and other children living permanently in the same home.
- 9 A Statement of Special Educational Needs (SEN) is a statement made by a local authority (see section 324 of the Education Act 1996) specifying the special educational provision required for that child. If the child does not have a statement, the answer to section 3 must be 'No'.
- 10 A looked after child is a child who is (a) currently in the care of a local authority, or (b) being provided with accommodation by a local authority (see section 22(1) of the Children Act 1989). Applications for looked after children must be made by the person with parental responsibility and/or the child's social worker.
- 11 A previously looked after child is a child who has ceased to be so because they have been adopted (see section 46 of the Adoptions & Children Act 2002), or became subject to a residence order (see section 8 of the Children Act 1989), or special guardianship order (see section 14A of the Children Act 1989).

If there is insufficient space on the form to give full information, please write on a separate sheet of paper.



## Data Protection Act 1998

Information supplied will be used for registered purposes under the Data Protection Act 1998. Any information parents/carers provide when applying for a school place will be entered on a computerised database. The information is protected by the Data Protection Act 1998, which ensures the information can only be used for defined purposes and can only be passed to specific people.

The defined purposes are:

- Administering the admissions process;
- Preventing fraud or criminal offence or to ensure the safety of any child.

The people who may receive the information are:

- The current school (if any);
- Other admissions authorities so as to ensure that parents have provided consistent information and do not hold on to more than-one offer of a place;
- Any organisation legitimately investigating allegations of fraud, criminal offences or child protection.

Longwood Primary Academy wishes to make the application process as easy as possible:  
Please do not hesitate to contact the School Office should you need assistance.

| For School Office Use |                     |                         |
|-----------------------|---------------------|-------------------------|
| Received              | Proof of DOB YES/NO | Proof of Address YES/NO |

Longwood Primary Academy and Nursery  
Paringdon Road, Harlow, Essex CM18 7RQ Tel: 01279 866155  
Email: [office@longwood.netacademies.net](mailto:office@longwood.netacademies.net)  
Website: <http://www.netacademies.net/longwood>

Little Lattons Nursery  
Riddings Lane, Harlow, Essex, CM18 7HT Tel: 01279 421567  
Email: [office@littlattons.netacademies.net](mailto:office@littlattons.netacademies.net)  
Website: <https://littlattons.netacademies.net>

Katherines Primary Academy and Nursery  
Brookside, Harlow, Essex, CM19 5NP Tel: 01279 421495  
Email: [office@katherines.netacademies.net](mailto:office@katherines.netacademies.net)  
Website: <http://www.netacademies.net/katherines>