



## APPLICATION FOR A PLACE AT RICHARD COATES CE SCHOOL NURSERY

**Please return completed form directly to the school office**

Name of Child ..... Gender: M/F

Date of Birth .....

Home Number ..... Mobile Number .....

Home Address  
.....

E-mail Address  
.....

Mother's Name  
.....

Father's Name  
.....

Please give any special reasons for wanting your child to go to our nursery  
.....  
.....

Preferred Sessions (please tick):

- Morning sessions 8.45 – 11.45 a.m. five days per week
- Afternoon sessions 12.15 – 3.15 p.m. five days per week
- 30 hour extended provision for qualifying working parents (please see Nursery Admissions Policy for further detail)

Parents are asked to note that admission to the Nursery is no guarantee of entry into the main school. Admissions to Reception are managed by School Admissions at County Hall. Please see the Northumberland County Council website for more information.

### **ADMISSIONS TO NURSERY**

A child will be considered for admission after his/her third birthday. Where there are spaces and it is practicable, Richard Coates will admit children into Nursery as soon as a child turns three.



The admission list is drawn up in April, October and January. Names are listed according to the criteria defined in our Nursery Admissions Policy. This policy is available on our website or a copy can be obtained from the school office.

Richard Coates will operate both 15 hour and 30 hour sessions, according to available places and eligibility (see Nursery Admissions Policy). Where applicable, parents will be invited to express a preference for morning or afternoon sessions.



If a nursery place is offered, the following conditions will apply:

1. There is no statutory right to a nursery place. If places are oversubscribed the school will apply the admissions criteria set out in our Nursery Admissions Policy to determine which children to admit. If a child cannot be offered a place there is no right of appeal against that decision.

**2. A child will complete the nursery course and remain in the nursery class until he/she is eligible to transfer to full time provision in a first school.** (This provision may be waived if, for instance, parents move house and it is no longer reasonable for the child to continue to attend this nursery).

3. The time to transfer from the nursery to a primary school is at the beginning of the Autumn Term if the child is four by 31 August. In exceptional circumstances transfer may be delayed by mutual agreement with the Nursery Teacher and the Headteacher of the School.

4. Once a child is admitted to nursery, regular attendance is expected.

Signed \_\_\_\_\_

Date of Application \_\_\_\_\_