

Registration for Admission to Nursery Schools and Classes

To be completed by, or with the parent/person with parental responsibility at the school

Name of child: Date of birth: Girl/Boy:

Known as name if different from legal name:

Evidence sighted Birth certificate Passport (please indicate)

Ethnicity: Religion:

Name of parent/person with parental responsibility:

Relationship to child:

Address:

Post Code: Tel Home: Mobile:

Name of second parent/person with parental responsibility:

Relationship to child:

Address:

Post Code: Tel Home: Mobile:

Preferred nursery session - morning/afternoon:

Name of child's doctor: Name of child's health visitor:

I agree that the school can contact my child's Health Visitor, so that they can provide information about my child to support their learning in school. Yes No

At which primary school do you intend to apply for a place for your child (for admission in September after their fourth birthday)?

The following information will be treated as strictly confidential. Please complete the form as fully as possible - it will help us to ensure that your child's entry into education is as trouble free as possible

Has your child had any child care apart from you or close relatives? Yes No
If yes, please give details:

Has your child any health problems that you are aware of? Yes No
If yes, please give details:

Does your child have any special educational needs that you are aware of? Yes No
If yes, please give details:

Has your child had any involvement with health, social care or any other support agencies? Yes No
If yes, please give details:

Does your child have any brothers or sisters? Yes No
If yes, please give names and ages:

Please tell us anything else you feel may help us to plan for your child's admission to nursery (e.g. medical issues/allergies, glasses, etc worn):

Signature of parent/person with parental responsibility:

* School Staff Signature: Name of School: Date:

A copy of this form will be retained by the school

* You will receive confirmation of receipt of registration form by e-mail.

Registration for Admission to Nursery Schools and Classes

The information overleaf and the information included here is an acknowledgement of the registration of your child at nursery class. Please keep it somewhere safe. You may need it in the future.

What has happened so far?

You have given details of your child to the school. Your child is now on the registration list.

What will happen next?

In the Spring before admission in September, the Headteacher will consider the list of children that have registered for a place. Parents should be notified whether their child has a place, for September, after the Easter holidays.

If you have not heard from the school by the beginning of May you should contact the Headteacher immediately.

If any nurseries have more names registered than there are places, parents will be contacted by the Local Authority (LA) and asked to complete a preference form. This will enable them to list, in order of priority, their choices of nursery. Places will then be allocated using the following criteria:

1. Children in need (for definition see below)
2. A brother or sister attending the school
3. Proximity of the school to the child's home address or any registered childcare arrangements

The definitions of "child in need" for admissions purposes are:

- (i) Children with a statement of Special Education Need (SEN) naming the nursery. The Local Authority's (LA) SEN Unit can verify this.
- (ii) Children whose special needs are currently being formally assessed by the LA. The LA SEN Unit can verify this as above.
- (iii) Children where there are recognised child protection concerns i.e. the child has been abused or is likely to be abused and is therefore registered by the Children's Services Directorate as being "at risk". This will be verified by the child having a named Social Worker who provides a written statement of support confirming the above.
- (iv) Children whose parents ability to care for them is limited e.g. the parent/carer is seriously ill; in hospital for long periods of time; has an identifiable mental health problem/significant learning difficulty/significant disability and this is restricting the child's development; or the family's wider circumstances are such that the child's development is restricted e.g. homelessness. This will be verified by the child having a named Social Worker who provides a written statement of support confirming the above.
- (v) Children who are at risk of being prevented from achieving or maintaining a reasonable standard of health or development. This will be verified by the child having a named Social Worker who provides a written statement of support confirming the above.
- (vi) Children where there are three or more children aged 3 or under in the immediate family. This will be verified from the child benefit allowance book.
- (vii) Children who have a disability, which significantly affects development i.e., the parent is in receipt, for the child, of Disability Living Allowance at the Intermediate rate.

The definition of "registered child care" arrangements for admissions purposes is any childcare registered with the Families' Information Service (FIS). If the childcare used is not registered with FIS then the child will not qualify under category 3 above. The School Admissions Team will check each application made under this category with FIS directly.

Some of the CE & RC primary schools have different criteria for their nursery class. If this is the case, you will be provided with a copy of this criteria.

Counter fraud work, Data Protection and Fair Processing Notice

The Information you have given us will be used to manage the allocation of your child's nursery place as fairly and efficiently as we can. We will use this information mainly to allocate nursery places but where the law requires us to, we may share your information (or anonymous statistics obtained from it) with other local authorities with whom your child may become associated, the Department for Children, Schools and Families and other officers in Children's Services. If you would like more information, please read Your Guide to Data Protection (www.sunderland.gov.uk/schoolmeals/councilrole-homepages/data-protection-fof-councilrole-homepage.asp), write to the School Admissions Team or call 0191 561 1425.

This Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share the information with other bodies responsible for auditing and administering public funds for these purposes.

Please note:

Registration at or admission to the nursery class of a primary school does not guarantee admission to the reception class of the school in the following September.

Please do not register at more than one nursery. If we discover double registrations the Local Authority may allocate a place which best meets the needs of your child.