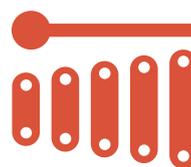
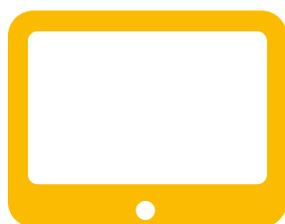


Knowsley School Nursery Class Admissions

Information for Parents

2016 - 2017



Knowsley school nursery classes 2016/17 admission

This booklet provides specific information about applying for a place in a Knowsley school nursery class, including the oversubscription criteria and application form for community and voluntary controlled schools and participating academies.

Nearly all Knowsley primary/infant schools have a nursery class. Children are generally entitled to a free nursery education place from the beginning of the term following their third birthday. Places are normally offered on a part-time basis - usually five sessions a week, each of three hours, for 38 weeks of the year. This often means morning or afternoon sessions.

Child's 3rd birthday is between	Normal term of admission to nursery class
1 April - 31 August	Autumn term start (September)
1 September - 31 December	Spring term start (January)
1 January - 31 March	Summer term start (April)

Some schools may offer flexibility *e.g. full-time places (top-up charges may apply) or places for two year olds (restrictions may apply)* - **please contact the individual school for more information about what nursery provision they can offer your child.**

Knowsley school nursery classes have a staffing ratio of 1 member of staff to every 13 children; 1 member of staff will be a teacher and the second will hold at least a Level 3 teaching assistant qualification. Children will be supported in their learning, development and care; enjoying play based experiences, both indoors and outdoors, as set out in the National Early Years Foundation Stage Framework.

Applying for a Knowsley school nursery class place

- If you want a place for your child in a Knowsley school nursery class, you should apply directly to the school following the procedures given in this leaflet.
- Many schools can offer nursery places to all who apply. However, if there are more applicants than places available, schools will apply an admission policy (oversubscription criteria) to decide which children have priority for the places that are available.
- If you are applying to a school whose nursery class is normally oversubscribed, it may be wise to make an additional application to another school in the first instance, just in case your preferred school can not make an offer. However, you should only accept one school nursery place and, if you are offered a place at more than one school, you must let each school know whether you are going to take up the place as soon as possible. Please **do not** hold on to the offer of two places - someone else could be missing out.
- Once you accept your free education entitlement at one nursery class, you **cannot** accept additional free places at any other establishment (*whether this is in the private or voluntary sector, in another Knowsley school or a school nursery in another borough*). Local authorities may share information about allocations to nursery class and, if it is found that a child is accessing more sessions than they are entitled to, additional sessions will be withdrawn immediately*.

**There may be rare, highly exceptional circumstances, e.g. due to child protection issues, where the authority may agree to offer additional sessions.*

Knowsley voluntary aided school nursery classes

In Catholic and Church of England primary/infant schools, the Governors of each school are responsible for setting their own individual nursery admission policy and oversubscription criteria. Parents/carers need to contact the school directly about how and when to apply and to obtain an application form.

Knowsley community and voluntary controlled school nursery classes (and participating academies)

The local authority is responsible for setting the nursery admission policy for these schools - this includes the oversubscription criteria if these schools receive more applications than the number of places available. However, the schools administer their own nursery applications so parents/carers still need to make their applications directly to these schools.

The admission policy and oversubscription criteria for Knowsley community and voluntary aided nursery classes (and participating academies) can be found in this leaflet along with the application form.

Application procedures for Knowsley community and voluntary controlled school nursery classes (and participating academies)

For 2016/17 applications, the following procedures apply:

The nursery application form included at the back of this leaflet should be completed and submitted directly to the school of preference.

Some parents/carers may have asked for their child's name to be placed on an "interested" list. This, however, is not a formal application and does not give your child any priority for a place in the nursery class.

Parents/carers must make a formal application during the stated period.

