

NURSERY APPLICATION FORM

Starting Nursery year group in the 2018/19 academic year

Children born 1 September 2014 to 31 August 2015

Please complete this form for your child. It is important that you tell us if there are any changes to the information you give and, from time to time, we may ask you to confirm that it is correct. The school and the County Council are entitled to collect such information under the provisions of the Data Protection Act 1998.

Please read the notes carefully before completing this form. Please note that if you deliberately give false information, we may withdraw your child's offer of a Nursery place.

CLOSING DATE FOR ON-TIME APPLICATIONS IS 12 MARCH 2018

Please complete in CAPITAL LETTERS

Please return this completed form to: St Swithun's CE Primary School
Grundy Crescent
Kennington
OXFORD
OX1 5PS

Please note that a Nursery place does not guarantee a Reception class place at St Swithun's School. All Reception class admissions are processed separately by Oxfordshire County Council. Parents will need to apply for a place in school from Reception upwards by mid January 2019

SECTION 1: Child's details:			
Legal Surname			
First Name			
Middle Name/s			
Date of Birth		Sex (Male/Female)	
Name and date of birth of any brothers or sisters already at St Swithun's School			
Address			
		Postcode	

SECTION 2: Extra Information

Does your child have an Education, Health & Care Plan?	YES / NO	If so, which Authority maintains this Plan?
Is your child 'looked after' or previously 'looked after' by a Local Authority?	YES / NO	If so, please give the name of your child's social worker and the Authority
Does your child have a disability as defined in the Equality Act (2010)?	YES / NO	Please give the nature of your child's disability
Are you moving as a new posting as Service or Crown Servant personnel?	YES / NO	If so, please give date of your move
Has your child taken up or been eligible for a funded pre-school place for 2-year olds?	YES / NO	

SECTION 3: Nursery Provision

(Please ensure you have read the accompanying notes before completing this section)

How many hours Nursery provision are you applying for per week? (please tick appropriate box)

15 hours 30 hours Other (please specify).....

Are you eligible for the '30 hours free childcare'? Yes No (See Appendix 1)

If known, please specify the sessions preferred:

	MON	TUE	WED	THUR	FRI
AM					
PM					

Can you be flexible with these preferred sessions? YES / NO

If you do not have a particular preference for sessions, are you flexible re session allocation? YES / NO

Section 4: Your details

Name(s) of parents/carers living at home address in Section 1	
Relationship to child	
Email address	
Home telephone number	
Mobile telephone number	

Section 5: Declaration

I have read and understand the 'How to fill in..' notes. All the information I have given on this form is correct to the best of my knowledge. I understand that St Swithun's School will keep this information securely.

Signature.....

Date.....

HOW TO COMPLETE THE NURSERY APPLICATION FORM

These explanatory notes are provided to help you complete the form correctly.

Section 1: Child's Details

Legal Surname

The surname on your child's **birth certificate, adoption certificate or change of name deed poll.**

First Name, Middle Names, Male or Female

Your child's first name, middle name(s), if applicable, and M (ale) or F (emale)

Date of Birth

Enter the day of the month, the month and the year in number format.

Address

It is important that your address and postcode are correct because, for many Oxfordshire schools (including St Swithun's), the location of an address and the distance from that address to the school are important in determining whether a place can be offered.

The address on the application **should be the child's address at the time of application.** This is the address at which the child spends the majority of term-time school nights (Sunday night to Thursday night).

Sometimes an application is made based on an address at the time the application is written and the address then changes after the application has been submitted. It is important to tell St Swithun's School about changes of address so that places can be offered fairly and so that notification can be sent by post to the correct home address.

If the application address is found to have subsequently changed after the application was submitted and this information could have been provided when the application was first made or before places were offered, St Swithun's school will consider the application to have been made on the basis of a fraudulent or intentionally misleading address. This will normally result in the offer of a nursery place being withdrawn (see Fraudulent Applications). If an application is made on the basis of a new address or intention to move to an area, information about the new address must be provided in order for it to be taken into account.

Changes of Address

Changes of address can be taken into account if proof of this change is provided no later than Thursday 29th March 2018.

To confirm the new address we need one of the following:

- A solicitor's letter advising contracts have been exchanged (if the property is being purchased); or
- A copy of a tenancy agreement (if the property is to be rented) **but if this tenancy agreement comes to an end before September 2018 we may not accept the address for admissions purposes;** or
- A copy of the Council Tax Bill **showing the same name(s) on the nursery place application ;** or
- **A letter from a new employer** (e.g. University college) where accommodation is being provided by them and is tied to the new post/job giving details of this new address; or
- **New Quarter information** if this is an accompanied military posting; or
- **An Assignment Order** if this is an accompanied military posting but details of the new quarter have not yet been given to the family. In this case the base address will be used for admissions purposes.

Please note that a parent may also be asked to provide proof of address from correspondence they have received from HM Revenue & Customs, Child Benefit Division or Tax Credits Division.

Any correspondence from HM Revenue & Customs, Child Benefit Division or Tax Credits Division must pre-date the application made by the parent.

Places will be offered in Mid-May 2018. It is essential that you notify St Swithun's School of any change to your address which occurs before this date.

Multiple Addresses

Where children spend time with parents at more than one address then the address given on the form should be the one that they live at (i.e. sleep at) for the majority of term-time school nights (Sunday night to Thursday night).

If children spend time equally at different addresses then the address used for admissions purposes will be the one registered for child benefit. We will request proof of the registered address, which must pre-date the application.

