

To: Parents applying for a nursery place for their children at primary/nursery schools

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Our Ref/Ein Cyf
Date/Dyddiad
Ask for/Gofynner am
Contact No/Rhif Cyswllt
E-mail/E-bost

N2018 Nursery 2018
PP/Nursery 2018
2 January 2018

01978 298991
admissions@wrexham.gov.uk

Dear Parent/Carer

Admission to Nursery Classes/Schools for September 2018

The Local Authority (LA) ensures the provision of nursery education within a range of schools. This can be English medium, Welsh medium or an aided or controlled school (*refer to page 4 of 'Parents' Guide to Education Services in Wrexham'*). Nursery provision is offered on the basis of five 2½ hour sessions per week during the school year 2018/2019. The sessions which your child will be able to attend will be made known to you by the headteacher as soon as possible after you have been notified about a nursery school place for your child.

From 2 January 2018 you will be able to make your application and access the Parents' Guide to Education Services 2018/2019, by registering on-line at www.wrexham.gov.uk. You will need an email address to submit your application on-line from your home computer, tablet or mobile phone or by producing a Library card you can also use the facilities at Contact Wrexham and Wrexham Library. Applications can be made through the medium of English or Welsh and will be received directly by the LA. You will be able to access and amend your application up until the published **closing date of 23 February 2018**.

Should you prefer to submit a paper application form, these can be downloaded and printed from the Wrexham website, or alternatively collected from Contact Wrexham, 16 Lord Street, Wrexham, LL11 1LG. **Paper applications must be returned directly to the Local Authority Admissions Service, Lambpit Street, Wrexham, LL11 1AR.**

The Admitting Authority will admit pupils up to the school's admission number (*this number is shown in the school list in the 'Parents' Guide to Education Services in Wrexham'*). If more applications are received than there are available places, the LA's oversubscription criteria will be applied to decide the allocations. **Late applications** will be dealt with after all those that have been submitted by **23 February 2018**, it is very important for you to meet the deadline referred to as you may have less opportunity to be allocated to your preferred school if your application is late.

If you have expressed a preference for a community or a voluntary controlled school, your application will be considered by the LA. Alternatively, if you have expressed a preference for a Catholic or Church in Wales aided school, your application will be considered by the governing body of that school, you are advised to contact these schools directly for further information before submitting your application to the LA.

Parents are reminded that if their child is currently in an early education entitlement class in a school, there is no guarantee of a place in nursery at that school as a separate formal nursery application must be made.

It will take some time for the allocation process to be completed, but you will be informed by **11 May 2018** whether or not your child has been allocated a place at your preferred school. Although the admitting authority will consider parental preferences when allocating places, you are reminded that, should you not be allocated a place at your preferred nursery, there is no formal right to appeal against this decision.

The Local Authority will check the address provided on your application against the records we hold for your child and we may request information and evidence from you if they differ.

For allocation purposes, any offer of a school place is based on where your child lives at the end of the allocation period and is conditional on your living at that address, unless you have notified us of, and we have accepted, a subsequent move.

Occasionally, issues relating to a child's 'home address' are brought to my attention after school places have been allocated. In such cases, I am obliged to carry out further investigations concerning a child's 'home address' and in doing so, I may ask parents/carers to provide official documentation as evidence confirming a child's 'home address'. Parents/carers are advised that a child's school place may be lawfully withdrawn if the information given on their application is subsequently found to be fraudulent or misleading. The consequence of this could be that there may no longer be a place available for the child at their next nearest school. **If two parents cannot agree which school/schools they prefer, they must seek independent legal advice, and if necessary an appropriate court order, before submitting a single application to the LA.**

If your child has a disability which could affect his/her progress and participation in school life, you must state this when making your application and provide any supporting evidence, for example a letter from a registered health professional such as a Doctor or Social Worker.

If your child has a Statement of Special Educational Needs, the LA will try its best to allow your preference of nursery/primary school but it has to make sure that the school can meet your child's needs fully. After your application has been received, an LA Officer will write to you and may wish to arrange a meeting to discuss your child's primary education.

