



# Wolborough C of E Nursery and Primary School



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## Nursery Admissions Policy

January 2024 – August 2025

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As an academy school, the Trust is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications. These schools set their own oversubscription criteria.

## 1. The Ethos of Wolborough School

Our Ethos - we ask parents to respect our ethos and its importance to the school community. This does not affect the right of all parents to apply and be considered for a place here.

As a Multi Academy Trust we want to be nationally recognised for putting our pupils first by:

- Delivering educational excellence underpinned by strong moral values
- Each learner exceeding their aspirations in a quality learning environment
- Highly motivated, research-led, passionate teaching
- Schools being at the heart of and an integral part of their community
- Being a partner of choice

Our mission is to deliver the best for our children, families and communities through

- Innovative approaches to learning
- The development of partnership and collaborative working to create a cutting-edge approach
- An uncompromising approach to health, safety, nurturing and inclusion

We will achieve this by investment in:

- High quality provision for staff and their pathways to success
- School environments that provide stimulating learning spaces
- Strong business planning to maximise the Trust's geographical range and collective expertise

Every Academy within our Trust has considered exactly what they offer their pupils and this has been summarised as:

### Small Schools, Big Opportunities

- Unforgettable experiences- setting the foundations for life
  - No ceiling, the highest possible achievement for all
  - Individuality valued, collaboration not competition
  - People matter, every interaction, every moment

The Church Schools within the Link Academy Trust aim to provide an education with four key elements which are at the heart of all that we are, enriched by our Christian traditions; Wisdom, Hope, Community and Dignity.

Our learners will be given opportunities to become independent, collaborative, creative learners who have the confidence to seek wisdom and nurture a love of learning. Our small schools provide big opportunities to broaden learners' horizons and prepare them for the fullness of life, through hope, aspiration and our core Christian values.

We focus on relationships and learning to live well in a wider community that can flourish together. Central to children's learning is respecting the worth, dignity and preciousness of each person in a safe and inclusive environment within the sight and love of God.

## 2. Early Years Funding

2.1. Parents can check to find out what funding they are entitled to receive through the governments [Childcare Choices website](#).

2.2. We expect to admit children that will be using their Early Years Funding as well as children whose parents are buying additional hours and those that are both funded and buying hours.

- 2.3. There may be some children who are only attending for bought hours and some that only attend for funded hours.
- 2.4. The maximum amount of funded time that can be taken in a day is six hours; parents cannot use more than two sites for funded early years places in one day.

### 3. Admissions to the Nursery

Wolborough C of E school admits:

- Eligible three-year olds that meet the criteria for two-year-old funding.
- Early Years funded three- and four-year-olds from the start of the funding period following their third birthday.
- Non-funded three- and four-year-olds from the start of funding period following their third birthday.

### 4. Points of Admission to nursery

- 4.1. Generally, children will start at nursery at the beginning of a term. Eligibility for all three-years-olds to receive the Early Years Funding is at the start of the funding period following their third birthday.
- 4.2. This funding will be paid up until the time when the child reaches compulsory school age, if the parent chooses to defer or delay entry into school.
- 4.3. As we are able to access three year olds that meet the criteria for two year old funding, we are able to admit children from the date of their third birthday.
- 4.4. There is a legal requirement that all children begin **full time education** by the beginning of the term following their **fifth** birthday. All places offered in reception are for **full-time admission** in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time.

### 5. Patterns of attendance available

- 5.1. Our school makes an **offer** for the **universal** 570-hour (15 hours) funding entitlement and the 1140 hour extended entitlement (30 hours) funding of:

5.1.1. Morning sessions of 8.45am to 11.45 am and

5.1.2. Afternoon sessions of 12.00pm to 3.00pm and

5.1.3. All day sessions of 8.45am to 3.00pm during term time only.

- 5.2. The school has signed the Provider Agreement and is compliant with the requirements for funded hours.