- Applications will be considered on a termly basis.
- Applications for September 2016 entry should be submitted no later than 11 March 2016.
- Parents/carers wishing to apply for Spring term (January) or Summer term (April) entry in 2017 should return an application form by the school closing date for half-term break in the term preceding entry ***e.g. to apply for a place to start in January 2017, your application should be submitted by the date that the school finishes for half-term break in October 2016.***
- All applications received by the respective closing date will be considered together - if the school has received more applications than places available, the oversubscription criteria will be applied to all applications to determine how places are allocated.
- The school will inform parents/carers of the outcome of their application after the closing date.
- Where a place can be offered, the letter will normally give a start date and further admission arrangements.
- If parents/carers do not require the place they should inform the school immediately in writing.
- Where a place cannot be offered, names **may** be kept on a waiting list in line with the oversubscription criteria and, if places become available, they will be re-offered from the waiting list (***parents/carers should check with individual schools whether they will be keeping a nursery waiting list.***)
- There is no right of appeal against the refusal of a place due to that nursery class being full. Parents/carers may wish to consider other Knowsley school nursery classes with a place available.
- Any offer of a place may be subject to parents/carers providing proof documents to confirm information stated on the application form and used in the allocation of places. Places obtained on the basis of false information may be withdrawn.
- If application information changes, parents/carers must inform the school without delay to avoid the application being considered incorrectly.

Admission policy for nursery classes in Knowsley community and voluntary aided schools (and participating academies)

If there are more applicants than the number of nursery places available in a particular school, then the nursery class is deemed to be oversubscribed.

The following criteria will be applied in strict priority order to decide how places will be allocated in Knowsley community and voluntary controlled primary schools (and participating academies):

- 1. Children who are cared for by a local authority or who were, in certain circumstances, previously looked after by a local authority.** (See note i)
- 2. Children with exceptional circumstances who are nominated by the Knowsley Child Development Centre (CDC).** (See note ii)
- 3. Children aged 4 with an older brother or sister expected to be attending that nursery class or primary school at the time of the applicant's admission.** (See notes iii and iv)
- 4. Other children aged 4.** (See note iv)
- 5. Children aged 3 with an older brother or sister expected to be attending that nursery class or primary school at the time of the applicant's admission.** (See notes iii and v)
- 6. Other children aged 3.** (See note v)

If there are more children in any one category than places remaining, the following tie-break will be used:

Children living within 0.5 of a mile radius of the school will be considered first. Where a further tie-break is necessary, random selection will be used.

Where places remain available, children living within 1 mile will be considered as above. If required, further radial groupings, increasing by 0.5 of a mile each time, will be considered until the allocation is complete. Where distance does not assist, for example in the case of twins or children living in the same block of flats, random selection will be used.

Notes

- i. As defined in the School Admissions Code - *'looked after (under Children Act 1989 section 22i) at the time of application and expected time of admission or who were looked after and ceased to be so because they immediately became adopted or subject to a residence order or a special guardianship order'*. Parents/carers who wish to have their child considered under criterion 1 need to provide evidence of this to the school at the point of application.
- ii. Parents/carers should note the exceptional nature of the circumstances required for acceptance under criterion 2. Not all children receiving support from the CDC will be eligible. It is for the CDC professionals to decide whether it is essential that the child attends the particular school, rather than any other.
- iii. A "brother or sister" as stated in criteria 3 and 5 includes foster, adopted, step and half siblings, provided they live with the same family at the same address.
- iv. "Children aged 4" is defined as children who will have reached the age of 4 by 31st August at the end of the school year for which they are applying for a nursery place. (i.e. they are in the year previous to admission to reception class.)
- v. "Children aged 3" is defined as children who will reach the age of 3 by the end of the summer term in the school year for which they apply for a nursery place. (i.e. they are 2 years previous to admission to reception class.)
- vi. Where a child has a Statement of Special Educational Need / Education Health Care Plan which names a particular school, and is known about at the time the allocation is carried out, they will have priority over all other applicants and available places will be reduced accordingly.
- vii. Proof may be requested of any details supplied on the application form and used in the allocation process, for example proof of home address and date of birth. A place may be withdrawn if the information is considered false.
- vii. Home address is where the child normally lives - a childminder's / other relative's address etc will not be accepted. Where a child lives equally between two addresses, the address in receipt of child benefit is normally taken, but the admission authority reserves the right to request other proofs as fit the individual circumstances.

Disability Discrimination Act: Applicants who have a disability will be considered no less favourably than other candidates in the allocation of places. Schools may make reasonable adjustments to ensure that pupils are not at a substantial disadvantage.

Knowsley school nursery classes - information and contact details

All the schools listed have a nursery class and some have access to additional wraparound childcare on site - please contact schools directly to discuss what they can offer and for details of session times. Knowsley schools welcome visits from interested parents/carers - however, it is recommended to make an appointment beforehand.

