

# Rickley Park

*Cracking the Code of Learning Together*



## **Admissions Policy**

This policy outlines clearly and simply the procedures and protocols which are currently in operation around admissions into Rickley Park Primary School. As an Academy we are our own admissions authority, but we have taken the decision to carry on working closely with the Milton Keynes Council to ensure that all arrangements are both transparent and fair.

Date of Policy: January 2022

Date of Review: January 2023

## **1. Key Values**

We have the same chances. We have the same choices.

We know that everyone has something special to contribute.

We persevere and work hard, not because we are told to but because we want to improve.

We stick together for the good of all.

We look after ourselves, each other and our world by taking responsibility for our actions. We let everybody talk and have their say.

## **2. Approved Admissions for Rickley Park Primary School**

**2.1** This annex may be amended in writing at any time by agreement between the Secretary of State and the school.

**2.2** Rickley Park Primary School will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the governing body of the Academy.

**2.3** Notwithstanding these arrangements, the Secretary of State may direct Rickley Park Primary School to admit a named student to the school on application from a Local Authority. Before doing so the Secretary of State will consult the school.

### ***Please note:***

***Section 3 refers to Admissions to Rickley Park Primary School Nursery***

***Sections 4 – 9 (not section 7) refer to Admissions to Rickley Park Primary School (Reception)***

***Sections 5 – 9 refer to Admissions to Rickley Park Primary School (Years 1 – 6)***

## **3. Rickley Park Primary School Nursery**

**3.1** For September 2022, Rickley Park Primary School Nursery has a planned admission number of 39 children for morning sessions and 39 for afternoon sessions. Sessions will be run school term time only.

**3.2** Rickley Park Primary School Nursery has a three point entry system (September, January and April). Children are admitted in the Term after their 3<sup>rd</sup> birthday.

**3.3** It is important to note that attendance/enrolment in the nursery **are distinct and separate** and have no relevance to attendance/enrolment in the Primary section of the school for which a separate application will have to be made in accordance with Milton Keynes co-ordinated admissions arrangements. No appeal will be allowed against the refusal of a place in the nursery.

**3.4** Applications for Rickley Park Primary School Nursery should be made directly to the school using the Nursery Application Form (*see Appendix 6*)

## **4. Procedure for Admitting Students to Rickley Park Primary School**

**4.1** Rickley Park Primary School has an agreed admission number of 60 for September 2022 and, subject to any changes approved or required by the Secretary of State, this will remain at 60 for subsequent years. Therefore, the school will accordingly admit a maximum of 60 children in the relevant age group each year if sufficient applications are received.

## **5. Process of Application at Main Point of Entry (Starting School for the First Time)**

**5.1** Arrangements for applications for places at Rickley Park Primary School will be made in accordance with the Local Authority’s co-ordinated admission arrangement and will be made on the Online School Application Service provided and administered by Milton Keynes Council.

**5.2** Rickley Park Primary School will use the Milton Keynes Council’s timetable for applications to the school each year (exact dates within the months may vary from year to year).

Details of opportunities for prospective parents to visit the school will be provided to parents. We will also provide information to Milton Keynes Council, as required:

- September 2021 – Admission Information available to parents via Milton Keynes Council Website
- October / November 2021 - Rickley Park Primary School will provide opportunities for parents to visit the school.
- January 2022 - Closing date for applications
- January – March 2022 – Applications processed by Milton Keynes Council
- April 2022 - Notification sent to parents by Milton Keynes Council
- April 2022 - Parents confirm acceptance of place offered direct to Rickley Park Primary School
- May 2022 – Closing date for receipt of appeal request
- June / July 2022 – Appeals to be heard during this period
- Further re-allocation rounds will take place regularly until end August 2022

## **6. Procedures where Rickley Park Primary School is over-subscribed**

**6.1** Where the number of applications for admissions is greater than the published admission number, applications will be considered against the criteria set out below.