### 6. Extended Hours

- 6.1. Families with three- and four-year-olds that have an 11-digit code because they are working and eligible for the 30-hour **extended entitlement** can have up to 1140 hours **stretched across a year** or 30 hours a week over 38 weeks of the year. NB: some families may choose to attend more than one provider and want to stretch the entitlement across the year in one provision and take some funded sessions during term time in another.

- 6.2.** Families that need a longer day can access our Wraparound Care on a paid basis. These sessions are:
- Morning - 7.30 to 8.45 am Monday to Friday term time only
- After School - 3.00 – 4.00 pm or 3.00 – 6.00 pm
- 6.3.** The provision before and after school will differ from the core early years provision between 9.00am and 3.00pm, as there will be older children attending and the adults will be different.
- 6.4.** Before and after school childcare is available for all children (aged 3-11). The school manages this service.
- 6.5.** If parents want to buy additional hours on top of the 15 funded hours, as they are not entitled to 30 hour funding, they can do this during our opening times. We sell 3-hour long sessions. A 3 hour session is charged at £10.
- 6.6.** The table below sets out the session times that you can choose. When applying for a place please use the Application form at appendix one and tell us what sessions you need.  
**We only consider requests for sessions AFTER the oversubscription criteria have been applied.**

Session choices	Hours	Bought or Funded
8.45am – 11.45 am	3	As part of the Early Years Education Funding or bought.
12.00pm – 3.00pm	3	As part of the Early Years Education Funding or bought.
8.45am – 3.00pm	6	As part of the Early Years Education Funding or bought.

- 6.7.** These are the sessions that you can choose. We claim funding on this basis. If you decide to collect your child early or drop them off later, you must tell us. By doing this you will either lose out on some of your funded entitlement hours or be paying for time that you have chosen not to take.

## 7. Charging

- 7.1.** There is no charge for applying for a place, for admission or for the provision of the funded entitlements. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities are compulsory.
- 7.2.** The school must comply with Devon County Councils [Provider Agreement](#).
- 7.3.** Details about buying additional sessions/hours in the nursery are set out in the Trust's **Charging and Remissions Policy** which is available on the school website.

- 7.4. We are unable to refund fees for sessions not taken due to illness, absence, holidays or where the Nursery is forced to close due to circumstances beyond our control.
- 7.5. If a child's place is no longer required at the Nursery, (apart from at normal expected entry into primary/secondary school) then we ask that a minimum of four weeks' notice is given otherwise regular booked sessions will need to be paid for. This includes funded sessions. If you move to another provider without giving 4 weeks' notice, you will forfeit 4 weeks of entitlement funding and you will need to pay for your child to attend another provider as Wolborough Nursery School will claim the 4 weeks funding in lieu of 4 weeks' notice.

## 8. Help with the cost of childcare

- 8.1. Our school accepts childcare vouchers.
- 8.2. Our school is [registered](#) for [tax free childcare](#).
- 8.3. Find the right offer for you on [Childcare Choices](#).

## 9. School Lunches

- 9.1. [Free school meals](#) (FSM) must be provided for children (whose parents meet the [eligibility criteria](#)) **and** if their child attends **both** before and after the lunch time period. This generally means an all-day session. A free school meal will be provided whether the child is attending for funded or bought time and regardless of their age. Parents must check eligibility through the [Citizens Portal](#).
- 9.2. Children who do not meet the eligibility criteria for free school meals in our nursery are offered the opportunity to either buy a school lunch or bring a packed lunch.

## 10. Visiting

- 10.1. We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our nursery. If you would like to visit Wolborough C of E Primary Nursery, you should contact the school to make an appointment. Our Administrator is contactable on 01626 202050.
- 10.2. We offer Stay and Play sessions before your child starts. Please discuss these with our Early Years Teacher, when looking around school.
- 10.3. Most children will start at the nursery at the start of the term. Other children join us at other times. This may be because they are new to the area or would like to transfer from another early year's provider. However, if we have places available and an application is submitted, we will offer a place.
- 10.4. To apply for a place here you must use the Application form at appendix one.
- 10.5. Places are not allocated to a child automatically, even where:
- there is an older sibling attending the school.
  - a child attends a particular toddler group or Children's Centre attached to the school.