NOTE: Attending the nursery class of a particular Knowsley primary school DOES NOT normally give your child priority for a place in the reception class of that school. The Knowsley Primary Education Admission Booklet gives details of admission procedures and policies (oversubscription criteria) for reception classes. The booklet is available on the Knowsley web site, from Knowsley School Admissions and in Knowsley libraries, one stop shops and primary schools.

The total number of nursery places is shown for each school. However, not all of these places may be available for September 2016. Remember, there may be younger children who start nursery during the course of the 2015/16 school year who could still be attending the nursery in 2016/17. Individual schools will be able to provide information about how many places are likely to be available for September 2016.

Community and voluntary controlled schools and academies with nursery classes

Blacklow Brow Community Primary School

Tarbock Road	Headteacher	Mrs S Walmsley
Huyton	Telephone	(0151) 477 8010
L36 5XW	Website	www.blacklowbrow.co.uk
	No. of nursery places	26am / 26pm

Eastcroft Park Community Primary School

Hollinghurst Road	Headteacher	Ms J Withey
Kirkby	Telephone	(0151) 477 8210
L33 1EB	Website	www.eastcroftpark.co.uk
	No. of nursery places	26am / 26pm

Evelyn Community Primary School

Evelyn Avenue	Headteacher	Mrs C Arnold
Prescot	Telephone	(0151) 477 8570
L34 2SP	Website	www.evelyncpschool.co.uk
	No. of nursery places	26am / 26pm

Halsnead Community Primary School

Pennywood Drive	Headteacher	Mrs A Abdous
Whiston	Telephone	(0151) 477 8130
L35 3TX	Website	www.halsnead.co.uk
	No. of nursery places	39am / 39pm

Kirkby Church of England Voluntary Controlled Primary School

Hall Lane	Headteacher	Miss M Hindmarsh
Kirkby	Telephone	(0151) 477 8510
L32 1TZ	Website	www.kirkbyce.webplus.net
	No. of nursery places	26am / 26pm

Knowsley Village Community Primary School

Sugar Lane	Headteacher	Mrs J Barlow
Knowsley Village	Telephone	(0151) 289 5349
L34 0ER	Website	www.knowsleyvillageschool.co.uk
	No. of nursery places	26am / 26pm

Knowsley Lane Primary School

Astley Road	Executive Headteacher	Mr ST Bramwell
Huyton	Headteacher	Mrs C Antwis
L36 8DB	Telephone	(0151) 477 8240
	No. of nursery places	26am / 26pm

Malvern Community Primary School

Willoughby Road	Headteacher	Mrs J Peach
Huyton	Telephone	(0151) 477 8230
L14 6XA	Website	www.malvernprimaryschool.co.uk
	No. of nursery places	39am / 39pm

Millbrook Community Primary School

Kirkby Row	Headteacher	Ms J Maloney
Kirkby	Telephone	(0151) 477 8160
L32 0TG	Website	www.millbrook-knowsley.org.uk
	No. of nursery places	26am / 26pm

Mosscroft Community Primary School

Bedford Close	Headteacher	Mrs P France
Huyton	Telephone	(0151) 477 8190
L36 1XH	No. of nursery places	26am / 26pm

Northwood Community Primary School

Roughwood Drive	Headteacher	Mr J Hollywood
Kirkby	Telephone	(0151) 477 8630
L33 8XD	Website	www.northwoodcommunityprimaryschool.co.uk
	No. of nursery places	52am / 52pm

Park Brow Community Primary School

Broad Lane	Headteacher	Miss V Roberts
Kirkby	Telephone	(0151) 477 8540
L32 6QH	Website	www.parkbrowprimary.co.uk
	No. of nursery places	39am / 39pm

Park View Community Primary School

Twig Lane	Headteacher	Miss R Harrison
Huyton	Telephone	(0151) 477 8120
L36 2LL	Website	www.parkviewhuyton.co.uk
	No. of nursery places	26am / 26pm

Plantation Community Primary School

Hollies Road	Headteacher	Mr I Hardman
Halewood	Telephone	(0151) 487 5678
L26 0TH	Website	www.plantationschool.co.uk
	No. of nursery places	52am / 52pm

Prescot Community Primary School

Maryville Road	Headteacher	Mr S George
Prescot	Telephone	(0151) 432 7100
L34 2TA	Website	www.prescotprimary.org.uk
	No. of nursery places	39am / 39pm

