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| St Joseph’s Catholic Primary School, a Voluntary Academy  **C:\Users\Kdavidson\AppData\Local\Microsoft\Windows\INetCache\Content.Word\OLOL.png.jpgC:\Users\office1\Desktop\Logo.JPG Nursery Application Form** |

**Applications must be accompanied by a copy of the birth certificate and baptism certificate (if baptised).**

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| Surname of child: |  | | | |
| Forename(s) |  | | Date of birth |  |
| Gender | Male Female | | Home Language |  |
| Surname of parent/carer 1 | Mr Mrs Miss Ms | | Forename of parent/carer 1 |  |
| Name of parent/carer 2 | Mr Mrs Miss Ms | | Forename of parent/carer 2 |  |
| Usual home address including post code |  | | Name of sibling(s) attending St Joseph’s school |  |
| Mobile number  Daytime/emergency telephone number |  | | Email address |  |
| Religion |  | | Nationality |  |
| Medical conditions  Food intolances  Special needs |  | | | |
| Have you had any contact with the following? | Social care  Yes    No | Speech & Language therapy  Yes    No | | Children’s Centre  Yes    No |
| Preferred session | AM / PM / 30 Hours  Please circle preference | | | |
| Your name(s) in  BLOCK CAPITALS |  | | Relationship to the child | |
| Your signature(s) |  | |  | |
| Date |  | | | |

**ST JOSEPH’S CATHOLIC PRIMARY SCHOOL, A VOLUNTARY ACADEMY**

**NURSERY ADMITTANCE PROCEDURE**

The governing body has the responsibility for admissions to this school and can have up to 15 full-time and 15 part-time Nursery pupils.

The children are admitted according to their birthday. Children can attend the term after their 3rd birthday providing a place is available.

**Oversubscription Criteria**

Where schools have more applications than places available, Governors will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

In accordance with legislation Pupils with an Educational Health and Care Plan (EHCP) (a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 which specifies the special educational provision required for a child) which names the school will be allocated a place first. This will reduce the number of places available.

1. Catholic looked after or previously looked after children (see admissions policy).
2. Catholic children living in the parish served by the school
3. Catholic children living outside the parish served by the school
4. Other looked after or previously looked after children (see admissions policy).
5. Catechumens, Candidates and members of Eastern Christian Churches (see admissions policy).
6. Children of other Christian denominations whose membership is evidenced by a minister of religion (see admissions policy).
7. Children of other faiths whose membership is evidenced by a religious leader (see admissions policy).
8. Any other children not within categories 1-7.

**Application Procedures and Timetable:**

Applications must be accompanied by a copy of the Birth Certificate.

Parents will be notified of a child’s place by the half term before admission to Nursery. This notification will be by letter or email and include:

* The date of admission
* Invitation to have a home visit
* Invitation to attend a new parents meeting
* Children and parents will have the opportunity to attend Nursery visits to prepare for starting Foundation Stage.
* Failure to return this form acknowledging acceptance of the Nursery place could result in the offer of a child’s place being withdrawn.

However, if a place is not available at the expected time of admission, parents will be informed and a place will be offered as soon as it becomes available. As there is no right of appeal for pre-statutory school age pupils, the Head Teacher’s decision is final.

Whilst every effort will be made to accommodate parental preferences, decisions with regard to the allocation of morning or afternoon nursery places rests with the Head Teacher taking such issues as class size and gender balance into account.

**It should be noted that admission to the Nursery class does not guarantee a subsequent place in the Reception class (FS2) of the school.**

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, the Our Lady of Lourdes Catholic Multi-Academy Trust wishes to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. As providers of Catholic education the Our Lady of Lourdes Catholic Multi-Academy Trust works closely with the Diocesan of Nottingham Education Service, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
2. The person responsible for data protection within our organisation is Mrs Karen Rich (OLoL Trust DPO) and you can contact them with questions relating to our handling of the data. You can contact them by email DPO@OLOLCatholicmat.co.uk
3. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
4. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
5. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
7. If the application is successful, the information you have provided on this form will be migrated to the School’s enrolment system, and the data will be retained and processed on the basis of the School’s fair processing notice and data protection policies which apply to that data.
8. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School’s data retention policy.
9. To read about your individual rights you can refer to the Our Lady of Lourdes Catholic Multi-Academy Trust’s fair processing notice and data protection policies.
10. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by referring to the Complaints Procedure of the relevant school and which is published on the school website. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioners Office via their website at: ico.org.uk.

**By signing this form I confirm that I have read the Admissions Policy of the school applied for and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the offer of a place may be withdrawn even if the child has already started school.**