



STIFFORD CLAYS PRIMARY SCHOOL
Nursery Application Form

Please bring a copy of your child's Birth Certificate and your Council Tax bill when handing in the application form

Childs Surname:		Childs Forename:	
Middle Names:		Chosen Names:	
Gender:		Date of Birth:	
Address			
Postcode			
Mother's Name:		Father's Name:	
Mobile Number:		Mobile Number:	
Home Number:		Home Number:	
Work Number:		Work Number:	
Email Address:		Email Address:	
Parental Responsibility:	Yes / No	Parental Responsibility:	Yes / No

Siblings that are already attending Stifford Clays Primary:

Name _____	Class _____
Name _____	Class _____
Name _____	Class _____

Does your child have any Special Needs? If so, please detail below:

I am interested in your Seedlings Nursery provision* (From the term after their 2nd birthday) Yes No
Please circle as appropriate

I am interested in your Saplings Nursery provision* (From the term after their 3rd birthday) Yes No
Please circle as appropriate

***Subject to spaces being available and in accordance with our Nursery Admissions Policy (PTO)**

Signature _____ **Date** _____

Once your application has been acknowledged, you will receive a letter confirming your child's space on the waiting list

Data Protection Act 2018: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. Please refer to our website for further information and to view our Privacy Notice.



STIFFORD CLAYS PRIMARY SCHOOL Nursery Admissions Policy

Updated September 2019

The nursery at Stifford Clays Primary School admits children aged from 2-4 years old. These children occupy space within a large building consisting of two rooms. The two classes are Seedlings and Saplings. The environment within Seedlings reflects the prime areas of learning and operates with a higher adult to child ratio of 1:4, as required for children aged 2-3. In Saplings, resources, displays and activities are planned to promote all seven areas of learning.

Each child has a base room and a key adult within that room. A child's base room is determined by their age and stage of development and this is communicated to parents. A child will change base rooms during their time in the nursery. Although the younger children generally occupy Seedlings room, many children within the nursery's mixed-age range move between the two classes and in the outside space, participating in carefully planned activities relevant to their stage of development.

Applying for a nursery place.

- Parents can register their interest in a nursery place by completing a nursery application form available from the school office or on our website at any time.
- A copy of the child's birth certificate must accompany the application form.
- Children will not be admitted until any paperwork has been completed and a signed payment agreement obtained.
- Any amendments to a pupil's sessions must be requested in writing. These must be agreed and will only be implemented at the start of a new term and once any new paperwork has been completed.

Application to the nursery at SCPS is only required once e.g. if a child joins at two years old an additional application is not needed when they become three. As a new academic year begins, children already attending the nursery will be given the opportunity to change their sessions or continue to access their existing sessions. Once a place is obtained, every effort will be made to provide each child with the maximum number of hours they are eligible for but **cannot be guaranteed**. If families require sessions in excess of those that they are eligible for, this will be offered subject to availability.

Seedlings & Saplings

Stifford Clays Primary School 2-3-year-old provision admits children the term following their 2nd birthday within the academic year subject to spaces being available. 3-4-year-old provision admits children in the term following their 3rd birthday within the academic year, subject to spaces being available.

Waiting list

In the event of over subscription the school will maintain a waiting list. Pupils on the list will be ranked in order of priority for admissions irrespective of the date of application.

Priority for admissions will be given in the following order; *

1. Children that have attended Seedlings (Only applicable for Saplings)
2. Children in Public Care
3. Children with siblings already attending SCPS whose normal place of residence is within the catchment area of the school
4. Children within catchment area without siblings
5. Children with siblings whose normal place of residence is outside the catchment area
6. Children whose normal place of residence is outside the catchment area

Within the above sections, the applications will be sorted by date of application.

In the event of sessions becoming available mid-term, priority will be given to pupils attending SCPS nursery not accessing their full entitlement of funded hours and in line with our admissions policy.

**Although this list of criteria will be the adopted order by which places are allocated, the school withholds the right to make exception to these guidelines and apply discretion allocating spaces based on circumstances e.g. special needs, family circumstances, 2-year-old funding.*