Ravenscroft Community Primary School

Ebony Way	Headteacher	Miss J Hegarty
Tower Hill	Telephone	(0151) 477 8290
Kirkby	Website	www.ravenscroftcp.co.uk
L33 1XT	No. of nursery places	26am / 26pm

Roby Park Community Primary School

Easton Road	Headteacher	Mr S Hatton
Huyton	Telephone	(0151) 477 8340
L36 4NY	Website	www.robyparkprimary.co.uk
	No. of nursery places	26am / 26pm

Stockbridge Village Community Primary School

The Withens	Headteacher	Mrs J Albertina
Stockbridge Village	Telephone	(0151) 477 8020
L28 1AB	Website	www.stockbridgevillageprimary.co.uk
	No. of nursery places	26am / 26pm

The Sylvester Community Primary School

St John's Road	Headteacher	Mrs J Brown
Huyton	Telephone	(0151) 477 8320
L36 0UX	Website	www.sylvesterprimaryschool.co.uk
	No. of nursery places	26am / 26pm

Westvale Communitiy Primary School

Melverley Road	Acting Headteacher	Mrs A Afflick
Westvale	Telephone	(0151) 477 8470
Kirkby	Website	www.westvaleprimary.co.uk
L32 0RG	No. of nursery places	26am / 26pm

Whiston Willis Community Primary School

Milton Avenue	Headteacher	Mr I Cooper
Whiston	Telephone	(0151) 477 8270
Prescot	Website	www.whistonwillis.com
L35 2XY	No. of nursery places	26am / 26pm

Yew Tree Community Primary School

The Avenue	Headteacher	Mrs J Wright
Wood Road	Telephone	(0151) 477 8950
Halewood	Website	www.yewtreeknowsley.co.uk
L26 1UU	No. of nursery places	26am / 26pm

Catholic schools with nursery classes

Halewood Holy Family Catholic Primary School for the Community

Arncliffe Road	Headteacher	Mrs G Holland
Halewood	Telephone	(0151) 282 8971
L25 9PP	Website	www.holyfamilyhalewood.org.uk
	No. of nursery places	26am / 26pm

Our Lady's Catholic Primary School

Ward Street Prescot L34 6JJ	Headteacher Telephone Website No. of nursery places	Mr H Boyle (0151) 477 8220 www.ourladysprescot.com 26am / 26pm
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St Aidan's Catholic Primary School

Adswood Road Huyton L36 7XR	Headteacher Telephone Website No. of nursery places	Miss M Kenneway (0151) 477 8370 www.staidanscatholicprimary.com 26am / 26pm
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St Albert's Catholic Primary School

Steers Croft Stockbridge Village L28 8AJ	Headteacher Telephone Website No. of nursery places	Mrs L McEvoy (0151) 477 8560 www.stalbertsprimary.co.uk 39am / 39pm
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St Aloysius Catholic Primary School

Twig Lane Huyton L36 2LF	Headteacher Telephone Website No. of nursery places	Miss S Wrigley (0151) 477 8110 www.stalloysius.co.uk 26am / 26pm
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St Andrew the Apostle Catholic Primary School

Higher Road Halewood L26 1TD	Headteacher Telephone No. of nursery places	Mrs J Cunningham (0151) 288 8940 30am / 30pm
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St Anne's Catholic Primary School

Marina Crescent Huyton L36 5XL	Headteacher Telephone Website No. of nursery places	Mrs M Keating (0151) 477 8260 www.stannesprimaryknowsley.co.uk 16am / 16pm
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St Columba's Catholic Primary School

Hillside Road Huyton L36 8BL	Headteacher Telephone Website No. of nursery places	Miss M Evans (0151) 477 8360 www.saintcolumbasknowsley.co.uk 39am
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St Joseph the Worker Catholic Primary School

Bewley Drive Kirkby L32 9PF	Headteacher Telephone Website No. of nursery places	Mrs J Ryan (0151) 477 8170 www.stjosephtheworkercps.co.uk 26am / 26pm
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St Laurence's Catholic Primary School

Leaside Avenue Kirkby L32 9QX	Headteacher Telephone Website No. of nursery places	Mrs S McConnell (0151) 546 4733 www.stlaurences.co.uk 26am / 26pm
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St Leo's & Southmead Catholic Primary School for the Community

Lickers Lane Whiston L35 3SR	Headteacher Telephone Website No. of nursery places	Mrs J Grundy (0151) 477 8410 www.stleossouthmead.co.uk 26am / 26pm
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St Luke's Catholic Priamry School

