

**To: Parents/Carers Applying for a Nursery Place
for their Children at Infant/Primary/Nursery Schools**

***(Please detach and keep these notes
for future reference)***

Your Ref/Eich Cyf	N2012 Nursery
Our Ref/Ein Cyf	RAJ/adn2
Date/Dyddiad	4 January 2012
Ask for/Gofynner am	Ann Jones
Direct Dial/Rhif Union	01978 297505
E-mail/E-bost	

Dear Parent/Carer

Admission to Nursery Classes/Schools for September 2012

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 6 of 'Parents' and Carers' Guide to Education Services in Wrexham'*).

Nursery provision is offered on the basis of five 2½ hour sessions per week during the school year 2012/2013. 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.

The Nursery Admissions Policy allows parents to express a preference for a nursery place at any school. Parents are advised, however, that should there be more preferences expressed than there are places available at the school, the Authority will apply the criteria published in the County Borough's 'Parents' and Carers' Guide to Education Services in Wrexham' to decide who should be allocated a place at that school.

The Authority will accept only the pupil's home address and not that, for example, of childminder or grandparents. Parents may be asked to provide official documentation showing home address. Parents are advised that a school place may be lawfully withdrawn if the information given on their application form is fraudulent or misleading, and the consequence of this may be that there would be no place available at their next nearest school. If two parents cannot agree which school they prefer, they must seek independent legal advice, and if necessary an appropriate court order, before submitting their one application form to the LA.

If your child has an older brother or sister currently registered at your preferred school, who will still be registered at the time the younger one is due to start, please note this on the admission form, giving the elder brother or sister's name and date of birth.

You are reminded that transportation is not provided for children of nursery school age except in exceptional circumstances. Please note, also, that admission to a nursery class at a particular school does not guarantee a place for your child at the reception class in that school.

Please complete the attached application form and return it to the headteacher of your preferred school by the **20 February 2012**. The Admitting Authority can only admit a certain number of pupils to each nursery and will only admit pupils up to the admission number (this number is shown in the school list in the 'Parents' and Carers' Guide' to Education Services in Wrexham'). All preferences received by the 20 February 2012 will be considered before those received after that date. **It is therefore very important for you to meet the deadline referred to above.**

If you have expressed a preference for a community nursery or primary 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.

It will take some time for the allocation process to be completed but you will be informed by the **20 April 2012** whether or not your child has been allocated a place at your preferred nursery. 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.

If however you feel that there are special circumstances you wish to bring to the Authority's attention, or if your child has a disability which could affect his/her progress and participation in school life, please note this on the form.

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

Should your circumstances change after you have submitted your application form and you need to change your preference of school, please contact the Admissions Office on 01978 297505.

Please detach and keep this letter and return the completed application form to the headteacher of your preferred school. If you have any concerns or queries about the contents of this letter, please contact the Admissions Office on 01978 297505.

Yours sincerely



Head of Lifelong Learning

Enc: County Borough's 'Parents' and Carers' Guide to Education Services in Wrexham'

SECTION 1 – CHILD DETAILS

CHILD'S SURNAME/FAMILY NAME:

CHILD'S FIRST NAME(S):

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

HOME ADDRESS:
(Child's permanent address) POSTCODE:

Please notify the Admissions Team if your child's address changes during the admissions procedure. 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 PARENT(S) OR CARER(S) WITH PARENTAL RESPONSIBILITY (refer to page 9 'Parents' and Carers' 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 3 preferences in the order of preference. (You can refer to the 'Parents' and Carers' 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 3 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 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) who will still be attending the preferred school in September 2012.

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 10 of the 'Parents' and Carers' Guide to Education Services in Wrexham'.

PARENT'S/CARER'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/Carer 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 HEADTEACHER OF YOUR PREFERRED SCHOOL
BY 20 FEBRUARY 2012**