After the admission of students with statements of Special Education Needs or Education Health Care Plan where Rickley Park Primary School is named on the statement, the criteria will be applied in the order in which they are set out below:

- 1) Children who are in care, including those who were previously in care, who immediately after being in care became subject to an adoption, or residence or special guardianship order within the last year.
- 2) Children who live in the defined area (*see Appendix 1*) and have a sibling on roll at the time of admission (*see 6.2*). Proof of residence may be required.
- 3) Children who live in the defined area served by the school (*see Appendix 1*). Proof of residence may be required.
- 4) Children who live outside the defined area (*see Appendix 1*) and have a sibling on roll at the time of admission.
- 5) Children who live outside the defined area of the school (*see Appendix 1*).

### **6.2 Supplementary Definitions:**

#### **6.2.1 Sibling criterion**

A sibling is a brother or sister, which for admission purposes means brothers and sisters of whole or half blood or any other child (*including an adopted child*) who permanently resides at the same address and for whom the parent also has parental responsibility.

#### **6.2.2 Multiple births**

In cases where there is one remaining place available and the next child on the waiting list is one of a twin, triplet or other multiple birth groups both twins would be admitted (*or all siblings in the case of multiple births*) even if this goes above the admission number for the school or takes any class above the threshold of 30 in line with Infant Class Size legislation.

**6.3** In the event of there being more applicants meeting any of the criteria above than available places, places will be allocated in distance order using the distance between the child's normal home address and the school's main entrance as measured in a straight line using the Local Authority's computerised measuring system with those living closest to the school receiving the higher priority.

**6.4** Please refer to Appendix 5 for the latest data showing which applications were successful (*for admissions September 2021*).

## **7. Process of Application other than at Main Point of Entry (In Year Admissions)**

**7.1** Milton Keynes Council no longer co-ordinate admissions for in-year applications and for applications for year groups other than the normal point of entry. However, the Rickley Park Primary School's Admissions Policy remains under-pinned by the Milton Keynes Council "In-year Fair Access Protocol".

### **7.2 Procedural Arrangements**

#### **7.2.1 Applications**

Rickley Park Primary School will provide in-year application forms available on the school website or, on request; a paper form is available from the school office (*see Appendix 2*). The application forms ask for the same information as Milton Keynes Council forms and include a page for completion by the Headteacher of the child's current Milton Keynes school when the applicant is requesting a change of school but is not moving to a new address.

#### **7.2.2 Applying for a School Place**

Parents with children of statutory school age who move into or within Milton Keynes, or are requesting a change of school and require a place at Rickley Park Primary School outside of the normal transfer times should apply for a place using the Rickley Park Primary School 'In-year Application Form' (*see Appendix 2*). The completed form should be submitted directly to the school with any additional supplementary papers including proof of residence documents for the parent and child.

#### **7.2.3 Processing in-year applications**

The school will process all in-year applications.

Subject to any provisions in LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, Rickley Park Primary School will consider all applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, the oversubscription criterion will apply (*see section 6*).

In line with Milton Keynes Council Policy, school places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of formal lease agreement. Places will not be confirmed more than two months in advance of a proposed move. Children **must** be resident within the country before an application can be considered. (Note: Service and Crown Personnel are exempt from the above.)

Rickley Park Primary School will not consider fresh applications in the same academic year unless there is a significant and material change of circumstances relative to a fresh application.

#### **7.2.4 Allocating places at Rickley Park Primary School**

Allocations of place at Rickley Park Primary School will be made by the School in line with the oversubscription criteria (*see Section 6*). The school will notify parents in writing of the outcome of their Application (*see Appendix 3 and 4*) and will also inform parents of their legal right to appeal against applications that have been unsuccessful.

In line with the Code of Practice, Rickley Park Primary School, on receipt of an in-year application, will notify Milton Keynes Council of both the application, and its outcome, to allow the Local Authority to keep up to date figures on the availability of places in the area.

If it is not possible for the school to offer a place at Rickley Park Primary School it will be the responsibility of Milton Keynes Council to offer a place at the school nearest to the child's home address that has a place available unless the child already has a school place within close proximity to their home address. In this case no alternative offer will be made unless requested by the parent.

## **8. Arrangements for Appeals**

**8.1** Parents/Carers will have the right of appeal to an Independent Appeals Panel if they are dissatisfied with an admission decision of the school. The Appeal Panel will be independent of Rickley Park Primary School. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education.

