



Leavesden Green JMI School and Nursery
 High Road, Leavesden, Watford, Herts, WD25 7QZ
 admin@leavesden.education
 01923 484340

October 2017

Dear Parent/Carer

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 order to make this system manageable the Watford partnership of schools has agreed the following procedure of nursery applications and liaison may take place with other settings you have applied for.

The timeline for Watford 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 below will be used:

<p>Hertfordshire County Council's oversubscription criteria for maintained nursery schools and classes</p> <p>Children with a Statement of Special Educational Needs which names the school will be allocated a place in accordance with section 324 of the Education Act 1996. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.</p> <p>Parents may state their preference as to which nursery class, school or centre they would like their child to attend in the years leading up to the child's fourth birthday. However, if there are not enough places available, places will be allocated in the following order of priority:</p> <p>Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order).</p> <p>A child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.</p> <p>Other applicants where the following criteria are considered to determine priorities:</p> <p>Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.</p> <p>Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school. Note: the 'normal age range' is the designated range for which the school provides.</p> <p>Any other children.</p> <p>If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children. If more children qualify under criterion 2 than there are places available, priority will be given to those who live nearest to the nursery as measured in a straight line. Where there is a need for a tie-breaker where two different addresses measure the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random.</p>
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Leavesden Green JMI School and Nursery has a nursery admissions number of 30. We offer 15-hours of provision per week, 8.50-11.50am. *In addition, we offer a lunch club at the cost of £5 per session per day from October half term or from January (depending on the age and skills of each individual child). The lunch club sessions end at 12.45pm.*

Mrs Lyon
 Headteacher



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NURSERY APPLICATION FORM

PLEASE USE BLOCK CAPITALS			
Child details			
First name:			
Middle name:			
Surname:			
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:			
<i>Special Educational Needs</i> 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
<i>At risk</i> 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
<i>Children in Public Care</i> 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
<i>Social or medical reasons</i> 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)			
If applying for 30 hours free childcare using another setting as well as Leavesden Green JMI school, please provide your HMRC 30 hour code:		https://childcare-support.tax.service.gov.uk/par/app/applynow	
If you have any other requirements please enter here:			

Please complete the details for both parents if living at the same address:

Parent/carer 1 details		Parent/carer 2 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/carer:			

Please list below the settings you have applied for in order of preference:

	Name and address of setting
1st choice	
2nd choice	
3rd choice	
4th choice	

Please note liaison may take place with other settings you have applied for.

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 Leavesden Green JMI School using this information to consider my application for a nursery place. I understand that if any part of this completed application form is found 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 by 9am**

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 Leavesden Green JMI School, 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 arrangements order:

Eligibility will be based on your declaration that your child was formally a looked after child 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:	