

**NURSERY APPLICATION – FOR SEPTEMBER 2023
CLOSING DATE FRIDAY 17 MARCH 2023**



For children who are 3 years-old on or before 31 August 2023

Archibald First School offers 15 free hours of childcare per week which is offered as 2½ days and 30 hours childcare which is offered as 5 days per week in term time. Sight of original birth certificate and proof of address will be required; your application and offer of a place is dependent on this.

Option 1 or Option 2 - 15 hours per week

In applying for and accepting a nursery place at Archibald First School for 15 hours you are entering an agreement to use your initial 15 free hours with Archibald for the entire academic year of 2023-24.

Option 3 - 30 hours per week

For those parents who are eligible for the 30 hours code: In applying for and accepting a nursery place at Archibald First School for 30 hours, you are entering an agreement to use your initial 15 free hours and the additional 15 funded hours with Archibald for the entire academic year of 2023-24. You also agree to confirm your 30 hours code by the deadline requested by Newcastle City Council or this will affect your child’s additional free 15-hour place or be charged the cost of the nursery place.

NB: It is your responsibility to reconfirm your 30-hour code every 3 months on the Government portal.

For those parents who are not eligible for the 30 hours code: For those who wish to purchase the additional 15 hours the cost will be approximately £75 per week (to be confirmed at a later date).

Option 1 – 15 hours

Monday: 8.45am – 3.15pm
Tuesday: 8.45am – 3.15pm
Wednesday: 8.45am – 11.30am

Option 2 – 15 hours

Wednesday: 12.30pm – 3.15pm
Thursday: 8.45am – 3.15pm
Friday: 8.45am – 3.15pm

Option 3 – 30 hours

Full time nursery place
Monday to Friday: 8.45am – 3.15pm

Child’s Surname:	Child’s First Name:
Child’s Date of Birth:	Gender:
Child’s Address:	
Post Code:	
Telephone Number:	Email Address
Parent/carer’s name: Mr/Mrs/Miss/Ms/Other	
I enclose a copy of my child’s birth certificate and proof of address: <input type="checkbox"/>	
My child has attended previous settings or is currently in a setting eg, childminder, nursery, playgroup: <input type="checkbox"/>	
My child has never attended a childcare setting without an adult: <input type="checkbox"/>	

Looked After Children

Is your child in public care, i.e. looked after by a Local Authority? **YES / NO**

If yes, which Local Authority looks after your child?
Please give the name of the social worker involved

Special Education Need/Medical Conditions

Does your child have a statement of special educational needs? **YES / NO**

If your child suffers from a medical condition which you believe should be taken into account, please tick the box.

Nursery Preferences

Please indicate your preference for a particular session by ticking the relevant box below.

It may not always possible to accommodate your choice. (Children must attend all sessions in the chosen option).

Option 1 <input type="checkbox"/>	Option 2 <input type="checkbox"/>	Option 3 <input type="checkbox"/>
Monday: 8.45am – 3.15pm	Wednesday: 12.30pm – 3.15pm	Full time nursery place
Tuesday: 8.45am – 3.15pm	Thursday: 8.45am – 3.15pm	Monday to Friday: 8.45am – 3.15pm
Wednesday: 8.45am – 11.30am	Friday: 8.45am – 3.15pm	

Will your child have a sibling attending Archibald or any other school in September 2023? **YES/NO**

If yes please give details below.

Name of Sibling/s	Date of Birth	School attending

Have you applied to any other Nurseries? **YES / NO**

If yes please give names and where the nursery stands in your order of preference

Nursery School Name	Preference Position

Nursery Admissions Policy

The admissions policy for Archibald First School is as follows:

- 1st Children currently in public care (looked-after children) and previously looked after children.
- 2nd The presence of a brother or sister in the school at the date of admission.
- 3rd Recent history of attendance by a sibling at Archibald First School.
- 4th The address of the child in relation to the school. (In the event of over subscription, the address of a child will be used to make a final decision).

Please note that nursery admission does not automatically guarantee a place in our Reception Year.

It should be noted that an offer of a place may be withdrawn if information supplied by you on your application is intentionally misleading or fraudulent. **I have read the above and undertake to inform the school of any change of circumstances before 17 March 2023.**

Timetable of Nursery Process

Nursery Deadline Dates for 2023

- Closing date: 17 March 2023
- Offer letters out by post: 24 March 2023
- Deadline to accept: 21 April 2023

30 Hours Per Week Funded Early Education

To determine if your child is eligible for 30 hours per week funded early education place, please visit Newcastle City Council website <https://www.newcastle.gov.uk/schools-and-learning/childcare/30-hours-free-childcare-working-parents-0> for information.

Your data

This data will only be used in relation to your nursery application; we will not share this information with other organisations, and will only hold this information until 31 December 2023, unless you choose to be added to our waiting list. You can opt out of communication by contacting office@archibaldfirstschool.co.uk

Signed: _____

Name: _____

Date: _____

(FOR OFFICE USE ONLY)

Birth Certificate Seen	Evidence of child's home address seen	INITIALS
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