

# Application for nursery

2018



## Other available languages and formats

This form is available in Welsh however, if you would like this information in any other format, for example braille or large print, or help with interpretation in a different language, please contact the School Admissions Team on 01633 656656 or by emailing [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk)

Mae'r ffurflen hon ar gael yn Gymraeg fodd bynnag, os hoffech gael y wybodaeth hon mewn unrhyw fformat arall, er enghraifft braille neu brint bras, neu help gyda chyfieithu i iaith arall, cysylltwch â'r Tîm Derbyn i Ysgolion drwy ffonio 01633 656656 neu e-bostio [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk) **Welsh**

تفسیر فی مساعده أو ال ک بیره، الط باعة أو ل لقراءة ب رایل طریقہ الامثال سد بیل علی آخر، شکل أي فی الامعلومات هذه ترغب ک نت إذا الإلا ک ترونی ال برید طریق عن أو 01633 656656 علی المدرسه فریق الا قبول الاتصال یرجی مذ تلافه، بلغة [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk) **Arabic**

আপনার যদি অন্য কোন বিন্যাসে এই তথ্য পেতে চান, যেমন একটি ভিন্ন ভাষা ব্যাখ্যার সাথে ব্রেইল অথবা বড় প্রিন্ট, বা সাহায্য, 01633 656656 বা [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk) ইমেল করে স্কুল প্রবেশিকা টিমের সাথে যোগাযোগ করুন **Bengali**

如果您想任何其他格式的信息，例如盲文或大字，在不同的语言解释或帮助，请联系学校招生小组01633 656656 或通过电子邮件school.admissions的@newport.gov.uk **Chinese**

Pokud byste chtěli tuto informaci v jiném formátu, například Braillovo písmo nebo velký tisk, nebo pomoc s výkladem v jiném jazyce, obraťte se na školu Přijímací tým na 01633 656656 nebo e-mailem [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk) **Czech**

Si vous souhaitez cette information dans tout autre format, par exemple en braille ou en gros caractères, ou si vous souhaitez une traduction dans une autre langue, veuillez contacter l'équipe de l'école Admissions sur 01633 656656 ou par courriel à [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk) **French**

आप किसी भी अन्य प्रारूप में इस जानकारी चाहते हैं, उदाहरण के लिए एक अलग भाषा में व्याख्या के साथ ब्रेल या बड़े प्रिंट, या मदद, 01633 656656 पर या [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk) ईमेल करके स्कूल प्रवेश टीम से संपर्क करें **Hindi**

Jeśli chcesz te informacje w innym formacie, np. Braille'a czy duży druk, lub pomoc przy interpretacji w innym języku, prosimy o kontakt z Zespołem przyjęć do szkół na 01633 656656 lub wysyłając [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk) **Polish**

Dacă doriți informații în orice alt format, de exemplu, de imprimare Braille sau mare, sau de ajutor cu interpretarea într-o altă limbă, vă rugăm să contactați Admitere echipa de școală pe 01633 656656 sau prin email [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk) **Romanian**

Ak by ste chceli túto informáciu v inom formáte, napríklad Braillovo písmo alebo veľká tlač, alebo pomoc s výkladom v inom jazyku, obráťte sa na školu Prijímacie tím na 01633 656656 alebo e-mailom [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk) **Slovak**

Se você gostaria de ter esta informação em qualquer outro formato, por exemplo braille ou letras grandes, ou ajuda com a interpretação em um idioma diferente, por favor entre em contato com a Equipe de 'Admissões Escola' pelo telefone 01633 656656 ou pelo e-mail [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk) **Portuguese**

Başka bir formatta bu belgeyi almak isterseniz, örneğin farklı bir dilde yahut braille veya büyük harflerle, bu numarayı arayın 01633 656656 veya [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk) electronic mail gönderin lütfen. **Turkish**

کے تشریح میں زبان مذ تلاف ایک پر طور کے مثال تو ہیں، چاہتے معلومات یہ میں فارمیٹ دو سرے بھی کسی کو آپ اگر ایم داخلہ اسکول کے رکے میل ای [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk) یا پر 01633 656656 مدد، یا پرنٹ، بڑے یا ب ریل سلاتھ کریں رابطہ سے **Urdu**



**TO BE COMPLETED BY SCHOOL ADMISSIONS TEAM ONLY:**

ONE no. .... Catch: ..... LA: .....  
Address verified: Yes / No      DOB verified: Yes / No / NR      January / April  
Rec'd by SAT before 18 Sep 2017?    Yes / No      SEN / LAC / PLAC / CP/ MULTIPLE / LATE