- a parent has expressed an interest at any time in the school; or
- the child has always lived close to the school.

**10.6.** No places will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission. We will publicise the need to apply on our website but the responsibility for making an application will be with you as the parent.

## 11. How to apply for a nursery place

**11.1. Parents must complete the Application form at appendix one and return them to the school.**

**11.2.** The closing dates for applications for the nursery intake are 1 April, 1 July and 1 January. You can apply after these dates, but your application may not be considered until after all the applications that were on time. If you couldn't apply before because, for instance, you moved to this area, you should make sure that you inform the school. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.

## 12. Information provided in an application

**12.1.** We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly, we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend nursery, and this disadvantages another child.

**12.2. Before making an application** parents need to have checked their eligibility for the extended entitlement funding (15 and 30 hours) [here](#); evidence of eligibility will be checked before an offer of a place is made.

**12.3.** Parents with three- and four-year-olds should check to see if they are eligible for Early Years Pupil Premium funding before making an application by completing this form [Early Years Pupil Premium Application Form](#).

**12.4.** If you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.

**12.5.** You will be asked to provide **date of birth evidence** so we can check your child's age.

## 13. What happens next

**13.1.** If there are fewer applications than places, then no application will be refused. Only if there are more applications than there are places available will the trustees prioritise applications according to the oversubscription criteria.

**13.2.** The applications will be listed in order of priority. We do not consider the sessions requested when prioritising the applications.

**13.3.** We will endeavour to give the hours requested on the Parent Application Form. It is inevitable, however, that some parents who have been prioritised will not get the

hours they have requested. In these instances, we will offer times (days/hours/weeks) that fall closest to the hours requested.

- 13.4.** By 1 May, 1 October, and 1 February we will contact successful parents to welcome them to the nursery and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another provider.

## 14. Overview of the Admissions Process

<b>Visit the nursery in:</b>	Spring term	Summer term	Autumn term
<b>Apply by:</b>	1 May	1 September	1 January
<b>Admissions panel meet in:</b>	May	September	January
<b>Receive a letter about your application before:</b>	May half term	October half term	February half term
<b>Reply to the letter</b>	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school
<b>Start at Nursery</b> (or at the start of term closest to that month)	September Autumn Term	January Spring term	April Summer term

## 15. Published Nursery Admissions Number (PNAN)

- 15.1.** This is the number of places we intend to make available for our normal nursery intake. Once we set this number, we will not refuse admission for applications below the PNAN. If there is unexpectedly high demand and we believe we could admit more children, we inform Devon County Council's Early Years and Childcare Team and either some children will be admitted above the PNAN or we will increase the PNAN. The number of children that can be admitted will depend on their age, the amount of floor space we have and whether additional staff will be required.
- 15.2.** The Admissions Committee also factor in the local demand for places. If there is a change to the PNAN part way through the year this will be published.
- 15.3.** If there is an increase in the demand for places the Admissions Committee may decide to increase the PNAN to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.
- 15.4.** The table below sets out our Published Nursery Admissions Number (PNAN)

**The maximum number of 3 and 4-year-old children that will be admitted at any one time is:**

26

- 15.5. Where the number of applications exceeds the number of places available the Admissions Committee will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

## **NURSERY ADMISSIONS OVERSUBSCRIPTION CRITERIA**

**January 1, 2024 – August 31, 2025**

**To be used only when the number of applications exceeds the number of sessions available in the nursery.**

### **OVERSUBSCRIPTION CRITERIA FOR THREE- AND FOUR-YEAR OLDS**

A child with an Education, Health, and Care Plan (EHCP) naming the school or nursery will be admitted<sup>[12]</sup>.

