



NURSERY APPLICATION FORM – FOR JANUARY 2022 CLOSING DATE FRIDAY 22ND OCTOBER 2021

For children who are 3 years-old on or before 31st December 2021

Archbishop Runcie CE First School offers 15 free hours of childcare per week (which is offered as 2½ days) and 30 hours childcare which is offered as 5 days per week, during term time. Sight of birth certificate and proof of address will be required upon Application. **You will need to provide sight of original documents to the school; your application and offer of a place is dependent on this.**

Option 1 or Option 2 - 15 hours per week

In applying for and accepting a nursery place at Archbishop Runcie CE First School for 15 hours you are entering an agreement to use your initial 15 free hours with Archbishop Runcie CE for the entire academic year of 2021-22.

Option 3 - 30 hours per week

For those parents who are eligible for the 30 hours code: In applying for and accepting a nursery place at Archbishop Runcie CE First School for 30 hours, you are entering an agreement to use your initial 15 free hours and the additional 15 funded hours with Archbishop Runcie CE First School for the entire academic year of 2021-22. You also agree to confirm your 30 hours code by the deadline requested by Newcastle City Council or this will affect your child's additional free 15 hour place and you will be charged the cost of the remaining 15 hour nursery place.

NB: It is your responsibility to reconfirm your 30 hour code every 3 months on the Government portal.

For those parents who are not eligible for the 30 hours code: For those who wish to purchase the additional 15 hours the cost will be £15 per half day session.

Option 1 – 15 hours

Monday: 8.40am – 3.10pm
Tuesday: 8.40am – 3.10pm
Wednesday: 8.40am – 11.30am

Option 2 – 15 hours

Wednesday: 12.30pm – 3.10pm
Thursday: 8.40am – 3.10pm
Friday: 8.40am – 3.10pm

Option 3 – 30 hours

Full time nursery place
Monday to Friday: 8.40am – 3.10pm

Child's Surname:	Child's First Name:
Child's Date of Birth:	Gender:
Child's Address: Post Code:	
Telephone Number:	Email Address
Parent/carer's name: Mr/Mrs/Miss/Ms/Other	

I enclose a copy of my child's birth certificate and proof of address: ☐

My child has attended previous settings or is currently in a setting eg, childminder, nursery, playgroup: ☐

My child has never attended a childcare setting without an adult: ☐

Criteria 1- Looked After Children

Is your child in public care, i.e. looked after by a Local Authority? **YES / NO**

If yes, which Local Authority looks after your child?
Please give the name of the social worker involved

Criteria 2- Special Education Need/Medical Conditions

Does your child have a statement of special educational needs? **YES / NO**

If your child suffers from a medical condition which you believe should be taken into account, please tick the box.

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Criteria 3- Siblings

Does your child have a sibling who currently attends Archbishop Runcie CE First School? **YES / NO**

Does your child have a sibling who will attend Archbishop Runcie CE First School in January 2022? **YES / NO**

If yes please give details below.

Name of Sibling	Date of Birth

Criteria 4 - Children of parents / carers who have provided a letter from their Vicar confirming that they worship regularly (at least once a month) at Gosforth, All Saints or Gosforth or St Nicholas Parish Churches.

Do you have a letter from your Vicar confirming that you worship regularly (at least once a month) at Gosforth, All Saints or Gosforth or St Nicholas Parish Churches? **YES / NO**

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Nursery Preferences

Please indicate your preference for a particular session by ticking the relevant box below.

It may not always possible to accommodate your choice. (Children must attend all sessions in the chosen option).

Option 1 <input type="checkbox"/>	Option 2 <input type="checkbox"/>	Option 3 <input type="checkbox"/>
Monday: 8.40am – 3.10pm Tuesday: 8.40am – 3.10pm Wednesday: 8.40am – 11.30am	Wednesday: 12.30pm – 3.10pm Thursday: 8.40am – 3.10pm Friday: 8.40am – 3.10pm	Full time nursery place Monday to Friday: 8.40am – 3.10pm

Have you submitted an application to any other Nurseries? **YES / NO**
If yes please give names and where the nursery stands in your order of preference

School Name	Preference Position

Please note that nursery admission does not automatically guarantee a place in our Reception Year.

It should be noted that an offer of a place may be withdrawn if information supplied by you on your application is intentionally misleading or fraudulent. **I have read the above and undertake to inform the school of any change of circumstances before 22nd October 2022.**

- If applying under criterion 2, you *must* provide appropriate evidence, e.g. a letter from a doctor or social worker. The governors must be satisfied that there is a specified social or medical reason which makes attendance at this school essential.
- If applying under criterion 4 you *must* provide a letter of support from your Vicar or presiding minister.

Timetable of Nursery Process

22nd October 2021	Closing date for Nursery Applications to arrive in School by noon.
8 th November 2021	Offer letter for nursery place posted to parents.
12 th November 2021	Deadline for parents to accept nursery offer.

30 Hours Per Week Funded Early Education

To determine if your child is eligible for 30 hours per week funded early education place please visit Newcastle City Council website <https://www.newcastle.gov.uk/schools-and-learning/childcare/30-hours-free-childcare-working-parents-0> for information.

Your data

This data will only be used in relation to your nursery application; we will not share this information with other organisations, and will only hold this information **until 8th April 2022**, unless you choose to be added to our waiting list. You can opt out of communication by contacting admin@archbishop.newcastle.sch.uk

Signed: _____

Name: _____

Date: _____

FOR OFFICE USE ONLY

Birth Certificate Seen	Evidence of child's home address seen	If applying under criterion 2, you <i>must</i> provide appropriate evidence, e.g. a letter from a doctor or social worker.	If applying under criterion 4 you <i>must</i> provide a letter of support from your Vicar or presiding minister.	INITIALS