



Headley Lane
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Nursery Application Form

Child's Last Name	
Child's first name(s)	
Child's Date of Birth	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Siblings at Headley Park School – please give names and ages	
Home address (this must be the address where the child usually lives with a parent or carer). If parents are separated, it can be the address of either parent as long as the child lives regularly at this address). Please make sure you include the postcode.	
Proof of address. You need to include 2 items with the name of the parents/carers who live with the child. Please tick the 2 which you will enclose with the application form. Copies are acceptable.	<input type="checkbox"/> gas or electric bill <input type="checkbox"/> Landline telephone bill <input type="checkbox"/> Copy of driving license <input type="checkbox"/> Council tax bill <input type="checkbox"/> Tenancy / rent agreement
Full name of First Parent / Carer (first point of contact):	
Relationship to the child:	
Email address:	
Mobile telephone:	
Full name of second parent / carer (second point of contact):	
Relationship to the child:	

Email address:	
Mobile telephone:	
Which class would you prefer?	<input type="checkbox"/> Nursery 1 (Monday and Tuesday all day and Wednesday morning) <input type="checkbox"/> Nursery 2 (Wednesday afternoon and Thursday and Friday all day)
If you are eligible for 30 hours free childcare please enter your eligibility code here: (see below for information on how to apply for this)	
If you are eligible for 30 hours free childcare, are you wanting a full time place for your child?	
Do you claim any of these benefits? (tick all that apply)*	<input type="checkbox"/> Income Support <input type="checkbox"/> Income-based Jobseeker's Allowance <input type="checkbox"/> Income-related Employment and Support Allowance <input type="checkbox"/> Support under Part 6 of the Immigration and Asylum Act 1999 <input type="checkbox"/> The guaranteed element of State Pension Credit <input type="checkbox"/> Child Tax Credit (as long as you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190) <input type="checkbox"/> Working Tax Credit run-on (paid for four weeks after you stop qualifying for Working Tax Credit) <input type="checkbox"/> Universal Credit
Does either of the child's parents or carers work in the armed forces?* Please specify	
Has the child ever been in the care of the local authority?* Please give dates	
Does your child have a disability or other special need? Please specify**	
Which other nurseries are you applying for? Please include Headley Park and let us know your order of preference:	First choice: _____ Second choice: _____ Third Choice: _____ Fourth Choice: _____
Are there any special circumstances or extenuating factors that mean it is particularly important for your child to attend Headley Park nursery? (continue on a separate sheet if necessary)	

* We ask these questions because they indicate eligibility for Pupil Premium funding and we reserve some places for children with this entitlement.

** we ask this because we will provide a place for a child with special needs if possible and we will make sure that we do not refuse a place on the grounds of disability.

I confirm that the information on this form is correct.

Signed: _____ (Parent/Carer) Date: _____

Criteria for allocating Places

Places are allocated on a points based system, with points added for:

- Siblings at the school
- Distance of home address from the school (the closer to the school, the more points)
- Pupil Premium eligibility
- Order of preference
- Special needs and extenuating factors

Where more than one application has the same number of points, we will also consider the gender and age balance of the classes in order to make the final allocation.

Applying for 30 hours free childcare

Go to <https://www.childcarechoices.gov.uk/> for information and calculator to learn more about which offers might be best for you to see if you are eligible. You can download a copy of the guide at:

[www.gov.uk/government/publications/30- hours-free-childcare-eligibility](http://www.gov.uk/government/publications/30-hours-free-childcare-eligibility)

If you register, you will have a gateway account and be supplied with an eligibility code if your application is successful