1. Looked after Children<sup>[13]</sup> and children who were previously Looked After but immediately after being Looked After became subject to an adoption order, a child arrangements order (CAO), or a special guardianship order (SGO)<sup>[14]</sup> including those who were in state care outside of England and ceased to be in state care because they were adopted.
2. Priority will next be given to children or parents with an exceptional medical or social need<sup>[15]</sup> to attend this nursery.
3. Priority will next be given to children who live in the **designated area** and are eligible for **two-year-old funding<sup>[16]</sup> (and Early Years Pupil Premium and/or Disability Access Funding** from April 2024).
4. Priority will next be given to other children who live in the school's **designated area** who are eligible for **Early Years Pupil Premium and/or Disability Access Funding**.
5. Priority will next be given to children who live within the school's **designated area** and whose parents are working and **eligible for the extended entitlement** of 15 hours from April 2024 or 30 hours from September 2025.
6. Priority will next be given to children who live in the school's **designated area** who have a **sibling** at the school or nursery.
7. Priority will next be given to all other children who live in the school's **designated area**.
8. Priority will next be given to children who live **outside** of the school's designated area with a **sibling** at the school.
9. Priority will next be given to children who live **outside** the school's designated area who are three years old and **eligible for two-year-old funding and Early Years Pupil Premium and/or Disability Access Funding** (from April 2024).
10. Priority will next be given to the children of **members of staff** who have been employed at this school for at least two years or who were recruited within the last two years to fill a vacancy for which there is a skills shortage.
11. **Other children.**

<sup>[13]</sup> These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children act 1989 section 22 (1)) by a Local Authority.

<sup>[14]</sup> These children meet the eligibility criteria for two-year-old funding and for Early Years Pupil Premium

<sup>[15]</sup> Evidence from a medical specialist or social worker must be provided.

<sup>[16]</sup> Parents must be encouraged to check their eligibility through the [Citizens Portal](#) before making an application.



## 16. Waiting lists

- 16.1. Following the allocation of nursery places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child or by whether the sessions are funded or bought. It is possible that a child's name could go down on a list as well as up.
- 16.2. If a place is only available for a short period of time, i.e., half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to attend the nursery for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.
- 16.3. Parents with children that are not due to start within the next two terms, will be asked to complete a **Note of Interest for a Nursery Place** at Appendix two and told when they should apply.

## 17. Increasing the hours attended

- 17.1. If there are parents of children that already attend the nursery who want to either take up additional funded hours and/or buy extra hours a list of those parents will be made, and the oversubscription criteria will be applied to determine who should be given priority for the available session/s.
- 17.2. The Admissions Committee should work their way down this prioritised list until everyone has been offered the sessions available.
- 17.3. If there are unfilled sessions remaining after those in attendance have been given the sessions those sessions will be made offered to children on the prioritised waiting list.

## 18. Admissions appeals

If a nursery place is refused, parents can go through the Trust's complaints process which is available via the Complaints policy on our website to express their concerns. The Admissions Committee will review the decision and decide whether the refusal was justified on the grounds that the nursery is full. Even if it is agreed that the nursery was full, it will also consider the impact on the child and family and may still award a place at the nursery if there is both the physical space and sufficient staff available.

## 19. Transport

No transport is available for nursery children.

## 20. Uniform

Children attending Wolborough Nursery are not expected to wear a uniform but they have option to do so. If wanting to wear a uniform we recommend a white polo shirt, red jumper and dark easy wear trousers/skirts.

## 21. Claiming the Early Years Funding

- 21.1. The Early Years Funding can be taken at more than one provider; parents cannot use providers on more than two sites in one day. The provider claims the funding on your behalf based on the sessions that have been booked.
- 21.2. It is important that both the school and parent can see what time is funded and what time is being bought.
- 21.3. Parents must not claim more than the 570 or 1140-hour entitlement, checks are carried out to ensure that over claims are not made.

