

# Application for admission to a Surrey community or voluntary controlled nursery in September 2023



**Nursery School Name:** .....

**Address:** .....

**Tel No:** .....

**In order to be considered in the initial allocation of nursery places this form should be returned to the above address by**

- Please note that completing this form does not guarantee a place.
- Governors will consider applications received by the deadline date in accordance with the nursery admissions policy.
- Please read the nursery admissions policy before completing this form.
- Please fill in the form in block capitals and sign it.
- Please return to the school by the closing date.
- You will be notified by the school if your child has been allocated a place after the closing date.
- Please contact the school if you have any queries concerning the completion of this form.

## 1. Child's details

Question	Answer
Child's surname	
Child's first name	
Child's middle name(s)	
Child's date of birth (dd/mm/yyyy)	
Which term would you like your child to start nursery?	Autumn/Spring/Summer term (please delete as appropriate)
Gender	Male/Female
Child's home address (this must be the child's normal place of residence and not a relative's or carer's address)	

## 2. Children in public care

Question	Answer
Is the child in the care of a local authority?	Yes/No
If no, has the child previously been in care and did they leave care through adoption, a child arrangements order or a residence order; or were they adopted from state care abroad?	Yes/No
If you have answered yes to either of these questions, please state the name of the local authority, or care authority abroad, and provide evidence with your form	

## 3. Social or medical needs

Question	Answer
Does the child have a social or medical need for a place at this nursery?	Yes/No
If yes please provide details	

Please continue on a separate sheet and provide independent evidence to support your case

## 4. Children of staff

Question	Answer
Has a parent/carer of the child been employed at the nursery on a full or part time basis for two or more years at the closing date for applications?	Yes/No
Has the parent/carer of the child been recruited to fill a vacant post for which there is a demonstrable skill shortage?	Yes/No
If yes to either of the above questions, please confirm the first name and surname of the parent/carer and the date their employment commenced	First name: ..... Surname: ..... Start of employment : .....

## 5. Siblings

Question	Answer
Will the child have a sibling attending the nursery or the main school at the time of admission?	Yes/No

If yes, please confirm the name and date of birth of the sibling(s)	
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## 6. Applicant's details

Question	Answer
Title	
First name	
Surname	
Address (if different from child's address)	
Telephone number (Day)	
Telephone number (Evening)	
Telephone number (Mobile)	
Email address	
Do you have parental responsibility for this child?	Yes/No
Relationship to child	<p>Mother/Father/Step parent/Carer/Social worker/Other relative/Other contact (please delete as appropriate)</p> <p>If Other relative or Other contact, please add more details</p>
Additional contact title	
Additional contact first name	
Additional contact surname	
Additional contact relationship to child	

## 7. Declaration of parent/guardian/carer

I wish to apply for a place at the nursery school named overleaf. I certify that I am the person with parental responsibility for the child named in Section 1 and that the information given is true to the best of my knowledge and belief. I understand that if I give any false or deliberately misleading information on this form and/or supporting documents, or withhold any relevant information, this may lead to the withdrawal of an offer of a nursery place for my child. I understand that it is my responsibility to provide full information to the nursery and that I will notify them of any changes to the details on this form or accompanying evidence as soon as they occur, including any change of address.

Question	Answer
Signature of parent/guardian/carer	
Date	

**Personal Information Policy** - We respect your rights and are committed to ensure that we protect your details and the information about your dealings with us. In accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR), we will use your information for the purpose of processing your application for a nursery place. We may share your information (but only the minimum amount of information necessary and only where it is lawful to do so) with Surrey County Council and other agencies (including schools, other councils, central government departments, law enforcement agencies, statutory and judicial bodies, contractors that process data on our behalf and medical advisors). We may also use and disclose information that does not identify individuals for research and strategic development purposes. You can find out more about how we manage your data on our website.