

## Nursery Application Form September 2021 Admissions

All forms and proofs must be submitted no later than **Friday 12<sup>th</sup> March 2021 at 9am**

<b>Child's Full Name:</b>	
<b>Date of Birth:</b>	

This form is for completion by parents/carers of a child wishing to apply for a place at the school either;

- Outside of the normal admissions round;
- For a year group other than the publicised point(s) of entry (e.g. Reception / Year 7).

**PLEASE NOTE:** You should not complete this form or make an application direct to the school if the child in question has an **Education Health and Care plan (EHCP) or Statement of Special Educational Needs with a named school as the Education Provider**. There is a separate process for changing the school named on an EHCP or Statement of Educational Needs, please contact your Local Authority for further details.

### Key points to note before completing this form:

1. Please refer to the Admissions Policy for the relevant academic year for further details on the in-year application process, oversubscription criteria, waiting lists and the in-year appeals process. The policy is available on the school's website.
2. The school will advise the admissions team at the Local Authority (LA) of any new in-year application received.
3. When the school has made a decision about your application, both you and the LA will be informed of that decision, and the reasons for it, in writing.
4. If your application for a place at the school is refused, you have a right to appeal the decision and the letter will inform you of the process and deadlines for this.
5. Unsuccessful applicants are automatically added to a waiting list for the relevant year group, ranked according to the published oversubscription criteria only (not date of application). This may result in a later application being ranked higher on the waiting list if it meets a higher priority criterion for oversubscription. If you do not wish to be added to the waiting list please contact the school.
6. Every effort will be made to consider your application and reach a decision without undue delay, please contact the school for timescales.
7. If you have any questions about the in-year application process or completing this form, please contact the school's Admissions Officer at [Primary@arkjohnkeatsacademy.org](mailto:Primary@arkjohnkeatsacademy.org).
8. You must submit the following proofs with all applications:
  - a. Proof of date of birth (passport or birth certificate)
  - b. Two proof of address (utility bill, driving licence, council tax bill, rent agreement etc. *Bank statements will **NOT** be accepted*)

School Office use only:			
Date received:		Entry Year:	
		Distance (Miles):	
Application meets priority oversubscription criteria?	YES/NO If Yes, which criteria?		
Date added to waiting list:		Added by (initials):	

Please complete in capital letters and use black ink.

<b>SECTION A - CHILD'S DETAILS</b>			
<b>Your Child's first name:</b>		<b>Surname:</b>	
<b>Date of birth:</b>		<b>Gender:</b>	<input type="checkbox"/> Female <input type="checkbox"/> Male
<b>Address of child's main residence<sup>1</sup>:</b>			
<b>Postcode:</b>			
<b>Year group child will be entering:</b>			
<b>SECTION B - YOUR DETAILS</b>			
<b>Main Carer details (Mother/Father/Legal Guardian)</b>			
<b>Your full name:</b>			
<b>Does the child live with you?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No (If no, provide your address below)		
<b>Address:</b>			
	Postcode:		
<b>Telephone number</b>	Day:	Evening:	
<b>Email address:</b>			
<b>Your relationship to the child: (e.g. Mother/Father/legal guardian)</b>			
<b>Other Carer details (Mother/Father/Legal Guardian)</b>			
<b>Your full name:</b>			
<b>Does the child live with you?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No (If no, provide your address below)		
<b>Address:</b>			
	Postcode:		
<b>Telephone number</b>	Day:	Evening:	
<b>Email address:</b>			
<b>Your relationship to the child: (e.g. Mother/Uncle/Sister)</b>			
<b>SECTION C – NURSERY TIMES</b>			
Please tick which nursery time you would prefer:			
			<input type="checkbox"/> Morning 8:25-11:25am
(on Friday afternoon collection time is between 2:45-15:00pm)			<input type="checkbox"/> Afternoon 12:10-15:10pm

<sup>1</sup> This **MUST** be the address at which the child normally lives. If this is different from the parent/carers address, please give reasons this. If parents share custody this must be stated and both addresses shown.

## SECTION D - DECLARATION AND SIGNATURE OF PARENT /CARER

1. I wish to apply for a place for my child at the school named on this form.
2. I certify that I am the person with parental responsibility for the child named in Section A and that the information given is true to the best of my knowledge and belief.
3. I understand that any false or deliberately misleading information given in this form and/or supporting information may render this application invalid or lead to any offer of a place being withdrawn. I understand that Electoral Roll and Council Tax records may be consulted in connection with this.
4. I understand that I will be required to provide proof of address and my child's date of birth upon receipt of an offer of a place at the school. Failure to provide acceptable evidence will lead to the offer being withdrawn.

**Parent/Carer**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### USING YOUR PERSONAL INFORMATION

Ark Schools, as the admissions authority, and Ark John Keats Academy will handle the information you have provided in line with the Data Protection Act 2018 (DPA) and it will only be used for school admission purposes. In order to verify some of the information you have provided, a request for information may be made to other bodies such as the Local Authority e.g. Council tax records. Under the DPA you have the right to make a formal written request for access to personal data held about you or your child.

### Returning your completed form

Once complete this form and any supplementary information provided should be returned to:

**This form and all proofs are to be submitted no later than Friday 12<sup>th</sup> March 2021 at 9am to:**

**Nursery Admissions  
Ark John Keats Academy  
Bell Lane  
Enfield  
EN3 5PA  
Tel: 020 8443 3113**

**Or via email to [Primary@arkjohnkeatsacademy.org](mailto:Primary@arkjohnkeatsacademy.org)**