

Selsdon Primary and Nursery School
Foxcubs Nursery

APPLICATION FOR A NURSERY PLACE – INFORMATION SHEET

Selsdon Primary and Nursery School is pleased to be able to offer 15 hours nursery education free of charge at the School for 52 children. We are able to offer two options:

- | | | |
|--------------------|------------------|-----------------|
| a) Morning place | 8.45am – 11.45am | Monday - Friday |
| b) Afternoon place | 12.15pm – 3.15pm | Monday - Friday |

Children must be three years old by 31 August in order to join nursery the following month. Children are expected to attend for all sessions.

1. HOW TO APPLY

Complete and return the attached application form to the school office. You can apply at any time after your child's second birthday, but the outcome of your application is not affected by how early you make it, as all places are allocated according to the criteria below.

Applications must be received at the school office by 31 January of the year admission is required, eg applications for places for the Autumn Term 2020 must be made by 31 January 2020.

A preference for a morning or afternoon placement may be stated on the form, but we are unable to guarantee that it will be met.

2. LANGUAGE SPOKEN

Please ensure that you include on the application form a note of the main language spoken at home if this is not English. This information will help us to arrange extra language support if necessary.

3. ALLOCATION OF PLACES

52 children will be admitted to Fox Cubs Nursery with a maximum of 26 at all sessions. If there are more applications than there are places, the following criteria are used to decide which children to admit:

- a) Looked-after children and previously looked-after children.
- b) Children who have a sibling (defined as full/half/step/foster/adopted sibling) attending the School at the time of admission of the Nursery child. Please ensure you complete the relevant section on the application form.
- c) Where there are medical grounds (supported by evidence from a registered medical practitioner).
- d) Proximity of the child's home to the school with those living nearer, as measured in a straight-line distance, being accorded the higher priority.

A copy of the full admissions policy is available on the School's website: www.selsdonprimary.com

4. THE ADDRESS FROM WHICH YOU APPLY

The address on the form must be where you live with your child. You must not use the address of any other person. Addresses will be verified and falsifying any address can lead to withdrawal of the offer of a place.

If you do not appear on the electoral roll at your child's address, you may be asked to provide some other proof of your residence, eg a household bill.

It is important that you inform the school immediately of any change of address, as this could affect the outcome of your application.

either Fox Cubs nursery or main school, or if you would like to arrange a visit.

5. OFFERS OF PLACES

Offer letters are sent out from the school during February/March. If it is not possible to offer your child a place in the first round of offers, you will be informed in writing and asked if you wish your child's name to be retained on the waiting list.

July 2019

6. ADDITIONAL SESSIONS

A limited number of all-day places may be available by the offer of additional sessions either through the Government's Extended Hours scheme for eligible parents or by parents paying themselves for the sessions. You will be asked about your interest in applying for these sessions once an offer of a place has been made. Should there be more applications for additional sessions than there are places available, then places will be allocated using the same ranking criteria as we operate for Nursery places. This can be found on the school website under Admissions.

7. ARRANGEMENTS FOR ADMISSION

Children will be admitted during September. Arrangements will be made for staff to visit you at home prior to your child starting, and there will be an opportunity for your child to visit the Nursery before their start date. There will be a parents meeting in the summer term prior to a child starting in the autumn.

8. ADMISSION TO RECEPTION CLASSES

There is no automatic entry to Reception classes from the Nursery. Children who have attended Fox Cubs Nursery will have some priority for admission to Reception classes, but you must apply to Croydon Council by the date specified by the Council.

9. FURTHER INFORMATION

Please do not hesitate to contact the school office if you have any queries on admission to