Applications based on a Fraudulent Address

If a place has been obtained on the basis of a fraudulent or intentionally misleading application (for example, a false claim to residence in a designated/catchment area) and this results in the denial of a place to a child with a higher priority for that place, the school may withdraw the offer of that place.

If your child has an older brother or sister who will, in September 2018, still be attending St Swithun's School, please give the details of their name(s) and date(s) of birth in the space provided. A brother or sister is defined as a brother, sister, half-brother, half-sister, step-brother, step-sister, adopted brother or adopted sister living at the **same address** as the child whose details are shown in Section 1.

Section 2: Extra Information

A very small number of children in Oxfordshire have an Education, Health & Care Plan. This is a special document written by the local authority and relates to a child's **significant** learning or health care needs. If you do not know whether your child has one of these plans, you should leave this question blank.

If you are unsure of any aspect of Section 2 of the application form, please contact the school office where further clarification, including details of any evidence which may be required, can be provided.

Section 3: Nursery Provision

- Our nursery has two sessions per day, one in the morning and one in the afternoon.
- Each session is for 3 hours.
- Currently all 3 to 4-year-olds are eligible for 15 hours 'free' early education per week. (ie 5 sessions) This is a universal entitlement, for all children.
- Some 3 to 4-year-olds of working parents are eligible for an additional 15 hours' free early education per week. The '30 hour free entitlement' is intended to support working parents with childcare costs and enable them to return to work or work additional hours. More information on the entitlement is set out in a Department for Education (DfE) policy statement: www.gov.uk/government/publications/30-hours-free-childcare-eligibility
- We will have a number of '30 hour free childcare' places available. If we are oversubscribed with eligible requests for these places, these will be allocated on a priority basis, using the same criteria as the nursery admissions policy.
- If you are offered a '30 hour free childcare' place at our nursery, please note that you will need to complete a declaration form as part of the "place acceptance" process, and your eligibility will be checked.
- Please see **Appendix 1 and the 'Parent guide to accessing 30 hours childcare'** with full information regarding eligibility for the '30 hour free childcare entitlement'.

Section 4: Your details

Please complete this section with the details of **all** of the parent(s)/carer(s) living at the address shown in Section 1 who have parental responsibility for the child named in Section 1.

Definition of a parent

Section 576 of the Education Act 1996 defines a 'parent' as:

- All natural parents, whether they are married or not;
- Any person who, although not a natural parent, has a parental responsibility for a child or young person;
- Any person who, although not a natural parent, has care of a child or young person. (Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.)

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parents can acquire parental responsibility through:

- being granted a residence order;
- being appointed a guardian;
- being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare);
- adopting a child (in the case of step-parents) in agreement with the child's mother (and other parent if that person also has parental responsibility for the child) or as the result of a court order.

In addition, a local authority can acquire parental responsibility if it is named in the care order for a child.

If you tell us the name(s) of more than one adult with parental responsibility living at the address in Section 1, we will choose one of those adults to enter onto our computer system. We will usually choose the person listed as mother of the child whose details are in Section 1.

Section 5: Declaration

Please read the Terms and Conditions carefully, tick the box (), then sign and date the form.

By ticking the box and signing the form you have given your explicit consent to St Swithun's School to collect personal data on you and your child for the processing of your application for a nursery place. You have also given your explicit consent to St Swithun's School to disclose your personal data to other agencies and admissions authorities (third parties) for the purposes of processing your application for a nursery place. The information you tell us on this form will never be shared with an individual or agency that is not entitled to see or know the information.

By ticking the box and signing the form, you have also confirmed that the information you have provided is accurate to the best of your knowledge. St Swithun's School will store your personal data securely.

The above is in accordance with the Data Protection Act 1998.

Please turn over



Appendix 1

Will I qualify for 30 hours free childcare?

Parents of three and four year olds will need to meet the following criteria in order to be eligible for 30 hours free childcare:

- They earn or expect to earn the equivalent to 16 hours or more at National Minimum or Living Wage or above over the coming three months.
- This equates to a minimum of £120 a week (or c.£6,000 a year) for each parent over 25 years old or a minimum £112.80 a week (or c.£5,800 a year) for each parent between 21 and 24 years old.
- This applies whether you are in paid employment, self-employed or on zero hours contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- If a non-EEA national, the parent must have recourse to public funds.

Who will not qualify?

A parent will not meet the criteria when:

- Either parent has an income of more than £100,000
- Either parent is a non-EEA national and subject to immigration control (and has no recourse to public funds)

What happens if a parent loses eligibility?

- They will receive a "grace period" – this means they will be able to keep their childcare for a short period.
- Once the "grace period" has lapsed, the parent may be entitled to the universal 15 hour entitlement.

If you believe you are eligible for the '30 hour free childcare entitlement', please note that you can check this on www.childcarechoices.gov.uk (click on 30 hours section)

Parent guide to accessing 30 hours childcare

To apply for 30 hours you need to check if you are eligible

Go to Childcare Choices: www.childcarechoices.gov.uk, click on 30 hours section. Check to see if you might be eligible.

Is it for me? ▾

Go to “Apply now” which takes you to Childcare Service (it is one application for 30 hours and/or tax-free childcare). Before you start have ready for each parent/carer:

1. Your National Insurance number

2. if you're self-employed, your Unique Taxpayer Reference

3. the date you started, or are due to start work

4. details of any other government support you get.

If eligible you will receive your code.

If you are not eligible reapply if your circumstances change.

Contact provider and give them the eligibility code

Find provider to take up to 30 hours (or more than one provider). Check on www.oxfordshire.gov.uk/familyinformation

Take child to childcare provider

You will be asked to reconfirm eligibility every 3 months.