Malvern Way Infant and Nursery School

30 hour Application form

Parents seeking a Nursery School place for their child for 30 hours in September 2017 must complete this application form **as well as applying online via their local authority's website**. Please complete this form clearly in **CAPITAL** letters and in blue/ black ink and **enclose a stamped, self addressed envelope if you wish the school to acknowledge receipt of the application**. This form must be returned directly to the school by 21st March 2017. **If you are posting the form and have enclosed a stamped addressed envelope, please allow a minimum of 10 school days to receive confirmation of receipt.** Forms will not be accepted if submitted via e-mail.

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

Child's Permanent Address …….

Post Code ……..……

Child's Date Of Birth ……./……./…….…. Sex **Male/Female**

Name(s) of Parent(s)/Guardian(s) …….

Telephone Number Home …… Mobile …….

E-mail Address ……..

Current Pre-school if applicable …….

Is your child a twin? **YES/NO** (*if yes, you must submit this Supplementary Information Form for each child)*
Does your child have a sibling at Malvern Way School OR Little Green School? **YES/NO**

Sibling Name …….…… Year Group/Class ……..…….

Criteria for applying for a 30 hour place at Malvern Way Infant and Nursery School

I/We confirm my child is born between 1st September 2013 and 31st August 2014

I/We can confirm we are eligible for a 30 hour Nursery place (Eligibility code will be required when available) https://beta.hertfordshire.gov.uk/services/schools-and-education/childcare-and-advice-for-parents/free-early-education-and-childcare/free-childcare-for-3-and-4-year-olds.aspx

I/We can confirm Malvern Way Infant and Nursery School is our nearest school

https://beta.hertfordshire.gov.uk/services/schools-and-education/school-admissions/research-a-school/**find-your-nearest-school**.aspx

I/We understand the 30 hour offer is not flexible and our child will be expected to have regular attendance at all sessions (95%+)

I/We have completed the online admissions form www.hertsdirect.org/nurseryadmissions

To the best of my knowledge the information given by me in connection with this application is correct. I agree to notify the Admissions Officer at the school immediately of any change of address or other circumstances which in any way affect this application. I understand that this information will be checked, including the address.

Signed ……. (Parent/Guardian) Date ……..

The online Nursery admissions process for September 2017 is for children born between 1st September 2013 and 31st August 2014. The Nursery intake will be administered by the school rather than centrally co-ordinated by Hertfordshire County Council.

Additional information

Parents will need to ensure they complete the Local Authority online application form by the published deadline stating their preferences for a Nursery place. Parents can register and complete the application online at **www.hertsdirect.org/nurseryadmissions.** Parents without access to the online system should contact their Nursery of choice direct.

Governors will randomly select 6 children to receive a 30 hour offer on 25th April 2017 and parents will be notified via email. As there is no statutory requirement for Nursery there is no right of appeal. Should a 30 hour offer be made to you it will be necessary to reply by Friday 28th April 2017 (9am). We will endeavour to contact you before this date to remind you, using the contact details you supply within your application. However, should we not receive your notification of acceptance by this date the offer **will be withdrawn**.

Timeline

Start of February 2017	Leaflet sent to parents by HCC
Monday 6th February 2017	Online application system opens
Friday 17th March 2017	Online application system closes
Tuesday 21st March 2017	Paper Applications (30 hours) to be received by Malvern Way Infant and Nursery School
Tuesday 25th April 2017	Offers available for parents to view via the online system (15 hours) / emailed from the school (30 hours)
Friday 28th April 2017 (9am)	Deadline for parents to accept places (30 hours)
Wednesday 3rd May 2017	Deadline for parents to accept places online (15 hours)
TBA May 2017	Morning/Afternoon sessions allocation notified to parents