



Office Use Only School Stamp & Initials	
Date	Time

School Nursery Application Form Academic Year 2018/19

- If your child has a Statement of Special Educational Need. Do not complete this form

Please complete in **BLOCK CAPITALS & BLACK INK**

1. Personal Information

Child's First Name

Child's Legal Surname

Child's Date of Birth

Male Female

Child's Home Address

Post Code

Daytime Telephone No

Nationality Language

Your Home Address, if different
(please attach a letter explaining why)

Are they in public care? Yes No

If yes, name the Local Authority / Social Worker

2. YOUR APPLICATION

Are you applying for a Church School?

NO (Complete Sections 4 - 6 and return to the address on the back of this form)

YES (Complete ALL Sections and return your form directly to the church school)

3. Complete for a Church School Place

Is your child baptised? Yes No

If so, when and where

Present Parish/Place of Worship

Please attach a copy of your baptism certificate or supporting letter from your parish priest/minister of religion.
Please tick if attached

4. Requested School Nursery

Name of School

Name of current provision i.e. playgroup etc

5. Brothers and Sisters

Details of brothers and sisters on roll at the requested school at the point of application (excluding nursery) Include brothers and sisters or attending a feeder junior school

Name

Date of birth

Name

Date of birth

6. Parental Declaration

I certify that the information on the form is correct. I confirm that all other persons with parental responsibility have been contacted and have agreed to the transfer request. I also confirm that to my knowledge, there are no applications before the courts by a parent, someone claiming to be a parent etc, disputing the child's residence or which school they should attend.

Signature of Parent/Carer

Date Mr/Mrs/Miss/Ms

Name (please print)

Mother Father

Carer/Other please specify*

If you are caring for someone else's child please read the guidance on the next page.

Please see next page for what happens next.

RECEIPT

Parent/Carer please complete NURSERY ACADEMIC YEAR 2018/19

Your child's details Name Date of Birth

Ensure that you are given back this receipt. Please retain it as proof that your form has been received.

What to do next

The closing date for receipt of applications for nursery is:

2 OCTOBER 2017

Please return your form to:

Church Schools: To requested school with their Additional Information Form where necessary.

All other schools: To the Requested school, or

- Admissions, Attendance and Pupil Welfare Service, Doncaster Council, The Civic Building, Doncaster DN1 3BU

Please note:

Due to the volume of applications and data protection, no decisions will be given over the phone.

Caring for someone else's child?

If you are caring for someone else's child for more than 28 days and are not an immediate family member (but others e.g. family friend, neighbour, great aunt/uncle, great grandparents) you may be private fostering and **you must** contact Doncaster Children's Services Trust on 01302 737033. More information is available at www.doncasterchildrenstrust.co.uk/private-fostering

Transferring to a Reception class in 2019

- **All** parents **must** apply for the school they wish their child to attend.
- You will need to complete an application form Letters will be sent to your home address during the Autumn term, 2018.
- The closing date will be 15 January 2019.
- Please note that there is **no automatic right of admission into a reception class** at a school and attendance at a Nursery is not normally considered part of the admission to reception criteria.

Announcement date

Parents who apply by 2 October 2017 will be notified by post on:-

6 NOVEMBER 2017

Guidance

- There are many rules and regulations that give rights and responsibilities to parents and you must ensure that the school is informed of anyone with parental responsibility relating to the child and about any court orders.
- All applications will be considered under the criteria shown in the order of priority shown in the Admission to Nursery Booklet which is available online www.doncaster.gov.uk/admissions
- Applications received after the closing date will only be considered after those received by that date have been processed.
- If this is a further application, which is unsuccessful, your child's name will be added to that school's waiting list. Further information is available from our address or contact 01302 737205
- A place may be withdrawn if the admission authority is satisfied that the offer was obtained through a fraudulent or intentionally misleading application.

Data Protection

The information we are asking you to provide will only be used for us to consider your request for your child to be admitted to nursery school and will be passed on to Admissions, Attendance and Pupil Welfare Service to fulfill your request, unless the law allows or if you give us further permission for the re-use of the information. All information supplied will be stored securely and will be retained for a period of 25 years from the child's date of birth. The information will be held in accordance with the Data Protection Act 1998 and forthcoming EU General Data Protection Regulation. If you have any questions about the collection of your information, what rights you have or wish to complain about the use of your information, please contact Nikki Minnikin, Data Sharing and Protection Officer – dataprotection@doncaster.gov.uk or Civic Office, Waterdale, Doncaster, DN1 3BU.

FOR OFFICE USE ONLY

Admission Limit:	<input type="text"/>	Number on Roll:	<input type="text"/>	Agreed / Not Agreed	Ent:	<input type="text"/>	Initials:	<input type="text"/>
Admissions Team Only	CAN:	<input type="text"/>					Date:	<input type="text"/>
	CAS:	<input type="text"/>					Criteria:	<input type="text"/>
Previous Apps:	<input type="text"/>			Batch:	<input type="text"/>	Decision:	<input type="text"/>	

RECEIPT

School/Council to complete

NURSERY ACADEMIC YEAR 2018/19

Date received

at

Signed Name (print)

Ensure that you are given back this receipt and keep it as proof of receipt.

School/Council Stamp

Date
Initials