



Parkgate Infants & Nursery School
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Watford,
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Acting Headteacher Mr Gwyn Pritchard B(Ed) Hons, NPQH

Dear Parents/Carers,

As you are aware from September 2018 there will no longer be an online system of applying for your child's preferred Nursery place co-ordinated by Herts County Council. Instead parents/carers will need to apply directly to the school/s of their choice.

In partnership with local Nursery classes, Parkgate Infants and Nursery school will adhere to the following timetable when dealing with admissions.

The timeline for Watford schools nursery admissions is as followed:

Deadline to apply to your chosen school/s	Friday 23rd February 2018 – 9am
Offer letters sent by schools to parents/carers	Monday 5th March 2018 (2nd class post)
Deadline to accept place and return paperwork to chosen school	Friday 23rd March 2018 – 9am

Parkgate Infants and Nursery School take 30 children in our nursery each year. Our nursery runs mornings only from 9.00 a.m. to 12.00 a.m.

If more applications are received than places available the criteria below will be used:

- Special Educational Needs – Your child has a Statement of Special Educational Needs or an Educational Health and Care Plan. EVIDENCE = A statement of special educational needs/EHC Plan naming the school
- Children in Public Care – Your child is looked after, or was previously looked after and is now adopted, or has a Child Arrangement or Special Guardianship Order. EVIDENCE = A letter /documentation from the relevant social worker confirming current or previous “looked after” status or child protection issues, a Child Arrangement or Special Guardianship Order
- At risk – Your child, or a sibling of your child, is subject to an inter-agency child protection plan and been placed on the Child Protection Register. EVIDENCE = a child protection plan or on the child protection register
- Social or Medical Reasons – Your child has a particular medical or social need to go to this school that another school cannot provide. EVIDENCE = A letter/documentation from doctor/health visitor/consultant etc. confirming child's social or medical needs. It is for the school to decide whether the evidence submitted is sufficient.
- Sibling – Your child has a sibling at the school and they permanently live at the same address Monday to Friday. If a child lives at 2 addresses equally, use the address of the parent or carer who claims the Child Benefit or Child Tax Credit. This is considered the child's main address. The sibling must be in Reception through to Year 2 at Parkgate Infants and Nursery

School or Years 3 through to 5 at Parkgate Junior School.

If, after deciding applications requiring professional evidence and sibling applications, the school has more applications remaining than there are places available, places are allocated on the basis of distance.

If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children. If more children qualify under the sibling rule than spaces available, priority will be given to those who live nearest the nursery as measured in a straight line. Parkgate Infants and Nursery uses 'Free Map Tools UK' to measure distance. Where there is a tie break where two addresses measure the same distance from the school, the lower door number will be deemed the nearest. If there are two identical addresses of separate applicants, the tie break will be random.

Regards,

Mr Gwyn Pritchard

NURSERY APPLICATION FORM: PARKGATE INFANTS AND NURSERY SCHOOL

PLEASE USE BLOCK CAPITALS			
Child details			
First name:			
Middle name:			
Family name:			
Date of Birth:	/	/	Gender: M/F
NHS number:	_ _ _ / _ _ _ / _ _ _ _ _		
Your relationship to the child: (e.g. mother/father/carer/ stepmother/father/ social worker)			
Your child's permanent address (at time of application)			
Address:			
Special Educational Needs <i>Does your child have a Statement of Special Educational Needs or Educational Health and Care Plan (EHCP)? (Please provide evidence with this form)</i>			Yes/No
At risk <i>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? (Please provide evidence with this form)</i>			Yes/No
Children in Public Care <i>Is your child looked after, or was previously looked after and is now adopted, or with a child arrangements or special guardianship order? (Please provide evidence with this form)</i>			Yes/No
Social or medical reasons <i>Do you have a particular medical or social need to go to this school? (Please provide supporting evidence with this form)</i>			Yes/No
If you have a sibling at this school, enter their name and date of birth:			
Early years setting/s child attends or has attended (if applicable)			
If you have any other requirements please enter here:			

Please complete the details for both parents if living at the same address:			
		Parent/carer 1 details	Parent/carer 2 details
Title:			
Forename:			
Surname:			
DOB:			
National Insurance Number:			
National Asylum Support Service (NASS) Number (if applicable):			
Address:			
Email address:			
Telephone numbers			
Daytime:		Mobile:	
I confirm that the details above are correct to the best of my knowledge.			
Signature of parent/carer:			

Please list below the settings you have applied for in order of preference:

	Name and address of setting
1st choice	
2nd choice	
3rd choice	
4th choice	

Please note liaison may take place with other settings you have applied for.

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information will be held securely and will be used only for local authority purposes.

I agree to Parkgate Infants 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 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.

Signature of parent/guardian: Date:

Thank you for completing this information.

Please return to the school office by 23/03/2018 – 9am.

Any application received after this date will be classed as a late entry and will reduce your chance of getting a school of your choice.

Notes to parent

How the information on this form will be used:

By completing this form and signing the declaration you are agreeing for Parkgate Infants and Nursery 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.

Any personal data collected will be treated as confidential under the principles of the Data Protection Act 1998. We will not use the data for any other purpose, nor will we share your data with any third parties other than the Department for Education (for statutory reporting), Hertfordshire County Council departments who may from time to time send you advice, guidance and information relating to changes to early years provision and educational services that are relevant and/or of benefit to your child, and your local children's centre who support the local authority by assisting families to access the services that children are entitled to.

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.

OFFICE USE ONLY:	Date Received:	
	Distance:	