## **9. Operation of Waiting Lists**

**9.1** Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, where in any year Rickley Park Primary School receives more applications for places than there are places available, a waiting list will operate until the end of the school year. This will be maintained by the school and it will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. If additional names are added to the waiting lists the criteria set out in section 6 will be used to rank them and place them in rank order within the appropriate band adjusting the rank of other applicants accordingly.

**9.2** Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in section 5. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. Parents must ensure that they contact the school in writing to state that they wish to remain on the waiting list.

## **10. Annual Procedures for Determining Admission Arrangements**

**10.1** Rickley Park Primary School, working in partnership with Milton Keynes Council, will consult regularly (*and at least every 7 years*) on its proposed admission arrangements and will publish its admission arrangements each year once these have been determined via this policy. The last consultation was in October 2021 for the September 2022 intake.

**10.2** The published arrangements will set out:

- the name and address of the Academy and contact details;
- a summary of the admissions policy, including oversubscription criteria;
- a statement of any religious affiliation (*where applicable*);
- numbers of places and applications for those places in the previous year; and
- arrangements for hearing appeals

Rickley Park Primary School

Rickley Lane

Bletchley

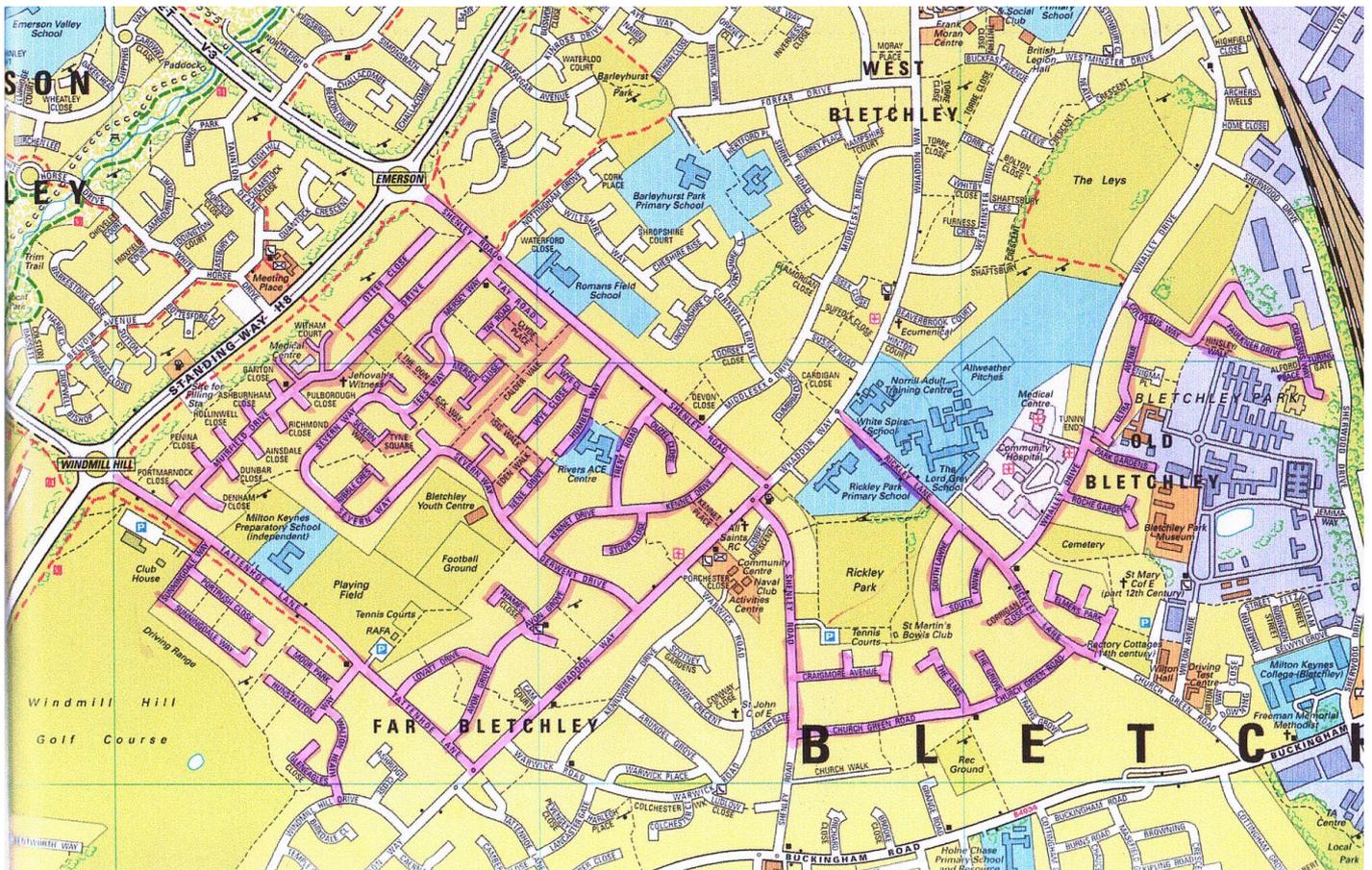
Milton Keynes

MK3 6EW

Tel: Milton Keynes (01908) 372979

## Appendix 1: Rickley Park Primary School Defined Area

- Housing area bounded by Shenley Road (odd numbers 101 upwards), Whaddon Way (79-249 odd numbers) and Tattenhoe Lane and that area to the south east of Whaddon Way bounded by Shenley Road (even numbers 20-86), Church Green Road (odd numbers only), Rickley Lane and Whalley Drive to and including Roche Gardens, Park Gardens and Elmers Park.
- North eastern area of Windmill Hill which includes Gleneagles Close, Hunstanton Way, Moor Park, Portrush Close, Sunningdale Way and Walton Heath.
- Bletchley Park which includes Alford Place, Colossus Way, Enigma Place, Faulkner Drive, Hinsley Walk, Turing End, Turing Gate and Ultra Avenue.



## Appendix 2: In-Year Admissions Information and Application Form



### Rickley Park Primary School IN-YEAR ADMISSIONS INFORMATION

and

