### APPLICATION FOR THE ADMISSION

**OF NEW PUPILS TO THE**

#### NURSERY CLASS

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| --- | --- | --- |
| **Date of Admission:**  Please refer to the **Nursery Class Admission Policy** overleaf. | | |
| **Name of Child:** Surname/Family Name:  Christian/First Names: | | **Male / Female**  **Date of Birth:** |
| **Home Address:**  ………………………………………………………………….. ……………………. ….................................................  **Post Code** ………………………......  **Telephone No.....................** **Mobile** :  **Email address**: | | |
| **Position in Family:** | **Number of Younger Siblings** | |
| **Names of other siblings attending this school: N/A** | | |
| **Additional Medical needs: N/A** | | |
| **\*Previous school(s):** | | |
| **\*\*Can your telephone number be passed on to the PTA for PTA purposes:** YES | | |
| **Information required in the case of an emergency:**  Names Daytime Address & Telephone Numbers  Mother  Father  Doctor  Relative/Neighbour  *(Should any of the above information change at a future date – please inform the school at the earliest opportunity)* | | |
| Please note that the completed Application Form will be passed onto the School Governors for their consideration and will be used for the purpose of allocating places. It is therefore necessary for the Governors to be aware of any information and special circumstances concerning your child or yourself, which would support your application.  **Further Information:**  ………………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………………… | | |
| **Signed:**  **Date:** | | |

**WILLIAM GILBERT ENDOWED SCHOOL**

**NURSERY CLASS ONLY**

**ADMISSIONS POLICY**

William Gilbert Nursery is an independent provision attached to the main school and managed by the School Governors.

**CRITERIA FOR ADMISSION**

* William Gilbert Nursery receives Government funding for 52 children. Each child admitted will be expected to attend five half day sessions in a normal school week. Priority will be given to children at risk or with a very special need (professionally referred).
* William Gilbert Nursery admits children into its Nursery class three times a year, who were three years of age by August 31st, December 31st and March 31st, such that the total number in the nursery does not exceed 52. Parents or guardians must provide sight of a copy of the birth certificate to prove the age of the child for whom the application is made.

**ALLOCATION OF PLACES**

* The Nursery operates a 3-point intake (January, Easter and September). Application forms need to be registered with the school, at the latest, 3 weeks before the beginning of October half term for January intake, February half term for the Easter intake and May half term for the September intake).
* Applications received after the above dates will be registered as a late application and put on the waiting list. Offers will be made to parents in writing 2 weeks before the beginning of the half term holiday and a reply slip, accepting the place and confirming the number of sessions to be attended, will need to be returned to school before the school closes for the half term holiday. The Nursery always operates a morning session. However, if numbers are not sufficient, an afternoon session may not be offered in the September and January terms and pupils may be deferred until Easter when the nursery is always open full time.
* Once offers have been made, any late applications will be renumbered according to the admissions criteria and placed under children on the waiting list from the previous term.

The allocation of places is based on the following criteria in order of preference:

1. Children looked after by a Local Authority or adopted children who were previously in care (as defined in the School

Admissions Code)

1. Children from families living in the ecclesiastical parish (beneficial area) in which the school is situated, with siblings.

Older siblings should be attending school at the time of application and admission (See map, which is available at school).

(Footnote 1)

3. Children from families living in the ecclesiastical parish (beneficial area) in which the school is situated, without siblings

4. Children of whom at least one parent or carer has regularly (Footnote 2) worshipped at their local

Church for a period of at least 1 year prior to the date of application. (Footnote 3).

5. Children living outside the area but with a sibling already attending the school.

6. Children living outside the area but without a sibling already attending the school.

In the event of the school being oversubscribed in any of the above criteria the distance tie-breaker will be applied:

**Footnote 1**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister

or the child of the parent/carers partner where the child from whom the school place is sought is

living in the same family unit at the same address as that sibling.

**Footnote 2**

Regular means an average attendance of once per month.

**Footnote 3**

Regular Church attendance must be verified by a letter from the relevant priest, minister or

churchwarden which parents must obtain and provide to the school by the closing date for applications.

Parents or guardians will be informed of the decisions concerning admission in writing. *Any appeal by parents must be submitted in writing to the Chairman of Governors setting out the grounds on which it is made and must be received within 14 days of notification of non-admission. Any appeal will be heard by the independent appeals committee managed by the Diocese on behalf of the Governing Body.*

**PLEASE NOTE**:

* Admission to William Gilbert Nursery does **NOT** guarantee admission to William Gilbert Endowed School.
* Parents must claim for a minimum of 3 sessions per week.
* Once an FE1 funding form has been completed, additional sessions will only be offered subject to availability.
* If your child has not commenced in the Nursery by the end of the first week of each term a place cannot be offered until the beginning of the next term.
* If in the event of a morning place becoming available, to move a child from afternoon to morning the decision will be based on age and the needs of the child at the discretion of the teacher.