



The Federation of Hackbridge Primary School and Spencer Nursery School



Nursery Application for 0 – 2 year olds starting in 2020/2021

Completed forms must be returned to the school by 18th January 2020.
Late forms may be accepted where there are vacancies or to join the waiting list.

1. CHILD'S DETAILS

Child's Surname:		Date of Birth:	/ / (DD / MM / YYYY)	BOY	
				GIRL	
Child's First Name:		Child's Middle Name(s):			
Child's Home Address:	All applicants must provide address evidence with this application.		Has the child moved in the past 12 months? Yes/No If yes, previous address:		
	Postcode:		Postcode:		

(This must be the address where the child normally lives. If this is different from the parent/carer address, please give reasons for this. If parents share custody, this must be stated and both addresses shown. Evidence of address is required.)

2. PARENT'S/CARER'S DETAILS

	Applicant (First Contact)	Second Contact (Optional)
Parent/Carer Title:	(Please circle) Mr Mrs Miss Ms Dr Other	(Please circle) Mr Mrs Miss Ms Dr Other
Surname:		
First Name:		
Relationship to Child:		
Address (if different from child's address above):		
	Postcode:	Postcode:
Home Tel No:		
Mobile Tel No:		
Work Tel No:		
E-mail address:		
Do you have legal Parental Responsibility for this child?	YES / NO (delete as appropriate)	YES / NO (delete as appropriate)

Please note that only the first contact will receive an outcome letter.

3. CHILDREN IN PUBLIC CARE / LOOKED AFTER CHILDREN

Is the child in the public care of a Local Authority?	YES / NO (delete as appropriate)
Is the child adopted or subject to a residence or special guardianship order immediately following having been in public care?	YES / NO (delete as appropriate)
If YES, please state which Local Authority:	

If YES to either of the above, please provide a letter from the social worker confirming the legal status of the child and the Local Authority with whom the child is in care.

4. SIBLING / MEDICAL OR SOCIAL REASONS

If there will be a sibling attending the school on the date of your younger child's admission (in the school), please give their details below. If there is more than one sibling, please give the details of all siblings with your application on a separate page.

Sibling First Name:		Sibling Surname:	
Sibling Date of Birth:	/ / (DD / MM / YYYY)	Year Group:	Gender:

Medical or Social Reasons for Preference

Only complete this space if you think there are exceptional medical or social reasons why your child should attend our school. **You must provide professionally supported evidence with this application form for your claim to be considered. It is rare for a social or medical claim to be upheld.**

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5. REQUESTED PROVISION

We offer childcare places for 0-2 year olds and 2-3 year olds in our Ladybirds and Bumblebees rooms respectively. Both are on our Spencer Nursery School Site. Please tick in the box next to the room provision type that you wish your child to be considered for a place in:

Spencer Nursery (Spencer Road, CR4 4JP) Ladybirds (0 – 24 months) Placements are 8am-6pm, Mon – Fri, for 50 weeks of the year. Please circle below the hours and number of days that you would want your child to attend:					
Spencer Nursery (Spencer Road, CR4 4JP) Bumblebees (24 – 36+ months) Placements are 8am-6pm, Mon – Fri, for 50 weeks of the year. Please circle below the hours and number of days that you would want your child to attend:					
8am-6pm MONDAY	8am-6pm TUESDAY	8am-6pm WEDNESDAY	8am-6pm THURSDAY	8am-6pm FRIDAY	

PLEASE CONTINUE TO THE NEXT PAGE.

6. SCHOOL DECLARATION

We are committed to protecting your privacy. We will treat any personal information by which you can be identified (i.e. name, address, e-mail etc.) in accordance with the provisions of the Data Protection Act 2018. We will not collect any personal information without your knowledge. This information will be collected for a known purpose that you understand and will not be used in future for any reason other than the one for which it is being collected. We will not sell, trade or rent your information to other third parties.

7. DECLARATION AND SIGNATURE OF PARENT/CARER

I certify that:

- I wish to apply for a nursery place at the school.
- I certify that I am the person with Parental Responsibility for the child named on this form and that the information given is true to the best of my knowledge and belief.
- I understand that any false or misleading information given on this form and /or supporting information may render this application invalid, or lead to an offer of a place being withdrawn, and that it is solely my responsibility to provide full information to the school.
- I will notify the school of any changes to the details on this form as soon as they occur, **including any change of address, and understand that failure to do so may result in an offer being withdrawn.**
- I authorise the school to make any checks as they deem necessary. Also, the details of my application and outcome may be shared for health or safeguarding reasons.

