



## Oxhey Wood Primary School

Oxhey Drive  
Watford  
Hertfordshire  
WD19 7SL

Headteacher: Mrs J. Morley  
Deputy Headteacher: Mrs M. Caplan

Dear Parents/Carers,

As you are aware from September 2018 there will no longer be an online system of applying for your child's preferred Nursery place co-ordinated by Herts County Council.

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

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

At Oxhey Wood we offer 30 morning Nursery Places - 08.30am until 11.30am and 30 afternoon sessions - 12.15pm until 3.15pm. In addition, we offer afternoon sessions for parents who meet the 30 hours free childcare eligibility criteria. Places will be allocated according to our Nursery Admissions Policy and not by eligibility for additional funds.

The timeline for local school nursery admissions is as follows:

Deadline to apply to your chosen school/s	<b>Friday 23<sup>rd</sup> February 2018 - 9am</b>
Offer letters sent by schools to parents/carers	<b>Monday 5<sup>th</sup> March 2018 (2<sup>nd</sup> class post)</b>
Deadline to accept place and return paperwork to chosen school	<b>Friday 23<sup>rd</sup> March 2018 - 9am</b>

If more applications are received than places available, places will be allocated as per our published school admissions policy.

## NURSERY APPLICATION FORM: Oxhey Wood School

**PLEASE USE BLOCK CAPITALS**

### Child details

<b>First name:</b>					
<b>Middle name:</b>					
<b>Family name:</b>					
<b>Date of Birth:</b>	/	/	<b>Gender:</b>	M/F	
<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>
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<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>
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<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>
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<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>
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<b>If you have a sibling at this school, enter their name and date of birth:</b>			
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<b>Early years setting/s child attends or has attended (if applicable)</b>			
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### Extended Hours Eligibility

	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours
PM Sessions 12.00 – 3.00						

<b>If applying for 30 hours free childcare, please provide your HMRC 30 hour code:</b>		
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<b>If you have any other requirements please enter here:</b>			
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**Please complete the details for both parents if living at the same address:**

	<b>Parent/carer 1 details</b>	<b>Parent/carer 2 details</b>
<b>Title:</b>		
<b>Forename:</b>		
<b>Surname:</b>		
<b>DOB:</b>		
<b>National Insurance Number:</b>		
<b>National Asylum Support Service (NASS) Number (if applicable):</b>		
<b>Contact Number (mobile/ house)</b>		
<b>Address:</b>		
<b>Parent 1 Email address:</b>		
<b>Parent 2 Email address:</b>		
<b>I confirm that the details above are correct to the best of my knowledge.</b>		
<b>Signature of parent/carer:</b>		

**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 Oxhey Wood 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 23/02/2018 – 9am.**

**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 Oxhey Wood 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>	