


# NURSERY APPLICATION FORM 2026-27

| | Deadline for application |
|---|---|
| **Summer 2027 Intake**<br>(start date: April 2027)<br>*for children who are 3 years-old on or before **31st March 2027*** | 26th February 2027 |

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 - 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 which you have applied. 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: To apply for early years pupil premium, parents/carers will need to contact Newcastle City Council who will determine your eligibility.

https://www.newcastle.gov.uk/services/schools-learning-and-childcare/help-school-and-learning-costs/apply-free-school-meals

For those who are entitled to Early Years Pupil Premium (EYPP), the school could get up to £570 per year to help with your child's nursery costs. This will be paid direct to the school.

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. **Single sessions cannot be purchased.**

**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 which you have applied. We will ask whether you would prefer a 15 hour place on Monday, Tuesday & Wednesday morning or Wednesday afternoon, Thursday and Friday, however, in order for us to offer places to as many children as possible, we may not be able to offer your preferred days.

When places are offered, priority will be given based on distance and offers will be made in order of ranking to balance pupil numbers across the week. If parents/carers are not allocated their preference, they can accept or decline the place and, either way, can reapply at the next admissions point.

*Please note, there is an option for families to 'top up' Nursery hours (from 15 hours per week to 30 hours per week). In this instance, parents/carers would be asked to pay for the additional 15 hours. For children who are in receipt of Early Years Pupil Premium (EYPP) funding, the school will fund the additional 15 hours attended.*

**Option 1 – 30 hours**
Full time nursery place
Monday to Friday: 8.40am – 3.10pm

**Option 2 – 15 hours**

| | | | |
|---|---|---|---|
| Monday: | 8.40am – 3.10pm | Wednesday: | 12.30pm – 3.10pm |
| Tuesday: | 8.40am – 3.10pm | Thursday: | 8.40am – 3.10pm |
| Wednesday: | 8.40am – 11.30am | Friday: | 8.40am – 3.10pm |

**It is not possible to exchange sessions within a week.**

| | |
|---|---|
| **Child's Surname:** | **Child's First Name:** |
| **Child's Date of Birth:** | **Gender:** |
| **Child's Address:**<br><br>**Post Code:** | |
| **Telephone Number:** | **Email Address** |
| **Parent/carer's name:**<br><br>**Mr/Mrs/Miss/Ms/Other** | |
| **I enclose a copy of my child's birth certificate and proof of address:** ☐<br><br>**My child has attended previous settings or is currently in a setting eg, childminder, nursery, playgroup:** ☐<br><br>**My child has never attended a childcare setting without an adult:** ☐<br><br>**Agencies involved with my child** e.g. NHS Speech & Lang, Early Help, Children's Social Care**:** | |

**Criteria 1- Looked After Children**
Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. This includes children previously in state care outside of England who have ceased to be in that state care as a result of being adopted.

Is your child in public care, i.e. looked after by a Local Authority? **YES / NO**
Has your child previously been 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- 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 the year in which your child may attend? **YES / NO**

If yes please give details below.

| Name of Sibling | Date of Birth & current Year group |
|---|---|
| | |

**Criteria 3 - Children with a normal home address closest to the school** as measured in a straight-line distance from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing co ordinates. Parents and carers should note that the allocation of Reception places does not take into account attendance at any specific nursery class or school. Children in the nursery class of the school will not be given priority nor are they guaranteed a Reception place in the main school. Parents and carers of children in the nursery class must submit an application for Reception.

**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. If a valid Eligibility Code and National Insurance number is not provided, parents will be invoiced for additional sessions.

| | |
|---|---|
| **30 hour code** | |
| **Parents National Insurance number** | |

**Early Years Pupil Premium**
Early Years Pupil Premium (EYPP) in Newcastle is extra funding for eligible early years providers to support disadvantaged children aged 9 months to 4 years. Families can be eligible if they receive specific benefits, and providers can receive up to £570 per child annually to improve educational experiences, as explained on the GOV.UK website. To claim, parents must provide their details to the local authority, Newcastle City Council. You may also be contacted by the council if you are identified as being eligible through an auto-enrolment process.

**Nursery Session Preferences**
Please indicate your preference for a particular session by ticking the relevant box below.

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

| **Option 1** ☐ | **Option 2** ☐ |
|---|---|
| Full time nursery place<br>Monday to Friday: 8.40am – 3.10pm<br><br>☐ I have a 30 hour code (please provide this to school)<br><br>☐ My child is in reciept of EYPP funding and I would like to take up the additional 15 hours per week, paid for by school.<br><br>☐ My child is entitled to 15 hours per week but I would like to purchase an additional 15 hours. (£15.00/session - £75.00 per week.) | (15 hours)<br>Monday: 8.40am – 3.10pm<br>Tuesday: 8.40am – 3.10pm ☐<br>Wednesday: 8.40am – 11.30am<br><br>or<br><br>Wednesday: 12.30pm – 3.10pm ☐<br>Thursday: 8.40am – 3.10pm<br>Friday: 8.40am – 3.10pm<br><br>Please note, whilst you may give a preference, we may not be able to offer you your preferred days as places will be allocated to achieve even distribution across the week at each termly admissions window. |

☐ By making this application, I acknowledge the allocation criteria as set out above.

**Nursery/School Preferences**
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 the application deadline.**

**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 the end of the academic term in which you applied, 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: _____

(Move to front of application prior to Governors Admissions Committee Meeting) **Ranked place:**

**FOR OFFICE USE PRIOR TO ADMISSIONS CTTEE MEETING**

| | |
|---|---|
| Application received: | **Intake** Sept / Jan / April |
| Child must be 3 before the following date: | Child's DOB: |
| | |

**Applying under**

| | | | |
|---|---|---|---|
| Criteria 1 | | | |
| Criteria 2 | | | |
| Criteria 3 | | Straight line distance from school using The Local Land and Property Gazetteer (LLPG) and National Land and Property Gazetteer (NLPG) in the UK store spatial locations using British National Grid (BNG) Easting and Northing coordinates (EPSG:27700) to NE31XD | Home postcode:<br><br>km from school |

**Attendance preference**

| | |
|---|---|
| 30 hours | |
| 15 hours | |

| | Verified by (staff member) | Date |
|---|---|---|
| **For all criterion:** Birth certificate seen and copy attached | | |
| **For all criterion:** Evidence of child's home address seen and copy attached | | |
| **For criterion 1 only:** evidence of adoption, child arrangement order or special guardianship order and copy attached | | |
| **For criterion 2 only:** sibling verified as currently attending ARFS | | |

**FOR GOVERNOR DECISION** Admissions Cttee meeting date:

**Attendance offer to be made:**

| | |
|---|---|
| 30 hours | |
| 15 hours MTW | |
| 15 hours WTF | |
| No offer made | |

**Reason:**

| | |
|---|---|
| Able to offer preferred place based on ranked admissions applications whilst maintaining balanced cohort numbers | |
| Unable to offer preferred place based on ranked admissions applications whilst maintaining balanced cohort numbers so alternative place was offered | |
| No places available at time of application | |

Signed (on behalf of governing body):

**FOR OFFICE USE AFTER ADMISSIONS CTTEE MEETING**

| | Date | By whom |
|---|---|---|
| Offer made on (via email) | | |
| Place accepted via: | | |
| Place declined via: | | |