I understand that:

- Applicants in short term rented accommodation may be asked to provide evidence of their current and former housing arrangements.
- Where an applicant has ownership of a property that should be used for the purposes of school admission and the applicant must provide evidence and reasons for the use of any other address.
- Where an applicant rents a property and has ownership of an alternative property, the rented property will only be used for admission purposes if the child has been resident away from the owned property for a period of 18 months or more at the closing date for applications.
- Any applicant who moves from a rented or temporary address in advance of their child taking up their school place may have their place withdrawn if it is found the family have returned to an address already in their ownership.
- The school will investigate whether the place should be withdrawn if the pupil is not resident at the application address at the time of the September entry point.
- Where it is found an address has been used for the purposes of admission where the child is not ordinarily resident, the application and any place offered will be withdrawn.
- An offer found to have been gained fraudulently will be withdrawn. This may also be the case where the child has started the school.
- In some cases, places may not be withdrawn once a child has been attending the school for a term or more. In these circumstances future sibling applications will not be given sibling priority for places and will be considered under the next appropriate criterion.

Parent's/Carer's Signature:		Date:	
Parent's/Carer's Name:			

FOR OFFICE USE ONLY:	Date application form received:	Staff Initials:
PROOF OF ADDRESS SEEN:	TICK DOCUMENTS SEEN (ONE FROM LIST A OR TWO FROM LIST B):	
	List A:	List B:
	Current UK Driving Licence	UK Bank or Building Society Statement
	Government Benefits Entitlement Letters	Credit Card Statement
	Inland Revenue Letter plus NI Card	Utility Bill
	Letter from Local Authority confirming entitlement to Housing Benefits	Household or Motor Insurance Certificate and Policy Schedule
	Council or Housing Association or recognised Letting Agency Tenancy Agreement	TV Licence Renewal
	Home Office Residence Permit issued to EU Citizens	NHS registration card/letter from GP
	Home Office Residence Permit issued to EU Nationals	

Please provide copies of either one document from List A or two documents from List B.

Frequently asked questions

Q. I have just moved house and don't have anything in my name.

A. You should be able to provide something, please contact us immediately.

Q. I am staying with friends/relatives and don't have documents at this address.

A. Please contact us immediately for further advice.

Q. All my documents are in my maiden name.

A. Please provide a copy of your marriage certificate.

Proof of Residency

List A	
Document Type	Detail
Current UK Driving Licence	<ul style="list-style-type: none"> • Photo Card (full licence or provisional) Or Old Paper Version Driving Licence (full licence only)
Government Benefits Entitlement Letters	<p>Including</p> <ul style="list-style-type: none"> ○ Pension ○ Child ○ Family Tax Credit ○ Unemployment ○ Income Support ○ Incapacity ○ Attendance Allowance ○ Disability Living Allowance ○ Industrial Injuries Disablement ○ Student Loan <ul style="list-style-type: none"> • Entitlement letters must be no older than 12 months from the date the document is provided and show the current address, or dated within 3 months if housing benefit
Inland Revenue Letter plus NI Card	<ul style="list-style-type: none"> • Dated within 3 months • Must show current address
Letter from Local Authority confirming entitlement to Housing Benefits	<ul style="list-style-type: none"> • Letter must be on local authority's headed paper • Dated within 3 months • If dated over 3 months old, additional confirmation will be required
Council or Housing Association or recognised Letting Agency Tenancy Agreement	<ul style="list-style-type: none"> • Must be current agreement
Home Office Residence Permit issued to EU Citizens	<ul style="list-style-type: none"> • Must be applicant's current address
Home Office Residence Permit issued to EU Nationals	<ul style="list-style-type: none"> • Must be applicant's current address
List B	
Document Type	Detail
UK Bank or Building Society Statement	<ul style="list-style-type: none"> • Statements dated within 3 months • Print outs of online statements are not acceptable
Credit Card Statement	<ul style="list-style-type: none"> • Statements dated within 3 months • Print outs of online statements are not acceptable • Cards (e.g. credit, store, loyalty) must be affiliated to Visa, Mastercard, American Express or Diners Club
Utility Bill	<ul style="list-style-type: none"> • Gas, Electricity, Cable TV or Land Line Telephone Suppliers • Not mobile phone • Dated within 3 months • Print outs of online statements are not acceptable
Household or Motor Insurance Certificate and Policy Schedule	<ul style="list-style-type: none"> • Dated within 12 months
TV Licence Renewal	<ul style="list-style-type: none"> • Dated within 12 months
NHS registration card/letter from GP	<ul style="list-style-type: none"> • Must be applicant's and child's current address