Shaw Lane Prescot L35 5AT	Headteacher Telephone Website No. of nursery places	Mr A Crist (0151) 477 8580 www.stluke.knowsley.sch.uk 26am / 26am
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St Margaret Mary's Catholic Infant School

Pilch Lane Huyton L14 0JG	Headteacher Telephone Website No. of nursery places	Mrs J Dunn (0151) 228 4024 www.stmargaretmarysinfant.com 60am / 60pm
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St Marie's Catholic Primary School

Bigdale Drive Kirkby L33 6XL	Acting Headteacher Telephone Website No. of nursery places	Miss S O'Keeffe (0151) 477 8480 www.stmariescps.gov.uk 26am / 26pm
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St Mark's Catholic Primary School

Fir Avenue Halewood L26 0XR	Headteacher Telephone Website No. of nursery places	Mr R Coakley (0151) 288 8910 www.stmarkshalewood.org.uk 26am / 26pm
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St Michael & All Angels Catholic Primary School

Sidney Powell Avenue Kirkby L32 0TP	Headteacher Telephone Website No. of nursery places	Miss L Bowman (0151) 477 8400 www.smaaa.info 26am / 26pm
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Saints Peter & Paul Catholic Primary School

Moorfield Towerhill Kirkby L33 1DZ	Headteacher Telephone Website No. of nursery places	Mrs J Mousley (0151) 477 8205 www.saintspeterandpaulcps.org.uk 39am / 39pm
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Church of England primary schools with nursery classes

Cronton Church of England Primary School

Smithy Lane Cronton WA8 5DF	Headteacher Telephone Website No. of nursery places	Mrs S Thomson (0151) 424 3881 www.cronton.mybest.com 26am / 26pm
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Halewood Church of England Primary School

Church Road Halewood L26 6LB	Headteacher Telephone Website No. of nursery places	Mr D Smith (0151) 487 5673 www.halewoodcofe.co.uk 26am / 26pm
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Huyton-with-Roby Church of England Primary School

Rupert Road Huyton L36 9TF	Headteacher Telephone Website No. of nursery places	Mrs J Stratford (0151) 477 8460 www.huytonwithrobyce.co.uk 30am / 30pm
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St Gabriel's Church of England Primary School

Ellis Ashton Street Huyton L36 8BH	Headteacher Telephone Website No. of nursery places	Mrs K Sawyer (0151) 477 8250 www.stgabrielshuyton.info 25am / 25pm
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St Mary & St Paul's Church of England Primary School

Bryer Road Prescot L35 5DN	Headteacher Telephone Website No. of nursery places	Mr N Dixon (0151) 426 6869 www.stmaryandstpauls.org.uk 26am / 26pm
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Joint faith primary schools with nursery classes

Hope Primary A Joint Catholic & CofE School

Lordens Road Huyton L14 8UD	Headteacher Telephone Website No. of nursery places	Mrs B Basnett (0151) 477 8300 www.hopeprimary.com 26am / 26pm
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Special schools and support centres

Knowsley Authority has a number of special schools and support centres that offer provision for nursery age children. However, children who attend these schools have complex and/or significant special educational needs and, usually, a statement of Special Educational Need (SEN) / Education Health Care Plan (EHCP). Children are placed at these schools/centres by the local authority following assessment.

The schools and support centres that offer nursery provision are listed below but, for further information about special educational need nursery places please telephone (0151) 443 5145.

Northern Area Designated Special Provision

Telephone: (0151) 477 8630

Southern Area Designated Special Provision

Telephone: (0151) 477 8950

Central Primary & Middle Years Support Centre

Telephone: (0151) 477 8450

Bluebell Park School

Telephone: (0151) 477 8350

Knowsley Early Years and Childcare Information Service

Knowsley Early Years and Childcare Information Service can provide impartial advice and guidance to parents/carers who are seeking to access their child's nursery entitlement either in a school nursery or a private and voluntary sector nursery. A list of the private and voluntary sector nurseries can be obtained through Knowsley Early Years and Childcare Information Service. For further information please contact the telephone number below:

Telephone: 0800 085 2022 (option 1) / (0151) 443 5635

Email: childcare.information@knowsley.gov.uk

Your Information

Knowsley Council is committed to dealing with your information safely and securely. We need to collect and keep information to deliver our service efficiently. We will always treat your information with confidentiality and will not pass it to third parties for commercial use. We take our responsibility to protect your information seriously and we will always ensure it is used fairly, correctly and safely in line with the legal requirements of the Data Protection Act 1998.