### APPLICATION FORM

#### **IMPORTANT INFORMATION**

Please read the guidance on In-Year Admissions which is available as part of the Rickley Park Primary School Admissions Policy on the school website ([www.rickleyparkprimary.co.uk](http://www.rickleyparkprimary.co.uk))

This form should be used for all primary aged pupils who are applying for a place at Rickley Park Primary School, either during or at the start of the school year and who are not due to start school for the first time. This may be due to a house move or to request an alternative school place. If the child has a statutory Statement of Special Educational Needs or Education Health Care Plan please contact the Milton Keynes Special Educational Needs Team for information on how to apply on (01908) 253414 or by email [sen@milton-keynes.gov.uk](mailto:sen@milton-keynes.gov.uk)

#### **Before you apply**

Please read the important information below before completing the application form.

- Applications for in year school places should be made by completing the attached form. **This form is only valid for applications to Rickley Park Primary School.**
- As an academy, the school coordinates its own In-Year Admissions. For applications to community schools please contact the Milton Keynes School Admissions Team on (01908) 253371 or via email [schooladmissions@milton-keynes.gov.uk](mailto:schooladmissions@milton-keynes.gov.uk).
- The school place will normally be required within two months of the application date. Applications will be accepted for a September admission from the preceding April. School places cannot be reserved therefore we process and allocate places, where possible, close to the date the school place is required. Once a school place has been offered the child should start attending by the date agreed with the school otherwise the place may be withdrawn.
- If you are moving into or within Milton Keynes, documentary evidence in the form of a solicitor's letter to confirm exchange of contracts or a copy of your signed lease agreement is required to support your application.
- If you have moved to Milton Keynes from overseas you must provide a copy of your child's passport and visa.
- Your application will not be processed until your child is resident within the country.
- The school reserves the right to seek further documentary evidence if appropriate.

#### **School Section**

If the child is currently attending a Milton Keynes school you **must** get the school section of the form completed by your child's current school. **Failure to do so will result in a delay in processing your application.**

#### **Useful Information**

You can print this form and notes as a PDF document from our website where there is further information and links to the Rickley Park Primary School Admissions Policy, the Fair Access Protocol and other useful information.

