

## The Small Schools Multi Academy Trust Nursery Admissions

We hope to offer you a warm welcome to one of our Pre-schools.

Children attend our pre-schools in the school year in which they have their fourth birthday. The majority of children will start in the September after they have turned three.

All our pre-school places are offered for either five morning or five afternoon sessions, or full days per week during term time. Fees are available on request.

Our morning and afternoon sessions are in line with the government's offer of 30 free hours of pre-school education per week for 3 and 4 year olds. We do offer a longer session, which will include lunch (fee payable), or if you wish we are able to offer the full school day (fee payable for lunch and the additional half hour)

- Morning sessions: 8.45 - 11.45am
- Afternoon sessions: 12.15-3.15pm
- Full day: 8.45 – 3.15pm
- 30 free hours long session: 8.45 – 2.45pm. A fee is payable for lunch
- 30 free hours + 1 session: 8.45 – 3.15pm. A fee is payable for lunch and the additional 30 minutes

Please do make an appointment to have a tour of the school.

### Application

If you wish to apply for a place at one of our pre-schools, please fill in an application form after your child has turned two years old. A form can be picked up at the main school offices or downloaded from the Trust website.

Please return the application to the main school office with a current proof of address.

Applications will be processed in April in the calendar year that the child is due to start pre-school.

Parents will be informed in May if their child has a September place. If pre-school places are oversubscribed, the admissions criteria will be applied. Once you have been offered a place, you need to come to the main school office with proof of your child's age (passport or birth certificate) and most recent proof of address (utility bill). You will be invited to a New Parent meeting, and given one of our New Parent packs.

Criteria for admission:

- Children assessed by the local authority as being in need according to the terms of the Children Act.
- Children who have a sibling attending the school
- Priority is then given on a geographical basis.

Offers are made from May onwards in the academic year your child would be eligible to start school.

To find out if you are eligible for 15 or 30 hours free childcare go to

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

To access the code you will need to provide the school with to start your 30 free hours go to

<https://childcare-support.tax.service.gov.uk/par/app/trialmessage> and create a Government Gateway account if you don't already have one.

# PRE-SCHOOL APPLICATION FORM

## Admission to Nursery in September

The Small Schools Multi Academy Trust  
Crawley Lane, Kings Bromley, Burton on Trent, DE13 7JE  
01543 472 245 [office@tssmat.staffs.sch.uk](mailto:office@tssmat.staffs.sch.uk)



The information contained on this form will be placed on our electronic records and held in keeping with the terms of the General Data Protection Regulations 2018

### For Office Use Only

| Date of Admission | Proof of Address | Birth Certificate / Passport | UPN No | AM/PM |
|-------------------|------------------|------------------------------|--------|-------|
|                   |                  |                              |        |       |

### Please enter the School Nursery you wish to apply to:

|  |   |
|--|---|
| Richard Crosse C of E Primary <input type="checkbox"/><br>Crawley Lane<br>Kings Bromley<br>Burton on Trent<br>DE13 7JP | St Mary's C of E Primary <input type="checkbox"/><br>Bellamour Way<br>Colton<br>Rugeley<br>WS15 3LN |
|--|---|

### Please enter your child's details:

|                              |  |               |         |
|------------------------------|--|---------------|---------|
| Surname/ Family Name:        |  | Child's Name: |         |
| DD MM YYYY                   |  | Male:         | Female: |
| Date of Birth:               |  |               |         |
| Country of Birth/Nationality |  |               |         |

### To be completed by the child's parent(s), legal guardian(s) or carer(s)

|                                 |                                 |
|---------------------------------|---------------------------------|
| Guardian 1 Full Name:           | Guardian 2 Full Name:           |
| Address: *                      | Address: *                      |
| Postcode:                       | Postcode:                       |
| HomeTel No:                     | HomeTel No:                     |
| Work Tel No:                    | Work Tel No:                    |
| Mobile No:                      | Mobile No:                      |
| Email Address:                  | Email Address:                  |
| Relationship to Child:          | Relationship to Child:          |
| Date you moved to this address: | Date you moved to this address: |

\*The address above must be the address where the child normally lives and with the adult who has parental responsibility.

A current proof of address, for example, a recent Electric, Gas, or Council Tax Bill, must be submitted with this application. Parents should note that child-minders' addresses, including private arrangements with family members will not be taken into consideration. In the event of your child being offered a place further proof of address will be required.

|                     |  |  |   |  |
|---------------------|--|--|---|--|
| Session Preference: | Morning 8:45-11.45 am                            |  | Afternoon 12.15 – 3:15 pm                     |  |
|                     | Full Day 8.45 – 3.15 pm                          |  | 30 Free Hours long 8.45 – 2.45pm <sup>1</sup> |  |
|                     | 30 Free Hours + 0.5. 8.45 – 3.15 pm <sup>2</sup> |  |   |  |

|   |
|---|
| <b>Previous Childcare/pre-school Information</b>  |
| Name of present/previous childcare/pre-school:  |
| Address/Tel No.   |
| If your child is not attending a pre-school setting, please give the date your child last attended if applicable: |

|                                  |
|----------------------------------|
| <b>Special Needs Information</b> |
|----------------------------------|

|       |          |
|-------|----------|
| Stage | Category |
|-------|----------|

---

Services

---

|   |
|---|
| <b>Family Information ( Please list your children with the oldest first )</b> |
|---|

| Name  | Date of Birth | Gender | Current School/pre-school |
|-------|---------------|--------|---------------------------|
| _____ | _____         | _____  | _____                     |
| _____ | _____         | _____  | _____                     |
| _____ | _____         | _____  | _____                     |
| _____ | _____         | _____  | _____                     |

|                  |     |    |   |
|------------------|-----|----|---|
| Service Child: * | Yes | No | * Please indicate whether anyone with parental responsibility for your child is a member of the Armed Forces. |
|------------------|-----|----|---|

|   |                         |                   |
|---|-------------------------|-------------------|
| <b>Ethnic Group</b>   |                         |                   |
| Please tick only one which best describes your child's Ethnic Group |                         |                   |
| White: British  | White & Black Caribbean | Black Caribbean   |
| Irish   | White & Black African   | Black African     |
| Traveller of Irish Heritage   | White & Asian           | Indian            |
| Gypsy/Roma  | Chinese                 | Pakistani         |
| Other (Please Specify)  |                         | Bangladeshi       |
|   |                         | Prefer not to say |

<sup>1</sup> Fee payable for lunch

<sup>2</sup> Fee payable for additional hours and lunch

## Language Spoken At Home

Please tick only one which best describes your child's First Language

|                        |                   |            |
|------------------------|-------------------|------------|
| Albanian               | French            | Hindi      |
| Arabic                 | Gaelic (Irish)    | Italian    |
| Bengali                | Gaelic (Scottish) | Polish     |
| British Sign Language  | German            | Portuguese |
| Chinese                | Gujarati          | Spanish    |
| English                | Hebrew            | Welsh      |
| Other (Please specify) |                   |            |

Please tell us any other language/s spoken at home

---

## Religion

Please tick only one box which best describes your child's Religion

|                 |                   |                       |
|-----------------|-------------------|-----------------------|
| Baptist         | Hindu             | Roman Catholic        |
| Buddhist        | Islam             | Sikh                  |
| Christian       | Jehovah's Witness | Seventh Day Adventist |
| Christian CE    | Methodist         | No Religion           |
| Other Christian | Muslim            | Prefer not to say     |
| Greek Orthodox  | Russian Orthodox  |                       |
| Jewish          | Pentecostal       |                       |

Any Other (Please Specify)

---