



Kimberley Primary & Nursery School

Swingate, Kimberley, Nottingham.

NG16 2PG.

Tel: 0115 9385050

www.kimberleyprimary.org.uk

Email: office@kimberleyprimary.org

Head Teacher: Mrs Rebecca Clarke



East Midlands
Education Trust

**APPLICATION FOR THE ADMISSION OF A
CHILD INTO OUR NURSERY CLASS**

Full Name of Child: _____ (known as _____)

Date of Birth: _____ Gender: _____

Address: _____

Email address: _____

Post Code: _____ Telephone No: _____

Mobile No(s): _____

Name of Mother and Father: _____

Persons with Parental Responsibility (if not mother and father): _____

What other early years settings does your child currently attend and how often? _____

School you intend your child to attend at the age of 5: _____

Please state the name, age and school attending of any other children in the family:

Are there any health problems we need to be aware of (speech, hearing etc.): _____

	Options	Preference 1st – 3rd
1	I would like my child to stay for a daily 3 hour morning session ie. 8:30 -8:45am –11:45am	
2	I would like my child to stay for a daily 3 hour afternoon session ie.12:30pm -3:15 - 3.30pm	
3	I am eligible for 30 hours free childcare (1,140 hours per year) in term time only and I would like my child to attend every day from 8.30 am to 3.30 pm. – please note that there will be a weekly charge of £15 for this option as the children will be attending for an additional 5 hours per week due to the lunchtime break. They will also need to bring in a packed lunch every day, or order a school meal for which we will charge £2.75 per day.	

If you need more flexibility please feel free to contact school.

I am interested in extra top up sessions at £15 per session on: _____ Please state day(s) and session eg: am or pm. Please note there will be an additional cost of £3 for lunchtime cover.

Date: _____ Signature of Parent/Carer: _____

On admission, Birth Certificates of children must be shown. Please do not send them with this application.

Information for Parents/Carers Regarding the Application Process

Your child's name will be placed on our waiting list to start with us in Nursery. On the other side of this form are the options we are able to offer. Please indicate your choices, in rank order 1st-3rd, and return the form to us. We will confirm your child's place by letter, two terms before they are due to start Nursery. We also offer extra top up sessions at £15 per session, plus £3 lunchtime cover. Please confirm on the reverse of the sheet if you are interested in your child attending extra sessions.

Nursery Admissions

When considering Nursery Admissions we will aim to:

1. Maintain a balanced Nursery in terms of age (3 and 4 year olds), boys and girls in both morning and afternoon sessions.
2. Ensure that all Nursery places are fully allocated at any one time.
3. Ensure that children will have their full entitlement to a free Nursery place.

Admission Criteria

1. Places are allocated to children in the term following their 3rd birthday, who
 - (a) live within the school's catchment area
 - (b) live outside the school's catchment area but who, at the time of admission, will have a brother or sister in the Primary School.
2. Places will then be allocated to children who live outside the catchment area but live within the nearest, safest walking distance to the school.
3. Consideration will also be given to all applicants who do not meet the above criteria.

Child's birthday falls between	Child admitted after
1 st September and 31 st December	1 st January
1 st January and 31 st March	1 st April
1 st April and 31 st August	1 st September

Admission Arrangements

1. Places will be allocated termly and parents will usually be informed approximately one full term before a place is available. Parents will also be invited to attend a welcome meeting with their child before their start date. There may be times when a place becomes available unexpectedly and then shorter notice will be given.
2. Places will be offered, if available, to children who move into the catchment area (if it will mean at least one full term in Nursery before the child starts school).
3. Once admitted into Nursery, children are expected to attend their preferred and allocated session each week(unless they are ill).
4. Once hours are confirmed we are unable to change until the following term.