**APPLICATION FOR NURSERY 2018**

(This form is for those who want to apply for a nursery place in 2018 including a Rising 3 place)

Have you considered making your application online at [www.newport.gov.uk/schooladmissions](http://www.newport.gov.uk/schooladmissions)

- Please answer all questions and ensure that you sign the form in the space provided.
- Please read the School Admissions Policy 2018/19 and the guidance notes attached before filling in this form.
- For assistance with this application, email [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk) or call 01633 656656
- Details of your catchment school can be found at [www.newport.gov.uk/schooladmissions](http://www.newport.gov.uk/schooladmissions)

**Section A: Child's details**

Full legal name: \_\_\_\_\_ **male / female**

Full chosen name (if different from above): \_\_\_\_\_

Date of birth: \_\_\_\_\_ (please supply a copy of the child's birth certificate if applicable)

Home address: \_\_\_\_\_  
Postcode: \_\_\_\_\_

If your child is currently attending a nursery, please state the name of the setting: \_\_\_\_\_

Is your child     a Looked After Child (by social services)     a Previously Looked After Child (by social services)  
                          Not applicable

For a previously Looked After Child please provide supporting evidence, such as an Adoption Certificate

If yes, please state the corporate parent / previous corporate parent: \_\_\_\_\_

Social Worker's full name \_\_\_\_\_ Signature\*: \_\_\_\_\_

*\* As the social worker for the above named child, I confirm that after consideration, the first preference nursery named in Section C is the most appropriate to meet the needs of this looked after child.*

**Section B: Applicant's details**

Full name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Home address (if different from above): \_\_\_\_\_  
Postcode: \_\_\_\_\_

Home tel: \_\_\_\_\_ Mobile tel: \_\_\_\_\_

Email address: \_\_\_\_\_

Please indicate if you wish to receive correspondence in:    English / Welsh / Bilingually

**Section C: School preferences**

Is your preference of school:      Welsh-medium       English-medium       Faith-based

(You may need to apply to a different admission authority – see guidance notes)

Please indicate your preferred nursery school(s) (in order of preference). You may express more than one preference.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

If your child is eligible for an early start (Jan/Apr Rising 3) and you want to be considered for this should places be available, please tick here



## Section D: Additional needs

Does the child hold a statement of special educational needs which names a school? Yes  No

If yes, which school is named? \_\_\_\_\_

Please indicate your child's special medical circumstances, if any: \_\_\_\_\_

## Section E: Other information

Is this a child currently on the child protection register? Yes  No

If yes, please state which Local authority this is under \_\_\_\_\_

Is this a child of UK Service Personnel or other Crown Servants (including diplomats)? Yes  No

Is this a child of multiple birth (e.g. twin or triplet)? Yes  No

Will the child require any additional support in school with English translation / interpretation? Yes  No

What is your home language? \_\_\_\_\_

## Section F: Supporting evidence (please tick all relevant statements)

- For the purposes of this application, I give my consent for the school admissions team to refer to my council tax record. My Newport City Council tax reference is \_\_\_\_\_
- I do not give my consent for the school admissions team to refer to my council tax record and therefore I attach the relevant physical evidence.
- I attach a copy of my child's birth certificate, NHS medical card or valid passport.
- Other relevant evidence is attached (please specify) \_\_\_\_\_

## Section G: Important information to note

Once allocated a September nursery place, children born between 1 September and 31 March may be offered an early start in the term following their third birthday, if places are available.

This is commonly referred to as a **Rising 3** place. Children born between 1 April and 31 August are not eligible for a Rising 3 place.

In a change from the process of previous years, there is now only one application window for nursery admission and from that one application both September and Rising 3 places will be allocated.

If Rising 3 places are available, eligible pupils will be offered an early start at their allocated nursery as follows:

- On 30 November 2017 for January 2018 Rising 3 places
- On 2 March 2018 for April 2018 Rising 3 places

Please ensure that your completed application is submitted to:

**School Admissions Team, Civic Centre, Newport NP20 4UR by 18th September 2017.**

This is to ensure that a decision is issued to you by no later than 30<sup>th</sup> November 2017.