## 22. Changes to attendance

- 22.1. Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both a) and b) below to determine within each group which children should be given priority for the unfilled places.
  - a) Parents whose children already attend the nursery to **increase or change the times their child attends.**
  - b) **New applications** from parents whose children do not yet attend the nursery and are on the prioritised waiting List.
- 22.2. It is expected that parents will ensure that their child attends at the times agreed so that children can establish a good routine and be ready to start school.

## 23. Induction and transition arrangements

At Wolborough we recognise that parent and teacher relationships are key to the children's development. Prior to starting we encourage families to visit Wolborough FSU with their children, allowing them the time to ask questions, join in with Stay and Play sessions and explore our setting. In addition to this, the Early years Lead will meet with parents/carers along with the child. This will be an informal opportunity to chat with you about your child and pass on information and answer any questions which you may have. You will be given some admission forms to complete and we will be able to offer any help you may require. You will also be given the opportunity to arrange some transition sessions before the end of term for your child to become familiar with the setting.

Every child is individual and in discussion with the Early Years Leader about the child's personal needs, we allow children to take up their full allocation of hours. During the first few sessions we invite parents in to settle their children at the beginning of the session if this is in the child's best interest. On a daily basis the Early Years staff are available at the beginning and end of each session to discuss the children's day and answer any questions.

24. **Contacts and further information**

<b>Executive Academy Head</b>	<b>Tracy Hoare</b>
<b>Deputy Head</b>	<b>Simon Brown</b>
<b>E-mail:</b>	<a href="mailto:adminwolborough@thelink.academy">adminwolborough@thelink.academy</a>
<b>Telephone:</b>	01626 202050
<b>Website:</b>	<a href="https://www.wolborough-primary.co.uk/">https://www.wolborough-primary.co.uk/</a>
<b>Social media:</b>	<a href="https://www.facebook.com/wolboroughcofe">https://www.facebook.com/wolboroughcofe</a>

## Appendix One

This application form can be downloaded from our school website or contact the school office if you require a hard copy. If you cannot attach evidence to this application, you can bring it to the school office to be checked instead.

# Wolborough Early Years Unit Registration Form

## CONFIDENTIAL

- We take children from the term in which they turn three;
- Children who qualify, can also claim 30hours funding the term after they turn three, please refer to the (DFE) Department for Education for guidelines

### Child's details

Child's first name(s)		Surname	
Name known as			
Child's full address			
Gender		Date of birth	Birth certificate seen Yes/No ( <i>delete</i> )
<b>Family details</b>			
Name of parent(s)/carer(s) with whom the child lives:			
<b>Contact details 1 (including emergency information):</b>			
Parent/carers full name			
Relationship to child			
Daytime/work telephone		Mobile	

Home telephone		Email	
Home address			
Work address			
Does this parent have parental responsibility for the child? Yes/No ( <i>delete</i> )			
Does this parent have legal access to the child? Yes/No ( <i>delete</i> )			
<b>Contact details 2 (including emergency information):</b>			
Parent/carer full name			
Relationship to child			
Daytime/work telephone		Mobile	
Home telephone		Email	
Home address			
Work address			
Does this parent have parental responsibility for the child? Yes/No ( <i>delete</i> )			
Does this parent have legal access to the child? Yes/No			
<b>Contact details 3 (including emergency information):</b>			
Parent/carer full name			
Relationship to child			

Daytime/work telephone		Mobile	
Home telephone		Email	
Home address			
Work address			
Does this parent have parental responsibility for the child? Yes/No ( <i>delete</i> )			
Does this parent have legal access to the child? Yes/No ( <i>delete</i> )			
<b>Emergency contact details if parents are not available</b> <i>Emergency contacts must be local.</i>			
<b>Contact 1 - Name</b>			
Daytime/work tel			
Home telephone		Mobile	
Address			
Relationship to child			
<b>Contact 2 - Name</b>			
Daytime/work tel			
Home telephone		Mobile	
Address			
Relationship to child			

