



Admission to Crossens Nursery School

2 Year Old Provision

Thank you for your interest in applying for a place at Crossens Nursery School. Please visit our website at www.crossensnursery.co.uk or Facebook for further information about our staff, policies, curriculum, most recent Ofsted inspection and much more.

Alternatively, our administration team are always happy to answer your questions either by email admin@crossensnursery.sefton.org.uk or telephone 01704 228624.

Our school is pleased to be able to offer places for children from 2 to 4 years of age.

Our Admissions Criteria are:

- I. Children in the care of the Local Authority
- II. Children with siblings attending the school at the time of admission
- III. Children who live closest to the nursery school, based on the proximity of their home address to the school. Distance will be measured on an ordinance survey map as a straight line.
- IV. **For 3-4 Year Old Admission** - Children who attend our Under 3's care service at the time of admission. Should places be filled within this category, children who have attended for the longest period of time will receive priority.
- V. **For 3-4 Year Old Admission** - Children who take up the full offer (15 hours or 30 hours)
- VI. Ten per cent of places for any admission date to be filled at the discretion of the Headteacher and governing body, e.g. Children Looked After, Special Educational Needs

For children aged 2, a limited number of places are available through the free entitlement for 2 year-olds (benefit based criteria apply) or paid provision. When applying for a 2 year-old place please also complete a 3-4 year-old admission form (attached) for your preferred attendance pattern in 3-4 year old provision, for when your child becomes eligible.

Children aged 3 and over are able to access the universal free entitlement of 15 hours nursery education per week and children of working parents may also be eligible for 30 hours free provision. **Please note:** Children become eligible for this the term *after* their 3rd birthday.

Occasionally we are able to offer older 2 year-old children a place in our 3-4 year-old provision half a term earlier than they are funded, as a 'rising three'. The availability of these places is dependent on the school's capacity. Paid provision remains at the same rate in this circumstance.

Demand for places at our school is high and so we would encourage you to apply promptly for your child's place.

Admission forms will not be accepted without sight of the relevant original documents, i.e., the 'long' birth certificate and / or an Adoption, Child Arrangement or Special Guardianship Order (AO, CAO / SGO)

Admission Form 2 Year Old Provision

Office Use Only			
Date Rcd			
BC / SGO			
2yo code			
SIMS		Email	
Register		Off.	

A. Child's Personal Details

Legal Forename:	Legal Surname:	Child's Date of Birth:
Preferred Name <i>(to be used on all labels)</i> :	First Language:	Gender:
	Ethnicity:	
Address:		
Postcode:		

B. Parent / Carers Details

You must provide details of all those with Parental Responsibility (PR) for the child, and all other adults with whom the child lives, i.e., parent's partner, in order for your form to be processed. Due to General Data Protection Act (GDPR) you must also gain consent from these individuals for us to hold their information.

Name(s) of parents / carers with Parental Responsibility for the child

Name:	Address:	Phone:	DOB:
		Email:	NI No:
Name:	Address:	Phone:	DOB:
		Email:	NI No:

Name(s) of other adults with whom the child lives

Name	Phone:	Relationship to child:	Consent: Yes / No
Name	Phone:	Relationship to child:	Consent: Yes / No

C. Admission Details

Has your child attended any other nursery previously			Yes / No
Name of Nursery:	Date of notice:	Child's UPN (if known):	
Other Children at home/school			
Name(s):	Date(s) of birth:	School(s) attending:	

Please provide the name & phone number of your child's Health Visitor, along with details of any other professionals that may be supporting your child, for example, physiotherapy, early help, etc.

Is the child now, or have they ever been, the subject of a Local Authority Care Order?

Please ensure you bring the Adoption, Child Arrangement or Special Guardianship Order (AO, CAO / SGO) to the school office when returning this form*

Local Authority name:

Date in care:

Date care ended:
(if applicable)

Completion of this form is not a guarantee that your child will receive a placement.

Please use the following table to indicate whether you will be accessing either paid or funded sessions (or a combination of both) using the letter **P (paid sessions)** or **F (funded)** in the boxes below.

Please note:

Payment for paid (P) sessions is required weekly or half termly in advance.

Vouchers for funded (F) sessions must be produced with the admission form before a place will be offered.

		Mon	Tue	Wed	Thu	Fri
AM (3 hrs)	9.15am-12.15pm					
PM (3 hrs)	12.45pm-3.45pm					
Full day (6 hrs)	9.15am-3.15pm					

WE CANNOT ALWAYS GUARANTEE THAT YOUR CHILD WILL RECEIVE THE PLACEMENT YOU ORIGINALLY REQUEST BUT WE WILL DO OUR BEST TO ACCOMMODATE YOUR NEEDS.

In addition to the above core sessions, the options below may also be available for parents to purchase as additional provision. This is based purely on availability once all 30 hours places have been taken.