The information you provide to us on your admission application form and in any supporting documents, will be used to process your application. There may be a requirement to share this information with governing bodies of primary/secondary schools and neighbouring local authorities etc. This will only be when necessary and where the law allows it. This will be to:

- Ensure the efficient co-ordination and fair allocation of school places
- Make sure the information is accurate
- Prevent or detect crime
- Protect public funds
- Meet our key aims and legal duties

Information about your child may also be shared with Members of Parliament or Borough Councillors, but only if you have asked them to act on your behalf.

We may also use the information you have provided to develop statistics to inform decisions on e.g. the funding of schools, and to assess the performance of schools and set targets for them. We ensure that the statistics are developed in such a way that individual children cannot be identified from them.

For more information on how we deal with your personal information please look at our website www.knowsley.gov.uk/site-pages/privacy-policy.aspx or contact any member of the team.

THE INFORMATION PUBLISHED IS APPLICABLE TO THE SCHOOL YEAR 2016-2017. EVERY EFFORT HAS BEEN MADE TO ENSURE THE INFORMATION CONTAINED IS CORRECT AT THE TIME OF PUBLICATION. HOWEVER, PLEASE DO NOT ASSUME THERE WILL BE NO CHANGE TO THE INFORMATION GIVEN FOR THE 2016-2017 ACADEMIC YEAR OR SUBSEQUENT YEARS.

Completing the Knowsley school nursery application form

This form can be completed by anyone who is seeking a place in a nursery class in a community or voluntary controlled school or participating academy in Knowsley. Some voluntary aided schools in Knowsley have also opted to use this application form, but you will need to check with them that this is the case.

Please note the following before you complete the application form:

SECTION 1 Child's details

- The surname is that stated on the child's birth certificate. If your child is known by another surname you can give the chosen name but please also provide the legal surname (from the birth certificate).
- Check the date of birth you give is correct - if you do not state a date of birth that falls within the relevant age range your application may be disregarded. Schools will normally request proof of birth date, for example a birth certificate, to confirm the child is of the correct age to start nursery class.
- The address given must be where the child is registered as living, therefore, the address of a childminder or other relative etc should not be given. If a child lives between two addresses, e.g. if there is split care, the household in receipt of child benefit would normally be the address used for allocation purposes but the admission authority reserve the right to request other proofs as fit the individual circumstance.
- If you are expecting to move address after the closing date, you should apply using your current address - it is then your responsibility to notify the school if/when a move takes place (proof of change of address will normally be required).
- Following allocations, oversubscribed schools will request proof of address, for example a council tax or utility bill in the name of the applicant. The admission authority reserve the right to make investigations should a query be raised relating to address details provided by the applicant.
- If your child has a Statement of Special Educational Needs (SEN) / Education Health Care Plan (EHCP) , you will have been involved in assessment and reviews and have a link officer in the Special Needs Team.
- Children in the care of the local authority are normally those as defined in section 22 of the Children's Act. They may live with a foster family, in a children's home or in their own home - Social Services will be involved. Check with your Social Worker if you are not sure. Also, as defined in the School Admissions Code - 'children who were looked after and ceased to be so because they immediately became adopted or subject to residence orders or special guardianship orders'. It is the responsibility of parents/carers who wish to have their child considered as a current or previous child looked after by the local authority to provide evidence of this to the school at the point of application.
- If you are applying under criterion 2 of the community and voluntary controlled nursery class admission policy (see page 4) you should state this here and attach the appropriate supporting documentation.
- For children whose parents/carers are service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area please provide a copy of an official letter showing the relocation date and unit postal address or quartering address.

SECTION 2 Parent/carer details

- The person making the application should have parental responsibility for the child.
- Please provide a daytime contact telephone number as this will assist the school if they need to contact you regarding your application for any reason and prevent delays in processing.

SECTION 3 School preference

- You will need to complete a separate application for each school you wish to make an application to (see page 2 for advice about making multiple applications).
- If you have a child currently attending the school named, please give their details (see admission policy on page 4 for how siblings are considered).

- You may state reasons why you want your child to attend the school named as preference. If you are attaching additional documents, please ensure your child's name and date of birth is clearly stated on each sheet and secured to your application form.
- You do not have to state a reason for your preference if you do not wish to.

