

HOW TO COMPLETE THE APPLICATION FORM FOR NURSERY ADMISSION TO PRIMARY SCHOOL IN SEPTEMBER 2017

Please read the admissions criteria attached. The admissions officer will help you in applying for a place at the school. The following notes provide some guidance on completing the application form. Further information can be obtained by contacting staff at the school.

- Give full details of your child's name as it appears on the birth certificate, date of birth and gender. Please indicate in this section which name your child is usually known by.
- At the time of application, please provide a copy of your child's age e.g. original birth certificate, child benefit letter, medical card or Health Visitor's red book.

Please Note! We can only process your application on receipt of all the required documents.

- The current address of the child will be used in considering your application against the Local Authority Admission Arrangements. You will need to provide evidence of your child's residence at the address you give on the form.

Usually evidence of address will be provided by the following documents:

We will accept the originals (of which we will make copies) of the following documents as proof of address:

- Utility bill received by you within the last two months. These include gas bills, telephone bills, electricity bills, water bills
- Council Tax letter dated **2016/17**
- Letter from the benefits agency received by you within the last two months: Child benefit, Job Seekers Allowance, Income Support
- Tax credit Award Notice (TC602) dated **2016/17**
- Proof of ownership of the property
- Bank statement received by you within the last two months.

Important information: We will not accept two utility bills or two bank statements. School reserves the right to request additional proofs at any time.

We cannot accept the following:

- Mobile phone bills
- Credit card bills
- Store card account bills
- Tenancy agreements.

We understand that there may be circumstances in which people are unable to provide these documents. If you are unable to provide any of the documents in the list, please contact the school for advice about acceptable alternatives. The school reserve the right to carry out additional checks in order to confirm your address and that of your child.

School endeavours to ensure that places are allocated in accordance with the school admission arrangements. Parents expect the process to be administered fairly. Stringent checks will be carried out to ensure applications are not fraudulent. Home visits may be carried out to verify addresses.