# IN-YEAR APPLICATION FOR A PLACE AT RICKLEY PARK PRIMARY SCHOOL

**For admissions from September 2022 onwards**

**PLEASE ALLOW 15 SCHOOL WORKING DAYS TO PROCESS AND WRITE CLEARLY IN BLACK INK**

**For Milton Keynes residents who are seeking admission to Rickley Park Primary School after the normal point of admission**

Please read the guidance notes before completing the form. Once complete return directly to the school.

## 1. Child's details

Child's legal surname		First name(s)		
Child's date of birth		Year group		Male / Female
Child's normal home address <i>(This is the address at which the child named above normally lives)</i>	Postcode			
Council tax is paid to	<b>If you do not pay Council Tax on this property please enclose a utility bill with your application for this address</b>			
Council tax account number				
Name of current (or most recent) school/nursery	If now left this school/nursery, please give last date of attendance ___/___/___			
Address of school			Telephone	
Language spoken at home				

## 2. Your details

Name(s) of parents/carers living at home address above	Title: Mr / Mrs / Miss / Ms		
Relationship to child			
Email address			
Home/daytime telephone number		Alternative telephone number (e.g. mobile)	
If another adult has parental responsibility but does not live at the same address as the child, please include details			

## 3. Application to Rickley Park Primary School

Please outline your reasons for choosing to apply for a place at Rickley Park Primary School			
Is your child in the care of a local authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Local Authority	
	If the answer above is 'Yes' please tell us which local authority supports the child and give a social worker contact name and telephone number		
	Name	Telephone	

<p>Does your child have any brothers or sisters attending Rickley Park Primary School?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Name _____ Date of birth _____</p>
<p>Are you applying on religious grounds</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, you will need to complete a supplementary form (obtainable from the school) and return it to the address given on the form</p>
<p><b>4. Reason for request for admission or transfer</b></p>	
<p>Date admission required</p>	
<p>Recent move to Milton Keynes</p> <p><input type="checkbox"/> Please tick if applicable</p> <p>Move date ___/___/___</p>	<p>Please give new address and provide evidence of residence in form of the council tax bill for the property and a utility bill</p>
<p>Transferring school within Milton Keynes (and neighbouring authorities)</p> <p><input type="checkbox"/> Please tick if applicable</p> <p><b>You must ensure that Section 8 is completed and signed by the Headteacher of your child's current school</b></p>	<p>Please tell us your reasons for requesting a school transfer</p>

## 5. Educational factors we should be aware of

Does your child hold a Statement of Special Educational Needs/Education Health Care Plan (EHCP)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your child currently undergoing assessment for a statement of special educational needs/EHCP?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered yes to either question above, which local authority is involved?	
Does your child speak English?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you withdrawn your child from a school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has your child been excluded from school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has your child been supported by any other agencies i.e. Education Welfare Service?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the child subject to a court order or known to any other agency, i.e. Children's Services?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please add any information you would like us to know before we process your application

## 6. Ethnic monitoring

Please indicate your child's ethnic background. The information provided here is only used for monitoring purposes only.

		Tick			Tick
<b>White</b>	English		<b>Other Groups</b>	Chinese	
	Scottish			Japanese	
	Welsh			Any Other Ethnic Group	
	Other White British		<b>Black or Black British</b>	Black Caribbean Background	
	Irish			Ghanaian	
	Traveller of Irish Heritage			Nigerian	
	Gypsy/Roma			Sierra Leonean	
	Italian			Somali	
	Eastern European			Other Black African	
	Western European			Any Other Black Background	
	Any Other White Background			<b>Asian or</b>	Indian

<b>Mixed or Dual Background</b>	White and Black Caribbean		<b>Asian British</b>	Pakistani	
	White and Black African			Bangladeshi	
	White and Pakistani			Asian Other	
	White and Indian		<b>I do not wish for an ethnic category to be recorded</b> <input type="checkbox"/>		
	White and Other Asian				
	Any Other Mixed Background				

### 7. Parental declaration

I certify that I have parental responsibility for the child named in Section 1 and that this application has the agreement of all parents/carers listed in Section 2.

I wish to make application to Rickley Park Primary School.