SECTION 4 Faith

Note: This section is only relevant if you are making an application to a voluntary aided (faith) school who have advised you they are using the local authority nursery application form.

- If you are applying for a Knowsley voluntary aided (church) school and want to be considered under the relevant faith criterion by indicating your child is baptised Catholic, Church of England or belongs to another faith, you should answer the relevant questions in this section.
- If you do not answer the questions in section 4, your child will still be considered for a place in the school, but it may not be possible for them to be considered under certain criteria of some voluntary aided school policies.
- Schools may request proof of faith information provided.

SECTION 5 Parent/carer declaration

- Please read the declaration and ensure you sign and date your application form before returning it.

In case of query, please contact:

**Knowsley School Admissions
Knowsley Education Improvement Team
PO Box 21
Archway Road
Huyton
Knowsley
L36 9YU**

Tel: (0151) 443 3373 / 5142

Email: schooladmissions@knowsley.gov.uk

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Admission to Nursery Class in Knowsley Primary Schools School Year 2016 - 2017

Please read the accompanying booklet carefully before completing this form, particularly the notes on how to complete the form. Please write clearly in black ink.

Section 1 - Child's details

First name(s) _____ Middle name(s) _____ Surname _____	
Legal Surname (if different from above) _____	Date of birth ____ / ____ / ____ <input type="checkbox"/> Male <input type="checkbox"/> Female (please tick)
Child's home address _____ _____	
Post code _____	
Does the child have a final statement of Special Educational Needs/EHCP?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please tick)
Is the child currently 'looked after' by a local authority (in care)?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please tick)
or	
Was the child previously 'looked after' and is now subject to an adoption, residence or special guardianship order?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please tick)
If YES to 'looked after' or previously 'looked after', please state which authority the child is/was in the care of _____	
Do you want this application to be considered under exceptional medical/welfare grounds?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please tick)
<i>If yes - Please supply CDC nomination letter with your application.</i>	
Is the parent/carer a member of UK service personnel or a crown servant returning/moving to the above address to take up a posting?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please tick)
<i>If yes - Please provide a copy of an official letter showing relocation date and unit postal address or quartering area address.</i>	

Section 2 - Parent/Carer's details

Mr/Miss/Mrs/Ms First name(s) _____ Surname _____
Address (if different from above) _____ _____
Tel no. _____ Post code _____
Relationship to child _____ (e.g. mother/foster carer)

Section 3 - School preference

I am seeking a place in the nursery class of the following Knowsley school: _____	
Please give details of any older brother/sister already attending this school/nursery class, who will still be attending in September 2016 and live at the same home address	
Name _____	Date of Birth _____
_____	_____
_____	_____

Further details:

If you wish to provide reasons for applying you can do so. You can attach additional pages to this form if required.

Section 4 - Faith information

If you have named a Catholic or Church of England school, please answer the relevant questions:

1. Is your child a baptised Catholic? Yes No (please tick)

2. In which Catholic parish do you live? _____

3. Is your child baptised into the Church of England? Yes No (please tick)

4. If your child belongs to another faith or Christian denomination, please state which: _____

Section 5 - Parent/carer declaration

I have parental responsibility for the child named. I have read the information in the Knowsley School Nursery Admissions Booklet (including the privacy statement). I confirm that all the information I have given is accurate and I will inform the school immediately of any change of circumstances affecting my application (e.g. change of address). I am aware that any school place offered on the basis of false information may be withdrawn.

Signed _____ Date _____

Print name _____

Please Note: Attending the nursery class does not guarantee a place in the reception class of that school. You need to apply at the appropriate time and check the admission policy for the relevant year - policies can change from year to year.

Closing dates for applications to community and controlled schools (and participating academies):

Date of entry to nursery	Closing Date
Autumn term 2016 (September - Christmas)	11 March 2016
Spring term 2017 (January - Easter)	Last Friday before Autumn half term (Oct 2016)
Summer term 2017 (April - July)	Last Friday before Spring half term (Feb 2017)

NB - for application to church schools, check their closing dates as these may vary

NB - If there are fewer applicants than places, all will normally be admitted. If there are more applicants than places, the relevant admission policy will be applied.

This form should be returned directly to the school named as preference

School use only

Date received by school:
(school stamp)

Address checked and confirmed Yes No

Date of birth checked and confirmed Yes No