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Coates Way  
Watford  
WD25 9NW

Headteacher: Mrs Fiona Hayes

Nursery Application for 2023-2024 for children born between 01/09/2019 and 31/08/2020.  
These children will start in the academic year starting September 2023.

Dear Parents/Carers,

There is no longer an online system for applying for your child's preferred Nursery place co-ordinated by Herts County Council.

Parents/carers will need to apply directly to the school/s of their choice.

Our setting is a 26 pupil Nursery based within a mainstream school. Our children are supported in their learning by a qualified teacher and qualified Early Years Practitioners.

We are housed in a separate building with a dedicated Nursery playground. We receive Government funding so that children can have 15 or 30 hours free Nursery Education (if eligible). We are also able to offer a Lunch Club (see session times below).

### Session Times

Mornings only : 8.50am – 11.50am  
All Day : 8.50am – 3.00pm  
Morning plus Lunch Club : 8.50am – 1.00pm (extra charge of £ 5.60 )

Children will need to bring a packed lunch from home if they are attending All Day or Mornings plus Lunch Club.

The school nursery only operates in term time only, 38 weeks a year.

In partnership with local Nursery classes, Coates Way School will adhere to the following timetable when dealing with admissions.

Deadline to apply to your chosen school/s	<b>Friday 24<sup>th</sup> February 2023</b>
Offer letters sent by schools to parents/carers	<b>Monday 13<sup>th</sup> March 2023</b>
Deadline to accept place and return paperwork to chosen school	<b>Friday 24<sup>th</sup> March 2023</b>

Please find attached the application form.

Kind regards

Fiona Hayes  
Headteacher

Arbor	
Spreadsheet	
Distance	

## NURSERY APPLICATION FORM: COATES WAY SCHOOL

PLEASE USE BLOCK CAPITALS						
<b>Child details</b>						
<b>First name:</b>						
<b>Middle name:</b>						
<b>Family name:</b>						
<b>Date of Birth:</b>	/	/		<b>Gender:</b>	<b>M/F</b>	
<b>NHS number:</b>				_ _ _ / _ _ _ / _ _ _ _		
<b>Your relationship to the child:</b> (e.g. mother/father/carer/stepmother/father/ social worker)						
<b>Your child's permanent address (at time of application)</b>						
<b>Address:</b>						
<b>Special Educational Needs</b>						
<i>Does your child have a Statement of Special Educational Needs or Educational Health and Care Plan (EHCP)? (Please provide evidence with this form)</i>					<b>Yes/No</b>	
<b>At risk</b>						
<i>Is your child, or a sibling of your child, subject of an inter-agency child protection plan and has been placed on the Child Protection Register? (Please provide evidence with this form)</i>					<b>Yes/No</b>	
<b>Children in Public Care</b>						
<i>Is your child looked after, or was previously looked after and is now adopted, or with a child arrangements or special guardianship order? (Please provide evidence with this form)</i>					<b>Yes/No</b>	
<b>Social or medical reasons</b>						
<i>Do you have a particular medical or social need to go to this school? (Please provide supporting evidence with this form)</i>					<b>Yes/No</b>	
<b>If you have a sibling at this school, enter their name and date of birth:</b>						
<b>Early years setting child attends or has attended (if applicable)</b>						
<b>Tick the days you want your child to attend:</b>						
<b>At Coates Way your child can have 5 mornings core entitlement. Your child may be entitled to 30 hours free childcare (see criteria attached)</b>						
	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours
AM 8.50 – 11.50am						<b>15</b>
All Day 8.50am – 3.00pm						<b>30</b>
<b>If applying for 30 hours free childcare, please provide your HMRC 30 hour code:</b>						
<b>If you have any other requirements please enter here:</b>						

<b>Please complete the details for both parents if living at the same address:</b>		
	<b>Parent/carer 1 details</b>	<b>Parent/carer 2 details</b>
<b>Title:</b>		
<b>Forename:</b>		
<b>Surname:</b>		
<b>Relationship to applicant</b>		
<b>Telephone numbers</b>	<b>Home</b> <b>Mobile</b>	<b>Home</b> <b>Mobile</b>
<b>Email address</b>		
<b>Address:</b>		
<b>Email address: (Offer letters will be emailed)</b>		
<b>I confirm that the details above are correct to the best of my knowledge.</b>		
<b>Signature of parent/carer:</b>		

**Please list below the settings you have applied for in order of preference:**

	Name and address of setting
1 <sup>st</sup> choice	
2 <sup>nd</sup> choice	
3 <sup>rd</sup> choice	
4 <sup>th</sup> choice	

***Please note liaison may take place with other settings you have applied for.***

## DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information will be held securely and will be used only for local authority purposes.

I agree to Coates Way School using this information to consider my application for a nursery place. I understand that if any part of this completed application form is found false the offer of a place will be withdrawn.

I understand that the completion of an application form does not guarantee a place in the nursery class.

I understand that, if offered a place in the nursery class, I will have to apply separately for a place in reception.

Signature of parent/guardian: ..... Date: .....

**Thank you for completing this information.**

**Please return to the school office by Friday 24<sup>th</sup> February 2023**

**Any application received after this date will be classed as a late entry and will reduce your chance of getting a school of your choice.**

## Notes to parent

### How the information on this form will be used:

By completing this form and signing the declaration you are agreeing for Coates Way School, if they are oversubscribed, to check whether your child's details meet the school's published admission rules and if he/she can be offered a nursery place.

Any personal data collected will be treated as confidential under the principles of the Data Protection Act 1998. We will not use the data for any other purpose, nor will we share your data with any third parties other than the Department for Education (for statutory reporting), Hertfordshire County Council departments who may from time to time send you advice, guidance and information relating to changes to early years provision and educational services that are relevant and/or of benefit to your child, and your local children's centre who support the local authority by assisting families to access the services that children are entitled to.

### **Children who have been adopted from care or are subject to a special guardianship order or a child arrangements order:**

Eligibility will be based on your declaration that your child was formally a looked after child and on the evidence of their status e.g. a copy of the relevant order. This form and a copy of the relevant order should be seen by the school and they will confirm with Hertfordshire County Council that they have seen confirmation and enable a place to be offered under this criteria.

<b>OFFICE USE ONLY:</b>	<b>Date Received:</b>	
	<b>Distance:</b>	