You are reminded that transport is not provided for children of nursery school age except in exceptional circumstances. Details about the Transport Policy are set out in the County Borough's 'Parents' Guide to Education Services in Wrexham'. **Please note, also, that admission to a nursery class at a particular school does not guarantee a future place for your child at the reception class in that school as a separate formal application must be made.**

Should your home address, or other circumstances change before **1 April 2018**, or you require any further advice please contact the Admissions Office on 01978 298991.

Yours sincerely



Ian Roberts
Head of Education

SECTION 1 – CHILD DETAILS

CHILD'S SURNAME/FAMILY NAME:

CHILD'S FIRST NAME(S):

CHILD'S GENDER: Male: Female: DATE OF BIRTH:

(tick appropriate box)

HOME ADDRESS:
(Child's permanent address)

POSTCODE:

Please notify the Admissions Team if your child's address changes during the allocation period. Where a place is offered on the basis of information provided on this form, which is later found to be fraudulent or intentionally misleading the place may be withdrawn. The Authority may ask for official documentation as proof of residency.

NAME(S) OF PERSON(S) WITH PARENTAL RESPONSIBILITY (refer to page 8 'Parents' Guide to Education Services in Wrexham')

Mr/Mrs/Miss/Ms	Initials:	Surname:	Home Telephone/Daytime Number:
Mr/Mrs/Miss/Ms	Initials:	Surname:	Home Telephone/Daytime Number:

ADDRESS(ES) (if different from pupil's address) and home telephone number (where available):

SECTION 2 - NURSERY PREFERENCE DETAILS

Once you have decided on the type of school preferred, please list below your preferences in the order of preference. (You can refer to the 'Parents' Guide to Education Services in Wrexham' for further information on English medium, Welsh medium and church aided schools).

If you are stating a preference for a nursery place in a church aided school or a school outside Wrexham County Borough **you MUST also contact the appropriate admission authority for that school** as additional information may be required to support your application.

1 st Preference	<input type="text"/>
2 nd Preference	<input type="text"/>
3 rd Preference	<input type="text"/>

Please give reasons for your preference (please continue on a separate piece of paper if required)

Expressing a preference does not guarantee admission to your chosen school. If you do not express preferences, or you submit this form late it will be less likely that your child will be able to attend the school of your choice.

NOTE: Admission to NURSERY is NO GUARANTEE of a subsequent place at RECEPTION at that school. NO TRANSPORT is provided for NURSERY school age children, unless in exceptional circumstances

SECTION 3 – ADDITIONAL INFORMATION

PRESENT EARLY EDUCATION SETTING (If applicable) _____

Does your child have a Statement of Special Educational Needs issued and monitored by Wrexham County Borough Council's Education Inclusion Service?	Yes	No
Is the child Looked After, or previously Looked After, by a Local Authority (in public care)? Please state which Local Authority:	Yes	No

If the child is NOT a current resident of Wrexham County Borough please tick box

SIBLINGS (and any other children living at the same address)

Names of brothers and sisters (whether full, half, step or foster will be considered relevant where living together as part of one household) born between 1/9/2007 – 31/8/2014, who will be attending the preferred school in September 2018.

Name of Sibling	Date of Birth	Present Year Group

Will you please note below any special problems or difficulties (whether they be educational, medical, physical, social or emotional that may affect your child's education):

Continue on a separate sheet if necessary...

If the number of applications to your preferred school is greater than the number of places available, the information you give will be used to rank your child's priority against the oversubscription criteria of the relevant school. For LA community schools refer to page 9 of the 'Parents' Guide to Education Services in Wrexham'.

PARENT'S DECLARATION

I declare that all the information which I have provided is true. I understand that any nursery place allocated on the basis of fraudulent or intentionally misleading information may be withdrawn. I am aware that the information given on this form may be shared with neighbouring LAs for the co-ordination of admission arrangements.

Signature of Parent Date

Information held by the LA on pupils, their parents or legal guardians may also be shared with other organisations when the law allows.
For further information on how your information is used and your rights to access the information which we hold on you please see the privacy notice on our website www.wrexham.gov.uk

THIS FORM SHOULD BE RETURNED TO THE ADMISSIONS OFFICER, EDUCATION DEPARTMENT, LAMP PIT STREET, WREXHAM, LL11 1AR BY 23 FEBRUARY 2018