



### Application Form for a Place in the Nursery

A separate application must be completed for each child  
Before completing this form it is important to read the notes overleaf  
Please complete this form using CAPITAL letters and tick (✓) boxes as appropriate

**1 Child's Details**

Surname..... First Name(s) .....

Date of Birth<sup>4</sup> ..... Boy  Girl  Date of Admission .....

Is this child a twin or triplet or a child of a multiple birth? Yes  No

A multiple birth is the birth of more than one baby from a pregnancy

Surname ..... First Name (s) .....

Surname ..... First Name (s) .....

Child's Permanent Home Address<sup>5 & 6</sup>  
.....  
..... Post Code .....

Borough of Residence .....

**2 Sibling<sup>7</sup>**

(a) Will the child have a sibling(s) attending Latton Green at the time of admission? Yes  No

If ,Yes', state the name and current class of the youngest sibling .....

(b) If a sibling(s) has left Latton Green, state the name and year of leaving for the youngest sibling  
.....

**3 Special Educational Needs (SEN)<sup>8</sup>**

Does the child have a Educational Health Care Plan that names Latton Green? Yes  No

If ,Yes', state which Local Authority is responsible for the child .....

Contact Name ..... Tel/Email .....

Brief description of educational health care plan needs  
.....  
.....

**4 Looked After or Previously Looked After<sup>9 & 10</sup>**

(a) Is the child currently in the care of a local authority? Yes  No

(b) Was the child **previously** in the care of a local authority? Yes  No

If ,Yes' to either (a) or (b) above, you must provide a letter from the social worker confirming the legal status of the child.

Local Authority ..... Social Worker's Name .....

Tel No ..... Email .....

**5 New to the Area**

Is the child currently living (a) overseas or (b) elsewhere in the UK? Yes  No

If ,Yes` to either (a) or (b) above, state name and address of current school.....

Expected date of arrival in area .....

**6 Transfer between Schools**

Is the child moving school without moving home? Yes  No

If ,Yes`, state reason(s) .....

Name of Current School .....

**7 Permanent Exclusion**

Has the child been permanently excluded from any school? Yes  No

If ,Yes`, you must give full information about the exclusion, including the date of the exclusion and the name of the school from which the child was excluded.

Reason for Exclusion .....

Name of School .....

Date of Exclusion .....

**8 Parent/Carers Details**

Please enter details of the person with parental responsibility for the child.

*Parent/Carer*

Surname..... Mr Mrs Miss Ms Other .....

First Name(s) .....

Address (if different from child) .....

..... Post Code .....

Relationship to Child ..... Email .....

Tel No (home) ..... Mobile .....

**NOTES**

- 1 Application is by completion of this form. This form is available from the School Office or website ([www.netacademies.net/lattongreen/](http://www.netacademies.net/lattongreen/)) and must be returned to the School without delay, together with additional relevant documents as requested elsewhere on this form.
- 2 All applications will be dealt with in accordance with the School’s Admissions Policies.
- 3 All applications will be added to the waiting list, if there is one, for the year group for which the application is being made.
- 4 Proof of date of birth must be submitted with this application. However, at no time must a ‘long’ birth certificate be provided.
- 5 The child’s home address shall be determined as at the date of application. Where parents reside at separate addresses, but with shared responsibility for the child, it will be the address at which the child spends most of the week. This must be the child’s permanent address at the time of application. If you change your address later you must inform the school straight away. You must not use a business address or any address other than the one that the child lives at permanently. If a place is found to have been offered on the basis of an incorrect address, the place will be withdrawn.
- 6 Proof of address must be submitted with this application. This can include a council tax bill, utility bill, tenancy agreement or housing association letter. However, this must not include evidence of personal details about parents and families, such as maiden names, criminal convictions, marital or financial status (including marriage certificates), the first language of parents or the child.
- 8 Siblings of pupils attending Latton Green Primary School at the time of admission and siblings of former pupils include brothers, sisters, half-siblings, foster siblings, step-siblings, adopted siblings and other children living permanently in the same home.
- 9 A Statement of Special Educational Needs (SEN) is a statement made by a local authority (see section 324 of the Education Act 1996) specifying the special educational provision required for that child. If the child does not have a statement, the answer to section 3 must be ‘No’.
- 10 A looked after child is a child who is (a) currently in the care of a local authority, or (b) being provided with accommodation by a local authority (see section 22(1) of the Children Act 1989). Applications for looked after children must be made by the person with parental responsibility and/or the child’s social worker.
- 11 A previously looked after child is a child who has ceased to be so because they have been adopted (see section 46 of the Adoptions & Children Act 2002), or became subject to a residence order (see section 8 of the Children Act 1989), or special guardianship order (see section 14A of the Children Act 1989).

If there is insufficient space on the form to give full information, please write on a separate sheet of paper.

**Declaration (by person making the application)**

I certify that I am a person with parental responsibility for the child named in Section 1 and that the information given is true to the best of my knowledge and belief and I agree to notify the school of any changes which may arise. I authorise the school to check the details with any relevant body. I understand that any false or deliberately misleading information given on this form or in supporting information may render this application invalid or lead to the offer of a place being withdrawn. I confirm I have attached photocopies of all documents required - *do not send original documents*.

Signature

Date

Name of person making the application

**Data Protection Act 1998**

Information supplied will be used for registered purposes under the Data Protection Act 1998. Any information parents/carers provide when applying for a school place will be entered on a computerised database. The information is protected by the Data Protection Act 1998, which ensures the information can only be used for defined purposes and can only be passed to specific people.

**The defined purposes are:**

- Administering the admissions process;
- Preventing fraud or criminal offence or to ensure the safety of any child.

**The people who may receive the information are:**

- The current school (if any);
- Other admissions authorities so as to ensure that parents have provided consistent information and do not hold on to more than-one offer of a place;
- Any organisation legitimately investigating allegations of fraud, criminal offences or child protection.

**Latton Green Primary Academy wishes to make the application process as easy as possible:  
Please do not hesitate to contact the School Office should you need assistance.**

<b>For School Office Use</b>			
<b>Received</b>	<b>Proof of address</b>	<b>Proof of DOB</b>	
<b>Offered</b>	<b>Accepted</b>		

**Latton Green Primary Academy**

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