



Knebworth Primary and Nursery School NURSERY APPLICATION FORM 2019

PLEASE USE BLOCK CAPITALS		
Child's details:		
First Name		
Middle Name		
Family Name		
Date of Birth	/ /	Male / Female
NHS Number		Your relationship to the child: (e.g. mother/father/carer/ stepmother/father/ social worker)
Child's permanent address at time of application		
Address		
Special Educational Needs - Does your child have an Educational Health and Care Plan (EHCP)?		YES / NO
At risk - 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?		YES / NO
Children in Public Care - Is your child looked after, or was previously looked after and is now adopted, or with a child arrangements or special guardianship order?		YES / NO
Social/Medical Need Do you have a particular medical or social need to go to this school? (Please provide supporting evidence with this form from a professional working with your child)		YES / NO
Name of sibling, if any, at Knebworth Primary School <i>Please note: Siblings MUST be attending the same school at the same time e.g.: Mrs Jackson currently has Chloe in Year 6 and Daniel applying for Nursery, she would NOT be able to apply under the sibling rule as by the time Daniel starts Nursery, Chloe will have moved onto secondary school.</i>		

Early Years setting your child currently attends (if any)	
PLEASE COMPLETE EITHER BOX A (15 HOURS APPLICATION) <u>OR</u> BOX B (30 HOURS APPLICATION)	
<p><u>BOX A</u> – 15 HOURS ONLY</p> <p>Children allocated 15 hours will attend 5 mornings or afternoons per week (term time only) from 9:00 am – 12:00 noon</p> <p><input type="checkbox"/> (Tick if applicable)</p> <p>Please tick <u>preference</u> for AM or PM session, this cannot be guaranteed.</p> <p><input type="checkbox"/> AM Session: 09:00-12:00</p> <p><input type="checkbox"/> PM Session: 12:00-15:00</p>	

<p><u>BOX B</u> – 30 HOURS ONLY</p> <p>Children allocated 30 hours will attend 9:00 am – 3:00 pm <input type="checkbox"/> (Tick if applicable)</p> <p>IF ELIGIBLE, HMRC CODE MUST BE PROVIDED.</p> <p>Pupils <u>cannot</u> be admitted for 30 hours childcare without this code as proof of eligibility and until the code has been verified by the school). If you do not provide an HMRC code, or are not eligible but still require a 30 hour place, you agree to pay a charge of £5:00 per hour.</p> <p>If not allocated a 30 hour place, will you accept a 15 hour place: YES / NO</p> <p>I would like my child to stay the additional 15 hours at a cost of £75.00 per week YES / NO</p> <p>If entitled to 30 hours, but wish to split the provision with another setting or childminder, please add details of the other provider below:</p> <p>Provider:</p> <p>Contact Number:</p>

PLEASE COMPLETE DETAILS OF ALL ADULTS WHO HAVE PARENTAL RESPONSIBILITY FOR YOUR CHILD		
	Parent/Carer details 1	Parent/Carer details 2
Title		
Forename		
Surname		

DOB		
NI Number		
Address		
Email address (print clearly)		
Contact Numbers	Home: Mobile: Work:	

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information will be held securely and consent to its use for the purpose of processing this application.

I agree to Knebworth Primary and 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 to be 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.

If applying for a 30 hour session, I agree to provide the HMRC code. If I do not provide an HMCR code, but still wish for my child to attend for 30 hours, I agree to pay a charge of £5.50 per hour (£75.00 per week).

Signature of parent/carer	Date//
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FOR OFFICE USE ONLY	Date Received	
	Late Application	
	Distance	
	Type of Claim	

Thank you for completing this information. Please return completed application form between 1st January and 15th March 2019. Allocations will NOT be made until Friday 26th April 2019.

**BY HAND OR POST: Knebworth Primary and Nursery School
Swangleys Lane
Knebworth
Hertfordshire
SG3 6AA**

EMAIL: signed and scanned copy to: admin@knebworth.herts.sch.uk

Notes to parent

How the information on this form will be used:

By completing this form and signing the declaration you are agreeing for Knebworth 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.

Your Privacy

The information you provide on this form may be stored electronically and will be used for the purpose of processing your application. The information may be shared with Hertfordshire County Council, who may from time to time send you advice, guidance, and information relating to changes to early year provision and educational services relevant to your child, and who may share this information with the local children's centre who support the local authority by assisting families to access the service that children are entitled to.

A Privacy Notice is available on the school website.

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 criteria.