**Persons other than parent(s) authorised to collect the child *Must be over 16 years of age***

<b>Person 1 - Name</b>			
Daytime/work tel			
Home telephone		Mobile	
Address			
Relationship to child			
<b>Person 2 - Name</b>			
Daytime/work tel			
Home telephone		Mobile	
Address			
Relationship to child			

**About your child**

Has your child received the following immunisations? (Please confirm and date)

<b>Two months old</b> Yes/No ( <i>delete</i> )	Diphtheria, tetanus, pertussis (whooping cough), polio and haemophilus influenza type b (Hib). Pneumococcal infection.
Date:	
<b>Three months old</b>	

Yes/No ( <i>delete</i> )	Diphtheria, tetanus, pertussis (whooping cough), polio and haemophilus influenza type b (Hib). Meningitis C (meningococcal group C).
Date:	
<b>Four months old</b> Yes/No ( <i>delete</i> )	Diphtheria, tetanus, pertussis (whooping cough), polio and haemophilus influenza type b (Hib). Meningitis C (meningococcal group C). Pneumococcal infection.
Date:	
<b>12 months old</b> Yes/No ( <i>delete</i> )	Haemophilus influenza type b (Hib) and meningitis C.
Date:	
<b>13 months old</b> Yes/No ( <i>delete</i> )	Measles, mumps and rubella (German measles). Pneumococcal infection.
Date:	
<b>Two and Three years</b> Yes/No ( <i>delete</i> )  Date:	Flu vaccine (annual)  Diphtheria, tetanus, pertussis (whooping cough) and polio. Measles, mumps and rubella.
<b>Three years and four months or soon after</b> Yes/No ( <i>delete</i> )	
Date:	



## Details of professionals involved with your child

### GP

Name		Telephone	
Address			

### Health Visitor (if applicable)

Name		Telephone	
Address			

### Social Care Worker (if applicable)

Name		Telephone	
Address			
Please arrange to speak with your child's key worker if this is applicable.			

### Any other professional who has regular contact with the child

Name 1		Role	
Agency		Telephone	
Name 2		Role	
Agency		Telephone	

Name 3		Role	
Agency		Telephone	

**Toilets**

Is your child toilet trained? **Yes / No**

Is your child confident using the toilet alone? **Yes / No**

*We encourage the children to be reasonably independent in using the toilet though we understand that accidents do happen. We therefore ask that every child is equipped with a **full** spare set of clothes to change into. If children cannot manage the toilet alone they will be helped in accordance with our Intimate Care Policy. All staff and volunteers are fully DBS checked.*

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**Has your child previously attended another setting?** If so, please list the name and contact details below;

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**Will your child be attending another setting whilst at Wolborough Early Years Unit?** If so, please list the name and contact details below;

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**Please list any known allergies, dietary requirements or medical conditions below;**

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**What is the main religion in your family (if applicable)?**

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**What language(s) is/are spoken at home?**

**General parental permissions**

**Emergency treatment declaration**

In the event of an accident or emergency involving my child I understand that every effort will be made to contact me immediately. Emergency services will be called as necessary and I understand my child may be taken to hospital accompanied by the setting manager (or authorised

deputy) for emergency treatment and that health professionals are responsible for any decisions on medical treatment in my absence.

Signed

Date

\_\_\_\_\_

I give/do not give consent to Early Years staff to administer first aid to my child in emergency situations.

### **For prescribed medicine only**

I give/do not give consent to Wolborough Nursery & Primary School to administer prescribed medication to my child if provided and requested to do so by myself in writing.

*Note: Wolborough School will not provide other medication under any circumstances*

Signed

Date

\_\_\_\_\_

### **Outings**

I give permission for my child \_\_\_\_\_ to take part in trips/ general outings. For any major outings, we will inform you and ask for your specific consent.