I confirm that the information I have provided is to the best of my knowledge correct and up to date. I understand if I give any false or deliberately misleading information on this form and/or supporting papers or withhold any relevant information, this may lead to the withdrawal of an offer of a school place for my child.

I hereby give permission for Rickley Park Primary School to contact my child's previous school.

Signature of parent/carer

Date

**Information supplied will be used for registration purposes under the Data Protection Act 1998**

**Once completed you should return this form directly to Rickley Park Primary School.**

**8. School section (To be completed by Headteacher of current school)**

If you are applying for a place at Rickley Park Primary School and have not moved address the headteacher (or head of year) of the child's current school must complete this section before we can process your application. The form needs to be stamped with the school stamp.

Child's name

Has the parent discussed the transfer request with you and are there any reasons why you feel the change of school would be detrimental to the child in any way?

**Does the child have any special needs?**

SEN Support Yes

Under Assessment Yes

Statemented/Education Health Care Plan Yes

Does the child have any exclusions? Yes

**Are there any attendance related issues?**

Please give % attendance and number of unauthorised absences in the last twelve months

%

**Other information which may be relevant to the application**

(Behavioural issues, if applicable, previous schools attended in the last two years, if known)

Name \_\_\_\_\_

Position \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Detailed information on Rickley Park Primary School can be found on our school website:

[www.rickleyparkprimary.co.uk](http://www.rickleyparkprimary.co.uk)

School stamp

## Appendix 3: Example In-Year Admissions Acceptance Letter



Rickley Lane, Bletchley, Milton Keynes, MK3 6EW  
Telephone: 01908 372979 Email: [office@rickleypark.co.uk](mailto:office@rickleypark.co.uk)  
Executive Headteacher: Melanie Saunders Head of School: Nicole Bramwell

To the Parent/Carer of:

Xx, xxxxxx xxxxxx  
XXXXXXXXXX,  
XXXXXX XXXXXXX  
Xxx xxx

01 February 2022

Dear Parent / Carer

### Admission to Rickley Park Primary School

**Pupil:**

**Date of Birth:**

We are pleased to confirm that a place is now available for your child at Rickley Park Primary School. Please contact the school on (01908) 372979 to discuss admission arrangements and a start date.

If, for any reason, you do not wish to accept the place allocated for your child we would be grateful if you would let us know in writing, or by email to [office@rickleypark.co.uk](mailto:office@rickleypark.co.uk) stating your child's name and date of birth. This will be greatly appreciated and enable the place to be allocated to another child.

We look forward to welcoming your child to Rickley Park Primary School and working with you to help your child fulfil their potential.

Yours sincerely,  
Mrs Liz Baker  
Business Support Officer



Rickley Park Primary School is committed to safer recruitment practice. All pre-employment checks will always be undertaken before any appointment confirmed. All prospective employees are subject to an enhanced DBS check and any offer of employment is subject to these. Rickley Park Primary School is an equal opportunities employer.

Rickley Park Primary School is part of Inspiring Futures through Learning (IFtL), a company Limited by Guarantee and registered to Fairfield Primary school, Apollo Way, Fairfields, Milton Keynes MK11 4BA The company number is 07698904 and is registered in England.

## Appendix 4: Example In-Year Admissions Refusal Letter



Rickle Lane, Bletchley, Milton Keynes, MK3 6EW  
Telephone: 01908 372979 Email: [office@rickleypark.co.uk](mailto:office@rickleypark.co.uk)  
Executive Headteacher: Melanie Saunders Head of School: Nicole Bramwell

To the Parent/Carer of:

Xx, xxxxxx xxxxxx

Xxxxxxxxxx,

01 February 2022

Dear Parent / Carer

### Admission to Rickle Park Primary School

**Pupil:**

**Date of Birth:**

We are sorry that it is not currently possible to offer your child a place at Rickle Park Primary School. The application was refused as the school is currently full in the year group requested.

Rickle Park Primary School has a Planned Admission Number of 60 pupils per year group (Reception to Year 6). In addition to this, there is a legal requirement that infant class sizes must not contain more than 30 children. This applies to Reception, Year 1 and Year 2. This means that where the class size limit has been met it is not possible to offer further places.