**We recommend that you keep a copy of the completed form for your own records.**

### Declaration

I declare that I am this child's parent/legal guardian, and have parental responsibility for the child. The information I have provided is accurate and complete, to the best of my knowledge. I understand that my application will be processed in accordance with the council's admissions policy and therefore there is no guarantee of admission to my chosen nursery. Furthermore, I understand that attending a nursery class does not give my child priority for a place in the reception year group at any particular school, as a separate application is required.

Signed: \_\_\_\_\_

Full name (PRINT): \_\_\_\_\_ Date: \_\_\_\_\_



# APPLICATION FORM GUIDANCE NOTES

## Section A: Child's details

### Name

Your child may be known by one name but have a different legal name. The legal name is the name stated on the birth certificate (unless you have legally changed the child's name since birth. In this case please provide a copy of the legal change of name papers). Please note that the council will refer to your child by their legal name for the purposes of this application.

### Address

For this application, the council will consider the child's home address to be the genuine principal place of residence where the child permanently resides with their parent/legal guardian as at the stipulated closing date, and does not mean the address at which the child is cared for by relatives or others. If a child is resident with relatives or others for reasons other than legal guardianship, that address will not be considered for allocation purposes. Where the child spends equal time with both parents, or the home address is in dispute, the place of residence of the person who receives Child Benefit will be considered the child's home.

The council will undertake thorough residency checks and reserves the right to request independent confirmation of the child's address. Applicants may be asked to supply additional documentation to support their application.

The council will use the home address to determine the catchment school for allocation purposes. However please note that there is no guarantee of a place, even at your catchment school. Those pupils living within a school's catchment area will be given priority over those children living outside the catchment area.

It is the applicant's responsibility to advise the School Admissions Team of any changes in circumstances, including a change of address following submission of the application. However please note that any new address will not be taken into consideration when determining the outcome of your application if you do not live there on the closing date.

Depending upon the circumstances, and the timing of the information provided, such changes may impact on the application process.

### Looked after children / previously looked after children

Where the application is for a child who is currently under the care of a local authority, the relevant social worker must sign the application form to authenticate the validity of the application and confirm the appropriateness of choice of nursery school.

Evidence such as an adoption certificate will be required to confirm the status of previously looked after children.

## Section B: Applicant's details

Please note that this application must be made by an adult who has parental responsibility for the child. It is not the responsibility of the school admissions team to determine parental responsibility. However, in certain circumstances, it may be necessary for the council to request evidence of this.

Where parental responsibility is equally shared, the council will ask the child's parents to determine which parent should submit the application. If parents cannot agree and neither has obtained a court order stating who should be making the application, the council will accept an application from the parent in receipt of child benefit for the named child. If there is a residence order in place affecting the child for whom the application is being made, a copy of the order must be submitted with the application.

Where parental responsibility is held by someone other than the child's mother or father, it will be necessary to submit evidence of this in support of the application. An acceptable form of evidence for this purpose would be a copy of any legal document awarding parental responsibility to the adult making the application.



## Section C: School preferences

Before choosing which nursery to apply for you should read the School Admissions Policy which lists all nursery provision in Newport. You will also need to consider how your child will travel to nursery as they will not be eligible for school transport.

In making an application it is recommended that at least three different school preferences are named to increase the chances of securing a place that is acceptable. This is because there is no guarantee of any particular school place and there are some areas of Newport where demand for school places is particularly high. Applicants cannot be considered for a school unless they have expressed a preference for it.

It is also strongly recommended that one of the preferences expressed is for the catchment school, as although a place cannot be guaranteed, this is the school for which an in-catchment child will be given priority for a place over out of catchment children. This can only apply where the catchment school is listed as a preference on the application.

### **Voluntary aided schools / faith schools**

If you would like to apply for a nursery place at a voluntary aided or faith school (i.e. Charles Williams Church in Wales Primary School, St. Michael's or St. Patrick's Roman Catholic Primary Schools), please contact them directly to make an application. The school admissions team will not be able to consider any request for these schools because the governing body is the Admission Authority. These schools have their own admissions policy. Parents are asked to contact the preferred faith school for full details of admission arrangements. Please note however that since all Admissions Authorities within a local authority area are required to work together towards a common set of closing dates and offer dates, the council's agreed timetable will be adhered to in all instances.

Applicants who wish to express additional preferences for community schools should complete both a Newport City Council application and the application supplied by the voluntary aided school to which they are applying, making the order of their preferences clear in both applications. Information sharing protocols exist between the council and its' voluntary aided schools to identify children for whom more than one application has been made. Those applicants who do not specify an order of preference will be contacted and asked to confirm this before the application is determined.

