

Sibling name	<input type="text"/>		
Sibling date of birth	<input type="text"/>		
Address	<input type="checkbox"/>	System	<input type="checkbox"/>
		Approved	<input type="checkbox"/>

In year application for a Merton community school nursery

- This form must be used if your child has previously, or is currently attending, another nursery setting. Details of settings attended must be provided in Section 3. Incomplete forms, especially those where Section 3 has not been completed, will be returned.
- This form must only be completed to apply for Merton community school nurseries. If you wish to apply for a nursery place at a church school, an academy, a free school, or a school outside Merton, please obtain an application form from the relevant school.
- It is advisable to check the criteria for admissions at merton.gov.uk/nurseryplace before naming your preferred nurseries. This will provide helpful information on how places are allocated. Note: Attendance at a nursery does not give any priority when applying for Reception.
- You must sign the declaration on the reverse of this form. Failure to do so may, at the very least, delay the application.
- The order in which you name your preferences will not be shared with any schools before admission decisions are made.
- Please return this form to School Admissions, London Borough of Merton, Civic Centre, Morden, SM4 5DX. If you are not a Merton resident, please include proof of your address, for example a council tax bill.
- If you would like any advice on completing this form, please contact School Admissions on 020 8274 4906.

Section 1 – Your child

Child's surname		Date of birth
Child's first name	Child's middle name	Gender (please tick) Boy <input type="checkbox"/> Girl <input type="checkbox"/>
Child's home address		
<hr/>		
<hr/>		
Postcode		
Date moved to this address		
<hr/>		

Child's previous address
<hr/>
<hr/>
Postcode
<hr/>
Date left this address
<hr/>



Section 2 – Parent or carer details

If you are not the child's mother or father you will need to supply documentation confirming your status as legal guardian.

Parent 1			
Title		Surname	
		First name	
Relationship to child	Home phone number	Work phone number	Mobile phone number
Parent 2			
Title		Surname	
		First name	
Relationship to child	Home phone number	Work phone number	Mobile phone number
Address (if different from the child's address)			
Postcode			
Email address			

Section 3 – Your child's educational history

Does the child have a statement of special educational needs or an education, health and care plan (EHCP)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the child been receiving SEN support (School Action or School Action Plus)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the child currently, or previously, the subject of a Child Protection Plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have any agencies been working with the child (e.g. Early Years, Portage, Social Services etc)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the child in the care of a local authority (LAC) or were they in care prior to adoption?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the child eligible for the Early Years Pupil Premium?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the child been excluded?	Fixed term? <input type="checkbox"/> Yes <input type="checkbox"/> No	Permanently? <input type="checkbox"/> Yes <input type="checkbox"/> No

If you have ticked yes to anything above, please provide further details in section 6.

Please list any nursery provision the child has attended, **including nurseries in other countries**, giving the name, address and telephone number. You may continue on a separate sheet if necessary.

Nursery name and address	Date started	Date left
Still attending? <input type="checkbox"/>		
Nursery name and address	Date started	Date left
Nursery name and address	Date started	Date left

Section 4 – My preferred community school nursery

Please list the nurseries for which you are applying in the order you prefer them. **You may apply for up to two Merton community school nurseries.**

Please note that you can only apply for Merton community school nurseries on this form. Preferences for any faith school, academy, free school, or out of borough school nurseries named on this form will not be processed.

Preferred nursery 1	Sibling Details of sibling already attending this school	
	Name	
Preferred nursery 2	Date of birth	Year group
	Name	
Preferred nursery 2	Date of birth	Year group
	Name	

When do you require a nursery place?

Places are allocated in nurseries based on the child's date of birth. Please visit our website, merton.gov.uk/admissions/nurseryplace to confirm when your child can start in a community school nursery.

My child is old enough to start nursery now and I would like a place as soon as possible	<input type="checkbox"/>
My child is not yet old enough to start nursery and I would like to apply for them to start at the earliest appropriate time based on their date of birth	<input type="checkbox"/>
I am applying for an alternative start date as indicated below	
<hr/>	
Please note that if you request a start date earlier than we can arrange based on the child's date of birth, we will process your application based upon the earliest appropriate start date.	

Are you awaiting the outcome of applications for nurseries outside Merton? Please list below
--

Section 5 – Children from overseas

Please complete this section if the child has entered the UK in the last 12 months or has just returned from an extended holiday. You will need to supply passports for each parent and child and any appropriate visas before your application can be processed. If these are not available, contact School Admissions for advice. Note: if you and your child are not UK citizens returning to the family home, you must both be resident in the UK and the child able to take up the place immediately before an application can be made.

Please give the child's date of entry to the UK	Please give the child's country of origin
How long will the child live in the UK?	What is the child's first language?
Does the child speak English? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you speak English? <input type="checkbox"/> Yes <input type="checkbox"/> No
If English is the child's second language, will they need help with this in school? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you or the child asylum seeking? <input type="checkbox"/> Yes <input type="checkbox"/> No

Section 6 – General information

Is there any other information that you feel may assist in placing your child, including details of any support the child may have received in their previous nursery (for example for educational, behavioural or emotional issues)?

Section 7 – Declaration and signature of parent or carer

I certify that:

- I wish to make an application to the nurseries listed in section 4, which I have ranked in my order of preference.
- I am the person with parental responsibility for the child named in section 1 and we live at the address named in section 1.
- The information I have given is true to the best of my knowledge and belief.
- I will notify the London Borough of Merton School Admissions Team of any changes to the details on this form as soon as they occur.

I understand that:

- Any false, deliberately misleading or withheld information may render this application invalid and could lead to the withdrawal of an offer of a place at nursery for my child and may lead to legal proceedings against me.
- The child's address must be that of the child's permanent residence.
You may not give the address of a relative or carer unless they have legal custody of the child. Where parents are separated and share custody, the parent with whom the child spends most of the school week should make the application. If the parent making the application lives at a different address, a letter of explanation should be given and signed by both parents. The home address will normally be considered to be the address where Child Benefit is payable. An application can only be made from a single address and only one application can be made for each child. It is not acceptable for a family to use a temporary address, rented or otherwise, to secure a place of their preference.
- Merton Council officers will check my address against their records and reserve the right to seek evidence from parents, council records, nursery schools or any other source deemed appropriate. They may also make a home visit and refer cases to the borough's investigation officers.
- The details of your application and outcome may be shared for health and safeguarding reasons.
- Merton Council may ask other agencies, organisations, local authorities or government departments for information they have about me to:
 - make sure the information on this form is accurate;
 - prevent and detect crime; and
 - protect public funds.

Please check that all sections have been completed before signing and returning this form.

Signature of parent or carer

Date

The London Borough of Merton's Data Protection Officer is the data controller for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about you or the way we use the information, you can call **020 8274 4901**. Please ensure that you are aware of the current postage rates. Royal Mail will not deliver if insufficient postage is paid.