In line with our Admissions Policy we maintain a waiting list which will remain in place until the end of the school year. It is open to any parent/carers to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. As places become available in the year group they are allocated in line with the Admissions Policy (available on the school website or, on request, a paper form is available from the school office).

In the meantime, we have informed Milton Keynes Council that we have been unable to offer your child a place at Rickle Park Primary School and they will be responsible for offering your child a place at the school nearest to the child's home address that has a place available. The School Admissions Team can be contacted on (01908) 253371 or via email [schooladmissions@milton-keynes.gov.uk](mailto:schooladmissions@milton-keynes.gov.uk).

Should you wish to appeal against the decision not to offer your child a place at Rickle Park Primary School please contact the school office on (01908) 372979 or by email to [office@rickleypark.co.uk](mailto:office@rickleypark.co.uk) to request an appeal form.

Please be aware that, in line with the Rickle Park Primary School admissions Policy, at the end of the academic year all children will be removed from all waiting lists. At this time you will have to make a new application.

If you have any queries please telephone the school on (01908) 372979 or the Milton Keynes Council School Admissions Team can be contacted on (01908) 253371.

Yours sincerely,  
Mrs Liz Baker  
Business Support Officer

## Appendix 5: Foundation Applications for Rickley Park Primary School (Academy) for September 2021

Rickley Park Primary School (Academy) received a total of 134 applications. 60 places were available in the year group. Below is a breakdown of the initial allocations.

	NUMBER OF APPLICATIONS	ALLOCATED	NO LONGER REQUIRED	REFUSED
Children with a Education, Health & Care Plan (SEND)	3	3	0	0
1. Children in care	0	0	0	0
2. Children who live in defined area and have a sibling on roll at the time of admission	7	7	0	0
3. Children who live in the defined area	20	20	0	0
4. Children who live outside the defined area and have a sibling on roll at the time of admission	14	14	0	0
5. Children who live outside the defined area	102	17	15	12
<b>TOTALS</b>	<b>146</b>	<b>61</b>	<b>85</b>	<b>0</b>

Pupils who no longer require a place were successful in obtaining a place at a higher ranked school.

All those refused a place at Rickley Park Primary School have been offered an alternative place.

The last child was admitted under criterion 4 at a distance of 2.62 miles.

## Appendix 6: Rickley Park Primary School Nursery Application Form



## Rickley Park Primary School NURSERY APPLICATION FORM

### 1. Child's details

Child's legal surname		First name(s)	
Child's date of birth		Gender	Male / Female
Child's normal home address <i>(This is the address at which the child named above normally lives)</i>	Postcode		
Language spoken at home		Religion	
Doctor's Name and Tel No.			
Medical / Dietary Needs that the school should be aware of			
Name and Age of other children who attend Rickley Park Primary Nursery or School			

### 2. Your details

Name(s) of parents/carers living at home address above	Title: Mr / Mrs / Miss / Ms		
Relationship to child			
Email address			
Home/daytime telephone number		Alternative telephone number (e.g. mobile)	
If another adult has parental responsibility but does not live at the same address as the child, please include details			

### 3. Booking request – morning / afternoon sessions (term time only).

Please tick below to indicate the sessions you would like to book.

	Breakfast club session 7:45am-9.00am (£5per day) Please tick	Morning Session 9.00am- 12.00pm  Please tick	Afternoon session 12-3.00pm  Please tick	After school club session 3-4:15pm (£6.50 per day) Please tick
<b>Monday</b>				
<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				

Sessions are charged as follows: Afternoons £16 per session, Additional morning session is £5 per session  
\* Child's Birth Certificate must be received prior to admission

Please confirm your 30 hours free childcare eligibility reference number (provided by the HMRC online eligibility checker available at <https://childcare-support.tax.service.gov.uk/>.)

Reference: \_\_\_\_\_

Child's name: : \_\_\_\_\_

Child's DOB: : \_\_\_\_\_

Parents name (including title): \_\_\_\_\_

Parents DOB: \_\_\_\_\_

Parents National insurance number: \_\_\_\_\_

I will inform the school of any changes to my 30 hours free childcare eligibility immediately.

If I am not eligible for funding I will be paying for afternoon sessions.

Please refer to the Nursery Terms and Conditions for further information.

Parent/Carer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_