Signed

Date

\_\_\_\_\_

### **Animals**

Wolborough Nursery and Primary School do have a School Dog Mentor called Arthur who comes into the main school a few days a week. We also may occasionally have supervised visits of animals to our setting. We will ensure that our pets are healthy and fully inoculated as appropriate and that animals showing any signs of disease are treated. A risk assessment will be carried out for visiting animals, and parents informed. Please state below any known allergies or aversion your child has to animals:

Signed

Date

\_\_\_\_\_

### **Equipment**

It is helpful if the children can bring a bag to school daily in which they can carry books, letters and artwork.

We regularly go on welly walks so it is helpful if you can leave a spare pair in school, we are also outside a lot so warm/waterproof coats are required every day!

### Sun cream

During the sunny weather please send your child to school with sun cream already applied. We ask that children come to school with their own, labelled sun cream. These will be kept in a box in the classroom. Please sign below to give your permission for reapplication.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### Snacks

As a snack we generally offer a selection of fruit. Milk will be offered to drink at snack time and water is freely available throughout the day. Please let us know if you have any concerns regarding snacks/drinks including any known allergies.

### Equalities monitoring

#### White – British

- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Any other white background


#### Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background


#### Mixed – White and Black Caribbean

- White and Black African
- White and Asian


#### Black or Black British

- Caribbean
- African


- Any other mixed background
- Any other Black background

**Chinese**

**Any other ethnic background**

- Chinese
- Please state \_\_\_\_\_  
 \_\_\_\_\_

**Special Educational Needs**

Does your child have any of the following in place?

- Early Years Action
- Early Years Action Plus
- Education, Health and Care (EHC) plan
- No special educational need identified

**ATTENDANCE REQUIREMENTS**

Which sessions would you like your child to attend?

	<b>a.m.</b>		<b>p.m.</b>	
Monday:	8.45am to 11.45	<input style="width: 40px; height: 20px;" type="checkbox"/>	12.00 to 3.00pm	<input style="width: 40px; height: 20px;" type="checkbox"/>
Tuesday:	8.45am to 11.45	<input style="width: 40px; height: 20px;" type="checkbox"/>	12.00 to 3.00pm	<input style="width: 40px; height: 20px;" type="checkbox"/>
Wednesday:	8.45am to 11.45	<input style="width: 40px; height: 20px;" type="checkbox"/>	12.00 to 3.00pm	<input style="width: 40px; height: 20px;" type="checkbox"/>



## Note of Interest for a Nursery Place

You can complete this form if your child is not yet old enough for you to make a nursery application.

We will send the Registration Form via email when you need to apply.

Please check on the [Citizens Portal](#) to see if you are eligible a [nursery free school meal](#).<sup>1</sup> Also, [check your eligibility](#) for funding if you are working as this will be needed when completing the application form.

<b>Childs Details</b>
First name:
Last name:
Date of birth:

<b>Siblings Name/s</b> (brothers and sisters who come to this school)
First name:
Last name:
Date of birth:

First name:
Last name:
Date of birth:

First name:
Last name:
Date of birth:

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<sup>1</sup> If your circumstances change you must recheck your eligibility.

<b>Parent/Guardians Details</b>	
<b>First name:</b>	
<b>Last name:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	
<b>Relationship to the child:</b>	

## Privacy and Data Protection

Your personal data is being used by us because you have showed an interest in applying for a place in our school nursery when your child is old enough. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed via the school website. Please confirm that you give your consent to the School using your personal data as outlined in our privacy notice, by signing below.

<b>Applicant's signature:</b>	
<b>Date:</b>	

You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact the school administrator on 01626 353980 or [adminbarnes@thelink.academy](mailto:adminbarnes@thelink.academy). If you wish to exercise any of your rights under the General Data Protection Regulation, please contact the schools Data Protection Officer, Susan Stansfield, at [DPO@thelink.academy](mailto:DPO@thelink.academy).