

**St Monica's Catholic Primary School,
Nursery Application Form**



Child's Details

Child's surname: Child's first name:	Date of Birth:
Home Address:	
Postcode:	

Parent/Carer Details

Parent's/Carer's name:	
Address (if different from above): Telephone number: Email:	
Language spoken at home	

Details of Religion

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination)	Other faith
Church where child was Baptised and date of Baptism:(Baptism Certificate required)			

Names of brothers or sisters at this school:	Name	Class or Year Group
Is your child 'looked after' by the Local Authority, adopted having previously been 'looked after' or subject to a 'child arrangements' or special guardianship order? (Please circle)	YES	NO

Sessions requested:

Each am/ pm session is 3 hours. Please tick the required sessions. If you are requesting a 30-hour place, please write your funding code here

Nursery provision	am (8:45 – 11:45am)	pm (12:30 – 3:30pm)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Please note that preferences cannot be guaranteed.

Children staying all day need to bring a packed lunch. All children are entitled to 15 hours free child care. If you are not eligible for 30-hour funding and wish to purchase additional sessions, these are charged at £20 per session for 3 year olds and £27 per session for 2 year olds. There is also a daily subsidiary charge of £7 for any child staying a full day at the Nursery.

Some parents may also need breakfast and after school child care. Please indicate below which days, if any, you may need.

Breakfast & After School Club	Breakfast Club (£5.50) 7.30am – 8.45am	After School Club (£12) 3.30pm – 6pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

All fees will need to be paid one month in advance.

I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct.

It must be noted that admission to the Nursery does not guarantee subsequent admission to the School's Reception Class. Please see the School Website and the School's Admissions Policy for details of how to apply for a place in Reception class <https://www.st-monicas.enfield.sch.uk/admissions/> where practicing Catholic children are prioritised. Parents of practising Catholic children will be required to submit a Certificate of Catholic Practice to be considered under that criterion.

Signed..... **Date**.....

Return either by hand, post or emailed to nursery@st-monicas.enfield.sch.uk

Please note:

- Applicants from other Christian denominations and other faiths may attach either a certificate of baptism or a letter from their minister or religious leader, confirming membership of that faith community.

Checklist:

Have you enclosed:

Copy of baptism certificate (if applicable - we need to see the original)

The school is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. For information on the school's Privacy Notice please read the attached 'Admissions Privacy Notice.' Further information may be obtained by visiting the school website.

ADMISSIONS PRIVACY NOTICE FOR ST MONICA'S CATHOLIC PRIMARY SCHOOL NURSERY

St Monica's Catholic Primary School is a data controller for the purposes of the Data Protection Act 2018 and is committed to dealing with your information safely and securely. We need to collect and share information in order to fulfil our obligations as an admission authority. We take our responsibility to protect your data seriously and we will use it in accordance with the legal requirements of the Data Protection Act 2018.

We will comply with the School Admissions Code, which has the force of law. In respect of in-year admissions, the school is the admissions authority for this school. The information you provide to us on your Nursery Application Form, any supporting papers you provide will be used to:

- Process your application

We may also use this data for the following purposes:

- Forward planning as part of school budget, forecasting and reorganisation proposals
- To assist in the development of policy proposals
- For the prevention and/or detection of crime or fraud
- For research and statistical purposes when we will ensure that statistics are developed in such a way that individual children cannot be identified

In order to administer admissions to this school the following information may be collected by us:

- Name and date of birth
- Address where the child ordinarily lives at the time of application, which will be used for distance calculation purposes
- Supplementary information i.e. information on religious affiliation and status
- Parent name and contact details
- Details of Baptism

Agencies we will share the information with:

- The Department for Education, to comply with statutory data collections
- The LA, to verify the information provided so that the admission scheme/process can be accurately administered
- The Local Government and Social Care Ombudsman, when investigating maladministration of school admissions.

School Retention Policy:

The information listed above will be retained securely by the school for 8 years, after which it will be destroyed.

For further information please refer to the Privacy Notice on the School website <https://www.st-monicas.enfield.sch.uk/our-school/gdpr/> or contact: Mrs Kate Baptiste (Headteacher)