



## APPLICATION FORM

Name of child \_\_\_\_\_ Please print

D.O.B. \_\_\_\_\_

### **Home address**

House No. \_\_\_\_\_

Road: \_\_\_\_\_

Town / City: \_\_\_\_\_

County: \_\_\_\_\_

Postcode \_\_\_\_\_

Home Tel: number \_\_\_\_\_

Mother's full name (*Please print*)

Father's name (*please print*)

E-mail address so that we can contact you (*please print*)

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**Little Saints Nursery welcomes children from all areas of the city; it has an inclusive policy with regard to ethnicity, faith and background. In the event of over subscription for places, nursery places will be offered in order of priority. Wherever possible, older children on the waiting list will be offered places. Other factors influencing the priority of a place will be:**

- Children who are claiming free funding will be given precedence over waiting list children.
- Children who are already attending nursery, will be given precedence over waiting list children
- Children who have a sibling at Little Saints Nursery/ Totley All Saints School.
- Children whose parents/ guardians live within the parish of All Saints Church, Totley or live within the vicinity of Little Saints nursery.
- The final decisions will be made by the committee.

### Oversubscription Criteria

The following is the order of priority in which applications will be considered if the nursery is oversubscribed.

**Children with Special Educational Needs (SEN)**, a child that has a statement for SEN will be admitted to Little Saints Nursery in line with our special needs policy.

**Pupils in public care** (looked after Children) who:  
are looked after at the time an application for a nursery is made or Will be looked after at the time when the child is admitted to nursery.

**Date of birth priority** with oldest children admitted first.- where spaces dictate.

**Children: - with a sibling at the nursery.** Any child who has a sibling at the same nursery, we will ease pick up and drop off arrangements for parent's \ carers.

**Please Note: We cannot take children under the age of two years.**

Date you would like your child to start: \_\_\_\_/\_\_\_\_/\_\_\_\_

Preferred sessions (please tick). Please note these cannot be guaranteed but we will do our best to accommodate your request.

	Morning	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

**We will contact you the term before you wish your child to start**

How did you hear about our nursery? \_\_\_\_\_

Does your child have a sibling at All Saints School or in the nursery? \_\_\_\_\_

Do you attend church with your child, if so which? \_\_\_\_\_

Does your child attend another Nursery, if so which?  
\_\_\_\_\_ Hours attending \_\_\_\_\_

How many sessions do they attend? \_\_\_\_\_

What will be your preferred school? \_\_\_\_\_

**The nursery is open for 38 weeks a year for which the Government Grant is available for eligible children.** The nursery grant is available to every child the term after their 3<sup>rd</sup> birthday and also for some 2 year olds subject to fulfilling government criteria. The grant is for up to **15hrs per week**, you may claim up to 6 ½ hours a day (lunchtime cover is charged for in some cases @ £1 please see the manager). The sessions are 3 hrs in a morning and 2.5 in an afternoon. **We also accept the 30 hours offer.** The hours can be used at any two providers. Further information is available in our Welcome book [www.littlesaintsnursery.org.uk](http://www.littlesaintsnursery.org.uk), our Face Book page little Saints Nursery or you can contact us via email [manager@littlesaintsnursery.org.uk](mailto:manager@littlesaintsnursery.org.uk).

The Nursery complies with the Data Protection Act 1998 and also the Nursery Statement of Intent for the use and storage of all personal and private information.

Please make an appointment to visit the nursery. Tel. 0114 2352148

Please print name.....

Parent's Signature.....Date.....

Please return form to:

The School House, Hillfoot Road, Totley, Sheffield S174AP

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