



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, Watford Field School (Infant & Nursery) will adhere to the following timetable when dealing with admissions.

The timeline for local schools nursery admissions is as follows:

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

If more applications are received than places available the criteria set out in the Nursery Admissions Arrangements Policy will be used.

Watford Field School (Infant & Nursery) has a nursery admissions number of 70. For children accessing the 15 Hours Free Early Education and Childcare entitlement we offer 30 morning nursery places from 8.30am - 11.30am and 30 afternoon nursery places from 12.30pm-3.30pm. We also offer 10 places from 8.30am-3.30pm for the 30 Hours Free Early Education and Childcare entitlement.

We look forward to receiving your application.

Yours sincerely

Mrs Angela Butcher
Head Teacher

NURSERY APPLICATION FORM: Watford Field School (Infant & Nursery)



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 Does your child have a Statement of Special Educational Needs or Educational Health and Care Plan (EHCP)? (Please provide evidence with this form)			Yes/No
At risk 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)			Yes/No
Children in Public Care 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)			Yes/No
Social or medical reasons Do you have a particular medical or social need to go to this school? (Please provide supporting evidence with this form)			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)			
Tick the days you want your child to attend: At Watford Field School (Infant & Nursery) your child can have 5 mornings or 5 afternoons core entitlement. Your child may be entitled to 30 hours free childcare (see criteria attached) and may attend Monday - Thursday 8.30am-3.30pm and Friday 8.30am - 11.30am with the option of paying for a top up session of 4 hours on a Friday at a cost of £20.00			

	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours
AM 8.30am- 11.30am						
PM 12.30pm- 3.30pm						
All Day 8.30am- 3.30pm						
If applying for 30 hours free childcare, please provide your HMRC 30 hour code:						
If you have any other requirements please enter here:						
Please complete the details for both parents if living at the same address:						
		Parent/carers 1		Parent/carers 2 details		
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/carers:						

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 Watford Field School (Infant & Nursery) using this information to consider my application for a nursery place. I understand that if any part of this completed application form is found to be 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 - 9.00am.

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 Watford Field School (Infant & Nursery), 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 Arrangement Order:

Eligibility will be based on your declaration that your child was formally a Child Looked After 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:	