



## Application Form for St. Margaret's Nursery

St. Margaret's Nursery

The Mardens, Ifield, Crawley, West Sussex RH11 0AQ

Telephone 01293 421080

Headteacher: Mrs Jill Hine B.Ed (Hons), NPQH

Nursery Manager: Mrs Jo Hiscock [jhiscock3.938@lgflmail.org](mailto:jhiscock3.938@lgflmail.org)

Dear Parent/ Guardian,

Thank you for the interest you have shown in our nursery. If you would like to apply for a place at our nursery please see the checklist below.

- Please complete the application form, ensuring you have stated which criteria your application fits into.
- Return your completed form together with a copy of either your child's birth certificate or passport to St Margaret's school or Nursery in a sealed envelope.
- All applications must be returned by January 31<sup>st</sup> to be allocated for the following September intake.
- The 'allocation of sessions' process begins in February. You will be informed if you have or haven't been allocated a space by the end of March of that same year.
- Please update and inform the nursery if you have any changes to your contact details.
- Please contact the nursery if you would like to book an appointment to view the nursery.

We hope the above information helps you with your application.

Yours sincerely

Jo Hiscock

Nursery manager

Please complete this form in capital letters and return in a sealed envelope to St Margaret's Nursery with a copy of your child's birth certificate.

Child's Surname..... Child's First Name.....

Child's Date of Birth..... Male /Female.....

Address.....  
.....

Contact email address.....

Telephone Number.....

Mother's name..... Mobile number.....

Father's name..... Mobile number.....

Child's first language..... Ethnic Origin.....

**All applications need to be received by 31<sup>st</sup> January, to be considered for a place in the following September intake.** The following criteria is used to determine and allocate the places.

Please indicate below the criteria category your application applies to:

- |    |                                                                                                  |                          |
|----|--------------------------------------------------------------------------------------------------|--------------------------|
| 1. | Children that are "looked after" in the community.                                               | <input type="checkbox"/> |
| 2. | Children that will attend 50 weeks a year.                                                       | <input type="checkbox"/> |
| 3. | Children that are in receipt of 2 year old funding<br>Two Year Funding Code _____                | <input type="checkbox"/> |
| 4. | Children with Special Educational Needs.                                                         | <input type="checkbox"/> |
| 5. | Children who have a sibling already attending<br>St Margaret's C of E Primary School or Nursery. | <input type="checkbox"/> |
| 6. | All other applications.                                                                          | <input type="checkbox"/> |

If your application applies to criteria number 4 please give more information as to why you feel your child qualifies for this criteria.

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Please tick below the sessions that you would prefer for your child.

	Monday	Tuesday	Wednesday	Thursday	Friday
8.30 -12.00					
12.00-13.00					
13.00- 16.30					

Funded only  Term time only  50 weeks a year

The nursery is open for 50 weeks a year (closed for the two weeks at Christmas).

Preferred start date:

September 2020

September 2021

September 2022

Please see the Nursery Admissions Policy for further details in regard to the admissions process. You can access this on the St Margaret's C of E Primary School website or please ask for a copy in nursery.

Signature of Parent/Guardian.....

Name (please print)..... Date.....

For further details please contact:

Mrs Jo Hiscock, St Margaret's Nursery, The Mardens, Ifield, Crawley, West Sussex, RH11 0AQ

01293 421080 [jhiscock3.938@lfqmail.org](mailto:jhiscock3.938@lfqmail.org)

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### Nursery Use Only

Date received..... Staff Initials.....

I.D. number.....