### **Community schools**

This application form enables applicants to express a preference for any Newport community nursery, including Welsh-medium; however there is no guarantee of a nursery place. If the number of applications to a school is fewer than or equal to the number of places available, all applicants will be admitted.

If the number of applications to a school is greater than the number of places available, the information applicants give will be used to rank a child's priority for a place in line with the following oversubscription criteria. Where a school is named in a statement of Special Educational Needs, the Council has a duty to admit the child to the named school before the over-subscription criteria is applied against applications received.

1. **Looked-After Children** (children in public care) and **previously Looked-After Children**.
2. Pupils **living within the catchment area** and making an application on **medical grounds** or placed on the Child Protection Register and recommended by Social Services,
3. Pupils **living within the catchment area**.
4. Pupils **living outside of the catchment area** and making an application on **medical grounds** or placed on the Child Protection Register and recommended by Social Services
5. Pupils **living outside of the catchment area**.

*After considering the above categories, or if the number of applications in any one of the above categories exceeds the published admission number, priority will be based on those residing closest to the preferred school measured as the "shortest available walking route accompanied as necessary" between the nearest entrance/front gate of the home and the nearest gate/entrance of the school.*

All preferences will be considered equally and you will be offered a place in your highest ranked school where a place is available. Any applications that are received after the closing date will only be processed after places have been allocated for applications that were received on time, and this may increase the possibility of not achieving a place at a preferred school.



Where all of the applicant's preferences are refused, and they are a Newport resident, the child will be allocated an alternative place at the catchment school if places are available. If we are unable to offer a place at either your preferred or catchment school, you will be invited to contact the school admissions team to request an alternative preference. **Please note that there is no right of appeal for nursery admissions.**

Unsuccessful applicants who do not reside in Newport should contact their home local authority for an alternative school or submit additional preferences for other schools in Newport.

### **Waiting lists for oversubscribed nurseries**

During the nursery admissions round, any child that has been unable to secure a place will be added to a waiting list, held until 30th September in the year in which the child is due to start nursery. The waiting list is held for those pupils who have not been able to secure a place. Where the child is allocated a nursery place they will not be eligible for the waiting list.

Admission to council maintained nursery schools and classes is for half-day, morning or afternoon, 5 days per week. Once your child has been offered a nursery place, the head teacher of the relevant school will allocate them either a morning or afternoon place. Schools prefer pupils attending the nursery to take up all the sessions available to them. If parents do not wish their child to attend all five sessions each week, it might be preferable to seek a place at a non-maintained setting that can more easily accommodate these flexible arrangements.

### **Admission to non-maintained settings (private providers)**

If your preference is for a private, registered education provider (which may be a playgroup or a private day nursery), you must apply directly to the provider as the council is not responsible for their admission arrangements. For further information, including a list of non-maintained settings please contact the Family Information Service on **0800 3288483 / 01633 840669**, via email [family.information@newport.gov.uk](mailto:family.information@newport.gov.uk), or by visiting [www.newport.gov.uk/fis](http://www.newport.gov.uk/fis).

### **Admission to a school outside of Newport**

To apply for a nursery outside Newport, please apply directly to the relevant admission authority.

### **Applications from people living outside of Newport**

Parents of children living in other authorities who want their children to go to a Newport nursery should refer to Newport City Council's admissions policy and apply in accordance with the NCC application process.

## **Section D: Additional needs**

### **Special Educational Needs (SEN)**

Children with a formal statement of special educational needs are afforded priority **ONLY** if the school to which the parent is applying is named in Newport City Council's statement.

### **Medical needs**

For applications where the preference is based on medical grounds the application must be supported by a medical consultant's report, obtained by the parents, specifying the medical advantage of the child attending the preferred nursery.

**Please note** that reports from family doctors are not accepted for this purpose.

## **Section E: Other information**

**Applications for children placed on the Child Protection Register must be** supported by a written recommendation from a Social Worker giving reasons for the child's admission to a particular school in order to receive priority.

Where the application is for the child of armed forces personnel that are either serving or returning from service at the time the application is made, the council will admit the child to the school if the application is accompanied by an official proof of posting declaring:

- a definite return date;
- confirmation of the new address wherever possible;
- confirmation of the serving/returning family status.



