



NURSERY APPLICATION FORM

NURSERY CHILD			
SURNAME		FORENAME	
DATE OF BIRTH		SEX	MALE/FEMALE
ADDRESS			POSTCODE
HOME TELEPHONE NO:			
PARENTS/CONTACTS			
<u>MOTHER</u>	FORENAME	SURNAME	MOBILE TELEPHONE NO.
MISS/MRS/MS			
<u>EMAIL:</u>			
<u>FATHER</u>	FORENAME	SURNAME	MOBILE TELEPHONE NO.
MR			
<u>EMAIL:</u>			
<u>ADDITIONAL CONTACT:</u> RELATIONSHIP:	FORENAME	SURNAME	MOBILE/TELEPHONE NO.
MR/MISS/MRS/MS			
OLDER SIBLINGS IN SCHOOL			
RELIGION			
DATE & PLACE OF BAPTISM			
Has your child attended any other Nursery?	YES / NO	If 'YES' please state name of Nursery:	
DATE OF APPLICATION	CERTIFICATES ATTACHED (for office use)		
	BIRTH		BAPTISM

I have read and understood the information on the reverse of this form.

Signed:

Relationship to Pupil:Date:

Office:

Entered on computer	
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NURSERY ADMISSIONS POLICY

(Academic Year 2022/2023)

Sacred Heart Catholic Primary School has a 39 place Nursery, providing for the pre-school needs of 78 children. These places are allocated as follows:

Mornings class	33 places (5 days per week)	8.30am-11.30am
Afternoon class	33 places (5 days per week)	12.15pm-3.15pm
30 hours	Please see booklet	8.30am-3.15pm

An application for Nursery can be made by filling in this Nursery Application Form, available from the school office. **A copy of the child's Birth Certificate and Baptismal Certificate must also support the application.**

If you require a copy of the Baptismal Certificate, please apply to the church with a stamped addressed envelope, addressed to yourself, with your written request which should include parent's name, child's name, date of birth and if possible, the approximate date of Baptism.

Children are placed in chronological order on the Nursery Waiting List and not according to the date they apply.

Places in Nursery are allocated in accordance with the current Admissions Policy for school and nursery, a full copy of which is available from the school office or on the school website. A summary is listed below and the notes referred to, can be found in the current Admissions Policy.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order: -

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the former parishes served by the school (see note 3).
3. Catholic children who are resident in the 'One' Parish of the Holy Family (see note 3).
4. Other Catholic children. (see note 3)
5. Other looked after and previously looked after children. (see note 2)
6. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
7. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
8. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
9. Any other children.

If applicants are seeking admission under criteria 6, 7 and 8 above, they will be asked for a letter of support to confirm their church membership from their minister or Faith leader, or suitable equivalent.

Parents are advised to place their child's name on a waiting list at another school nursery in addition to their application for this school nursery, particularly if they are not baptised Catholics, to ensure they have a second option if a place is not available at Sacred Heart.

Children are eligible for a Nursery place by the time they are 3 years old plus one term. Places will be allocated as and when a vacancy arises, the majority of places being filled between September and January. If spaces are available, they may be offered a place earlier.

<u>Birthday</u>	<u>Earliest Entry into Nursery</u>
January – March	Summer Term – After Easter
April – August	Autumn Term – September onwards
September – December	Spring Term – January onwards

Parents will be contacted by letter in the term prior to entry into nursery, asking them to confirm they still require a place, giving them the opportunity to select the session they would prefer and inviting them to a meeting to meet the staff and visit the nursery.

PARENTS NEED TO BE AWARE THAT HAVING A NURSERY PLACE DOES NOT GUARANTEE A PLACE IN THE MAIN SCHOOL, EVEN IF THEY HAVE AN OLDER SIBLING ALREADY ATTENDING. ALL PLACES IN SCHOOL HAVE TO BE APPLIED FOR IN THE ACADEMIC YEAR PRIOR TO STARTING SCHOOL.

All children are eligible to start in a Reception Class in the September of the academic year in which they are 5 years old. Application forms will be issued by the Admissions Team at Hartlepool Borough Council at the end of the year prior to when they are due to commence school. We will provide Hartlepool Borough Council with a list of children on the waiting list or currently attending our Nursery. HOWEVER, IT IS EACH PARENT'S INDIVIDUAL RESPONSIBILITY TO ENSURE THAT THEY HAVE RECEIVED AND COMPLETED AN APPLICATION PACK. Please ensure you watch in the local press/school notice boards for information regarding deadlines for applications to school. The school cannot accept responsibility for parents not receiving notification to apply for a school place.

If your child moves from private childcare to school nursery, you must give at least 4 weeks notice to any private nursery, childminder etc. before your child starts school nursery. Failure to do so will incur a charge from the school.

INFORMATION SHARING

By signing this form you agree your child's information being shared with Children's Services in line with the General Data Protection Act 2018.