

Completing the Knowsley school nursery application form

This form can be completed by anyone who is seeking a place in a nursery class in a community or participating academy in Knowsley.

Please note the following before you complete the application form:

Section 1 Child's details

- The surname is that stated on the child's birth certificate. If your child is known by another surname you can give the chosen name but please also provide the legal surname (from the birth certificate).
- Check the date of birth you give is correct - if you do not state a date of birth that falls within the relevant age range your application may be disregarded. Schools will normally request proof of birth date, for example a birth certificate, to confirm the child is of the correct age to start nursery class.
- The address given must be where the child is registered as living, therefore, the address of a childminder or other relative etc should not be given. If a child lives between two addresses, e.g. if there is split care, the household in receipt of child benefit would normally be the address used for allocation purposes but the admission authority reserve the right to request other proofs as fit the individual circumstance.
- If you are expecting to move address after the closing date, you should apply using your current address - it is then your responsibility to notify the school if/when a move takes place (proof of change of address will normally be required).
- Following allocations, oversubscribed schools will request proof of address, for example a council tax or utility bill in the name of the applicant. The admission authority reserve the right to make investigations should a query be raised relating to address details provided by the applicant.
- If your child has a Statement of Special Education Needs (SEN) / Education Health Care Plan (EHCP), you will have been involved in assessment and reviews and have a link officer in the local authority Special Needs Team.
- Children in the care of the local authority are normally those as defined in section 22 of the Children's Act. They may live with a foster family, in a children's home or in their own home - Social Services will be involved. Check with your Social Worker if you are not sure. Also, as defined in the School Admissions Code - '*children who were looked after and ceased to be so because they immediately became adopted or subject to residence orders or special guardianship orders*'. It is the responsibility of parents/carers who wish to have their child considered as a current or previous child looked after by the local authority to provide evidence of this to the school at the point of application.
- For children whose parents/carers are service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area please provide a copy of an official letter showing the relocation date and unit postal address or quartering address.

Section 2 Parent/carer details

- The person making the application should have parental responsibility for the child.
- Please provide a daytime contact telephone number as this will assist the school if they need to contact you regarding your application for any reason and prevent delays in processing.

Section 3 School preference

- You will need to complete a separate application for each school you wish to make an application to.
- If you have a child currently attending the school named, please give their details (*see admission policy for how siblings are considered*).
- You may state reasons why you want your child to attend the school named as preference. If you are attaching additional documents, please ensure your child's name and date of birth is clearly stated on each sheet and secured to your application form.

Section 4 Parent/carer declaration

- Please read the declaration and ensure you sign and date your application form before returning it to your school of preference.

**In case of query, please contact the individual school or:
Knowsley School Admissions, Education Improvement Team
PO Box 21, Archway Road, Huyton, Knowsley L36 9YU
Tel: (0151) 443 3372 / 5143 / 5142
Email: schooladmissions@knowsley.gov.uk**

Your Information

Knowsley Council will use the information provided on your school admission application and any other supporting information you provide for the following purposes.

- To ensure the efficient co-ordination and fair allocation of school places
- To ensure your child has access to school associated entitlements
- To ensure information is accurate
- To prevent or detect crime
- To protect public funds
- To meet our key aims and legal duties

We use the information to complete our duties under the Department for Education's 'School Admissions Code' (2014) and 'School Admissions Appeal Code' (2012).

There may be a requirement to share information with schools, other council service areas, local health trusts, other local authorities and central government. This will only be when necessary and where the law allows it to support the applications process.

For more information about how we use and store your personal data, please visit www.knowsley.gov.uk where you can access the full privacy notice for the School Admission Service.

Alternatively, contact schooladmissions@knowsley.gov.uk or telephone (0151) 443 3373 to request a copy of the document.

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|----------------------------------|------|--|--|--|
| Term Autumn / Spring / Summer | Year | | | |
|----------------------------------|------|--|--|--|

Admission to Nursery Class in Knowsley Schools

Please read the accompanying information before completing this form. Please write clearly in black ink.

Section 1 - Child's details

First name(s) _____ Middle name(s) _____ Surname _____

Legal Surname (if different from above) _____ Date of birth ____ / ____ / ____ Male Female (please tick)

Child's home address _____

 _____ Post code _____

Does the child have a final EHCP plan? Yes No (please tick)

Is the child looked after (in the care of a Local Authority)? Yes No (please tick)

If **yes**, which Local Authority? _____

Name of social worker _____ Contact number _____

Was the child previously looked after (or in state care outside of England)? Yes No (please tick)

If **yes**, you will need to provide evidence to support this.
 Evidence enclosed is a copy of:

Adoption Order Residence Order Special Guardianship Order

Do you want this application to be considered under the exceptional medical/welfare criteria? (If the admission policy of the school allows for this) Yes No (please tick)

If yes - Please supply relevant professional evidence with your application - the evidence must be directly relevant to admission to the school concerned.

Is the parent/carer a member of UK service personnel or a crown servant returning/moving to the above address to take up a posting? Yes No (please tick)

If yes - Please provide a copy of an official letter showing relocation date and unit postal address or quartering area address.

Section 2 - Parent/Carer's details

Mr/Miss/Mrs/Ms First name(s) _____ Surname _____

Address (if different from above) _____

Tel no. _____ Post code _____

Relationship to child _____ (e.g. mother/foster carer)

Email contact address _____

Section 3 - School nursery class preference

I am seeking a place in the nursery class of the following Knowsley school:

Please give details of any older brother/sister already attending this school/nursery class and who live at the same home address:

| Name | Date of Birth |
|-------|---------------|
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| <hr/> | <hr/> |

Further details:
If you wish to provide reasons for applying you can do so. You can attach additional pages to this form if required.

Section 4 - Parent/carer declaration

I have parental responsibility for the child named. I have read the information in the Knowsley School Nursery Admissions leaflet (including the privacy notice). I confirm that all the information I have given is accurate and I will inform the school immediately of any change of circumstances affecting my application (e.g. change of address). I am aware that any school place offered on the basis of false information may be withdrawn.

Signed _____ Date _____

Print name _____

Please Note: Attending the nursery class does not guarantee a place in the reception class of that school. You need to apply for a reception class place at the appropriate time and check the admission policy for the relevant year - policies can change from year to year.

Closing dates for applications to community and controlled schools (and participating academies):

| Date of admission to nursery | Closing Date |
|------------------------------------|---|
| Autumn term (September - December) | 10 March (preceeding entry) |
| Spring term (January - March) | Last Friday before Autumn half term (October preceeding entry) |
| Summer term (April - July) | Last Friday before Spring half term (February preceeding entry) |

NB - If there are fewer applicants than places, all will normally be admitted. If there are more applicants than places, the relevant admission policy will be applied.

This form should be returned directly to the school named as preference

School use only

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|--|--|---|----|----|----|----|
| Date received by school: (school stamp) | <div style="border: 1px solid black; width: 200px; height: 80px;"></div> | Address checked and confirmed <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| | | Date of birth checked and confirmed <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| | | Intake Consideration <table border="1"><tr><td>A</td><td>Sp</td><td>Su</td><td>20</td></tr></table> | A | Sp | Su | 20 |
| A | Sp | Su | 20 | | | |