Children of Crown Servants (including diplomats) moving to Newport will be determined as meeting the residency criteria for the relevant catchment school if the application is accompanied by an official proof of posting declaring:

- a definite return date;
- confirmation of the new address wherever possible;
- confirmation of the Crown Servant status.

### ***Children of multiple birth***

If when applying the over-subscription criteria, the last child to be admitted is one of a multiple birth, then the council will admit the other sibling(s).

### ***Language support***

This information is used to determine the level of support that may be required in each school from the Gwent Education Minority-ethnic Service (GEMS) and is in no way used to determine the outcome of any application.

## **Section F: Supporting evidence**

Please provide photocopies in all cases as the council cannot guarantee the safe return of original documents and is unable to provide a photocopying service.

### ***Proof of residency***

This is required in support of all applications. If you live in Newport it is possible for the council to refer to your council tax record. This can only be done with parental consent.

Any applicants unwilling /unable to allow this, or those who do not live within Newport should provide additional physical photocopied evidence in order to verify their home address. In such cases, accepted forms of physical evidence are;

- a valid driving licence
- a current council tax bill (where the applicant lives outside of Newport);
- or a current child benefit / child tax credit notification naming the child for whom the application is being made.

### ***Proof of date of birth***

It is the council's policy that children are taught in their chronological year group, unless exceptional circumstances apply. For this reason, if your child is not currently in a Newport community nursery this application must be supported by a photocopy of the child's birth certificate, NHS medical card or valid passport.

## **Important information to note**

Please make sure that you have read the declaration before signing and dating the form. If the application is submitted unsigned, this could delay the processing of your application, thus increasing the possibility of not achieving a place at your preferred nursery.

Allegations of fraudulent claims will be investigated and places may be withdrawn if applicants have knowingly provided false information in order to obtain the advantage of a particular school, to which they would not normally be entitled.

**DATA PROTECTION ACT: Newport City Council is registered under the Data Protection Act 1998, allowing the council to hold and process personal data. Such information will only be used for the purpose for which it was provided and as allowed by the Act.**

**For the purpose of processing applications for school places in Newport the information you provide on this application form may be shared with other agencies that are directly involved in the education, health and welfare of school children, including other local admission authorities.**



## Checklist for applicants - please use this checklist before submitting your application

- Could you make this application online instead?**  
*If you are making your application before the closing date you could visit [www.newport.gov.uk/schooladmissions](http://www.newport.gov.uk/schooladmissions) and submit your application online. One of the benefits of this is that you will be able to view your decision online on the offer date.*
- Have you completed the correct application form?**  
*This application form is for parents applying for a **2018 Nursery place** in a Newport City Council community school only. If you require a different application form please contact school admissions on **01633 656656**.*
- Have you read and understood these notes before completing your application?**  
*Should you require any assistance in completing this form, any clarification of the admissions process, including details of your catchment school, or a copy of the School Admissions Policy, please contact school admissions on **01633 656656** or by emailing [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk).*
- Do you have parental responsibility for the child for whom the application is being made?**  
*If no, please ask the person with parental responsibility to complete and sign the application form. If you have parental responsibility but are not the parent, have you provided the relevant evidence as detailed under Section B of the guidance notes?*
- If the child for whom the application is being made is under the care of a local authority, has the social worker signed the application?**
- If the child for whom the application is being made was previously under the care of a local authority, have you provided a copy of the adoption certificate with the application?**
- If the child for whom the application is being made is on the Child Protection Register, have you provided a letter from the social worker?**
- Do you know what your catchment school is?**  
*Details of your catchment school can be found on the council's website ([www.newport.gov.uk/schooladmissions](http://www.newport.gov.uk/schooladmissions))*
- Have you answered all questions fully and to the best of your knowledge, including details of any relevant medical factors?**
- Have you given permission for school admissions to refer to your council tax record?**  
*If not, have you provided acceptable physical evidence as detailed in Section F?*
- Have you attached a copy of your child's birth certificate as detailed in Section F?**
- Have you signed the application form?**
- Will your application be received by the school admissions team before the closing date of 18th September 2017?**  
*It is the applicant's responsibility to ensure that the **school admissions team** - NOT your preferred nursery - receives your completed application safely and on time. If you are posting your application it is recommended that the form is sent by recorded delivery. The council cannot accept responsibility for any application or evidence that is lost in the postal system. Any applications that are received by the school admissions team after the closing date or applications that remain incomplete (i.e. without proof of address) at the closing date will be determined as being late; this may increase the possibility of not achieving a place at your preferred nursery.*