			Mon	Tue	Wed	Thu	Fri
Breakfast club	7:45-9:15	£4.50					
Early drop off	8:30-9:15	£3.00					
Extra Morning	9:15-12:15	£17.50					
Lunch time	12:00-12:45	£2.50					
Extra afternoon	12:45-3:45	£17.50					
After school	3:15-3:45	£2.50					
Extra full day	9:15-3:15	£35.00					

I have completed both application forms for my child to access 2-4 year old provision at Crossens Nursery School	YES / NO
I am able to be flexible about my child's attendance pattern	YES / NO

I confirm that all information supplied above is correct and accurate. I understand that I am legally obliged to provide all information requested in areas of the form that are highlighted in yellow.

I consent to all other information provided being processed by Crossens Nursery School (CNS) for the purpose of Safeguarding, to secure funding and to administrate my child's placement & development at the setting. I understand that the information provided may be shared with other relevant professionals for these purposes only, and that it will be held securely on site for a period of 12 months from the date of my child leaving the school. I understand that, whilst I may withdraw my consent at any time by informing the school in writing, this may affect my child's placement.

Signature of Parent/Guardian:

Date:

*Admission forms will not be accepted without sight of the relevant original documents, i.e birth certificate and / or Adoption, Child Arrangement or Special Guardianship Order (AO, CAO / SGO)

Admission Form

3-4 Year Old Provision

Office Use Only			
Date Rcd			
BC / SGO			
30 hr code			
SIMS		Acc.	
Register		Off.	

A. Child's Personal Details

Legal Forename:	Legal Surname:	Child's Date of Birth:
Preferred Name <i>(to be used on all labels)</i> :	First Language:	Gender:
	Ethnicity:	
Address:		
Postcode:		

B. Parent / Carers Details

You must provide details of all those with Parental Responsibility (PR) for the child, and all other adults with whom the child lives, i.e., parent's partner, in order for your form to be processed. Due to General Data Protection Act (GDPR) you must also gain consent from these individuals for us to hold their information.

Name(s) of parents / carers with Parental Responsibility for the child

Name:	Address:	Phone:	DOB:
		Email:	NI No:
Name:	Address:	Phone:	DOB:
		Email:	NI No:

Name(s) of other adults with whom the child lives

Name	Phone:	Relationship to child:	Consent: Yes / No
Name	Phone:	Relationship to child:	Consent: Yes / No

C. Admission Details

Has your child attended any other nursery previously	Yes / No	
Name of Nursery:	Date of notice:	Child's UPN (if known):

Other Children at home/school

Name(s):	Date(s) of birth:	School(s) attending:

Does your child or family have any additional support from other professionals?
For example, physiotherapy, early help, etc.

Please provide contact details of professionals:

Is the child now, or have they ever been, the subject of a Local Authority Care Order?

Please ensure you bring the Adoption, Child Arrangement or Special Guardianship Order (AO, CAO / SGO) to the school office when returning this form

Local Authority name:

Date in care:

Date care ended:
(if applicable)

Completion of this form is not a guarantee that your child will receive a placement.

Please complete the following table with the preferred sessions that you would like your child to attend.

The following options are dependent on your entitlement.

- For 15 hours universal free entitlement - You may select any combination of the 3 and 6 hour sessions
- For 30 hours extended entitlement, if eligible - You may select either any combination of the 5 hour and 2.5 hour sessions, or any combination of the 3 and 6 hour sessions.

(Please note: It is essential that you produce your eligibility code the term **before** you wish your child to start, as the Local Authority must verify this prior to your child being offered a place at our setting.)

		Mon	Tue	Wed	Thu	Fri
AM (5 hrs)	7.45am-12.45pm					
PM (2.5 hrs)	12.45pm-3.15pm					
11 digit eligibility code:						
AM (3 hrs)	9.15am-12.15pm					
PM (3 hrs)	12.45pm-3.45pm					
Full day (6 hrs)	9.15am-3.15pm					
WE CANNOT ALWAYS GUARANTEE THAT YOUR CHILD WILL RECEIVE THE PLACEMENT YOU ORIGINALLY REQUEST BUT WE WILL DO OUR BEST TO ACCOMMODATE YOUR NEEDS.						

In addition to the above core sessions, the options below may also be available for parents to purchase as additional provision. This is based purely on availability once all 30 hours places have been taken.

			Mon	Tue	Wed	Thu	Fri
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Lunch time	12:00-12:45	£2.50					
Extra afternoon	12:45-3:45	£17.50					
After school	3:15-3:45	£2.50					
Extra full day	9:15-3:15	£35.00					

I wish my child to be considered for a place as a 'rising three' YES / NO (please delete)

I am able to be flexible about my child's attendance pattern YES / NO (please delete)

I confirm that all information supplied above is correct and accurate. I understand that I am legally obliged to provide all information requested in areas of the form that are highlighted in yellow.

I consent to all other information provided being processed by Crossens Nursery School (CNS) for the purpose of Safeguarding, to secure funding and to administrate my child's placement & development at the setting. I understand that the information provided may be shared with other relevant professionals for these purposes only, and that it will be held securely on site for a period of 12 months from the date of my child leaving the school. I understand that, whilst I may withdraw my consent at any time by informing the school in writing, this may affect my child's placement.

Signature of Parent/Guardian:

Date:

*Admission forms will not be accepted without sight of the relevant original documents, i.e birth certificate and / or Adoption, Child Arrangement or Special Guardianship Order (AO, CAO / SGO)