

## **Nursery Admissions**

If your child was born between 1<sup>st</sup> September 2019 and 31<sup>st</sup> August 2020, you will be able to apply for a Nursery place to start in September 2023.

### **Key Facts:**

- We operate a term time only Nursery
- We have 30 places
- We offer 30 hours free Nursery education (Monday to Friday)
- Children are admitted into Nursery in the September following their third birthday
- Applications for Nursery are made directly to us.

Nursery application opens	1 <sup>st</sup> November 2022
Nursery application deadline	24 <sup>th</sup> February 2023
Nursery offer date	15 <sup>th</sup> March 2023
Deadline for parents to accept places	22nd March 2023

There will be opportunities to visit the Nursery from November 2022.

If there are more requests than places available, we will use the following criteria when allocating places:

### **Oversubscription Criteria for Nursery**

1. Children with a Statement of Special Educational Needs/ EHC (Education, Health and Care) Plan that names Killigrew Nursery.
2. Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order)
3. A child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.
4. Children for whom it can be demonstrated that they have a particular medical or social need to go to Killigrew.
5. Children who have a sibling at Killigrew at the time of application, unless the sibling is in the last year of the normal age-range of the school. Note: the 'normal age range' is the designated range for which the school provides.
6. Any other children.

If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children.

If more children qualify under criterion 6 than there are places available, priority will be given to those who live nearest to the Nursery as measured in a straight line.

Where there is a need for a tie-breaker where two different addresses measure the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random. <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/research-a-school/measuring-home-to-school-distance.aspx>

## KILLIGREW NURSERY APPLICATION FORM

PLEASE USE BLOCK CAPITALS			
<b>Child's details</b>			
<b>First name:</b>			
<b>Middle name:</b>			
<b>Family name:</b>			
<b>Date of Birth:</b>	/ /	<b>Gender:</b>	M/F
<b>NHS number:</b>	_ _ _ / _ _ _ / _ _ _ _		
<b>Your relationship to the child:</b> (e.g. mother/father/carer/stepmother/father/ social worker)			
<b>Your child's permanent address (at time of application)</b>			
<b>Address:</b>			
<b>Special Educational Needs</b>			<b>Yes/No</b>
<i>Does your child have a Statement of Special Educational Needs or Educational Health and Care Plan (EHCP)?</i>			
<b>At risk</b>			<b>Yes/No</b>
<i>Is your child, or a sibling of your child, subject of an inter-agency child protection plan and has been placed on the Child Protection Register? (Please provide evidence with this form)</i>			
<b>Children in Public Care</b> <i>Is your child looked after, or was previously looked after and is now adopted or with a child arrangements or special guardianship order?</i>			<b>Yes/No</b>
<b>Social or medical reasons</b>			<b>Yes/No</b>
<i>Do you have a particular medical or social need to go to this school? (Please provide supporting evidence with this form)</i>			
<b>If you have a sibling at this school, enter their name and date of birth:</b>			
<b>Early years setting child attends or has attended (if applicable)</b>			

Please complete the details for both parents if living at the same address:

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:			
Telephone numbers			
Daytime:		Mobile:	
I confirm that the details above are correct to the best of my knowledge.			
Signature of parent/carer:			
OFFICE USE ONLY:	Date Received:		
	Distance:		

#### 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 local authority purposes.

I agree to Killigrew Primary & Nursery School using this information to consider 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. Please return the form and declaration to the school office by 24/02/2023.**

## **Notes to Parent/Carer**

### **How the information on this form will be used:**

By completing this form and signing the declaration you are agreeing for Killigrew Primary & Nursery School, if they are oversubscribed, to check whether your child's details meet the school's published admission rules and if he/she can be offered a nursery place.

Any personal data collected will be treated as confidential under the principles of the Data Protection Act 2018. We will not use the data for any other purpose, nor will we share your data with any third parties other than the Department for Education (for statutory reporting), Hertfordshire County Council departments who may from time to time send you advice, guidance and information relating to changes to early years provision and educational services that are relevant and/or of benefit to your child, and your local children's centre who support the local authority by assisting families to access the services that children are entitled to.

### **Children who have been adopted from care or are subject to a special guardianship order or a child arrangements order.**

Eligibility will be based on your declaration that your child was formally a looked after child and on the evidence of their status e.g. a copy of the relevant order. This form and a copy of the relevant order should be seen by the school and they will confirm with Hertfordshire County Council that they have seen confirmation and enable a place to be offered under this criterion.