

# Admission Form



Please take the completed application with the following documentation to the Nursery:-

Proof of your home address  Proof of your child's date of birth

## NOTES

- Admission to a particular primary school is not determined by attendance at a particular nursery.
- The Local Authority (LA) works closely with nurseries to ensure that information received is correct. Any parent giving incorrect information may have their offer of a place withdrawn.

### 1. YOUR CHILD

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

Home Address: .....

.....Postcode:

Nationality ..... Male:  Female:  Date of Birth:

Home Language/s.....

Is the child Looked After (i.e in the care of a local authority/fostered)? .....YES/NO

Does your child have any of the following:

- Special Educational Needs (as identified by a relevant education professional)?.....YES/NO
- A severe and long-term medical need?..... YES/NO

If you have answered yes to either of the above, you **must** provide further information on a separate sheet, together with copies of all relevant supporting documentation. You should also provide contact details of the relevant professional(s), e.g. your child's medical consultant or paediatrician, whom we will contact for additional information.

**We may need to speak to your Health visitor before your child's admission. Please can you give us your consent for this and the name of your health visitor? Yes/No HV:.....**

### 2. SIBLINGS

Please give names and dates of birth of any siblings and where they attend school.

Name	Date of Birth	School attended

### 3. ADMISSIONS APPLICATIONS FROM OUTSIDE THE UK

Date of arrival in the UK:.....

Length of stay In the UK: .....

Reason for being in the UK: .....

.....

You will need to provide confirmation that the child is yours and that he or she is entitled to education in this country. We need to see their Passport

If you have any queries regarding how this information will be used, please contact the Education Welfare Benefits Team, Box Oct 1222, 2<sup>nd</sup> Floor Octagon, Shire Hall, Cambridge, CB3 0AP.

For office use only  
Birth certificate, passport or ID card Number:

**4. YOUR DETAILS**

Title: Mr/Mrs/Miss/Ms/Dr First Name: ..... Surname: .....

Signature: ..... \*Date of birth:

\*National Insurance Number:

\*National Assylum Seekers Reference:

Relationship to child: .....

Address (if different from section 1): .....

.....Postcode: .....

Telephone Number .....Other Contact number.....

Email Address: .....

Other Adult(s) with Parental Responsibility for the child. (Having parental responsibility for the child, means assuming all the rights, duties, powers, responsibility and authority that a parent of a child has by law).

**(All adults with parental responsibility should sign this form, where possible.)**

Title: Mr/Mrs/Miss/Ms/Dr First Name: ..... Surname: .....

Signature: ..... \*Date of birth:

\*National Insurance Number:

\*National Assylum Seekers Reference:

Relationship to child: .....

Address (if different from section 1): .....

.....Postcode: .....

Telephone Number .....Other Contact number.....

Email Address: .....

The sections marked \* are non-compulsory. If supplied, this information will be shared with Education Welfare Benefit Service, Cambridgeshire County Council, and other relevant bodies administering public funds, who collect and use information about you so that we can provide your child(ren) with entitlement to education benefits under The Education Act 1996.

By signing this form, I confirm I understand that data will be shared as appropriate to enable: determination of the support available; verification of any entitlement to Free School Meals/Pupil Premium; prevention and detection of fraud in connection with any claims; periodic checks by the Education Welfare Benefit Service to confirm entitlement to education benefits.

Full details about how we use this data and the rights you have around this can be found at [www.cambridgeshire.gov.uk/privacy](http://www.cambridgeshire.gov.uk/privacy). If you have any data protection queries, please contact the Data Protection Officer at [data.protection@cambridgeshire.gov.uk](mailto:data.protection@cambridgeshire.gov.uk)

**5. YOUR PREFERENCE FOR A NURSERY PLACE**

I wish to apply for ..... Hours per week at this nursery.

Are you eligible for funding for 2 year olds ([www.cambridgeshire.gov.uk/free2s](http://www.cambridgeshire.gov.uk/free2s)), or for 15 or 30 hours funding for working families ([www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) )

Please tick: 2 Year old: Funded 2s  Working 2's 15 hours  Paying 2's   
3/4 year old: 15 hours  30 hours

If you are eligible put you authorisation code here .....

**From September 2025 we will be offering the following sessions:**

Please tick which session you are applying for. We cannot guarantee your preference but will do our best to meet your first choice

<b>2 year old – 15 hours a week</b>	
5 mornings a week: 09.00 -12.00 during term time	
5 afternoons a week: 12.30 - 3.30 during term time	
Would you be interested in doing full days (09:00 – 15:30) if we made this available to 2 year olds?	

<b>3/4 year old – 15 hours a week</b>	
5 mornings a week: 09.00 -12.00 during term time	
5 afternoons a week: 12.30 - 3.30 during term time	
<b>Or if spaces and staff available:</b>	
Monday & Tuesday 9.00 - 3.30 and Wednesday am 9.00 -12.00	
Wednesday pm 12.30 - 3:30 and Thursday & Friday 9.00 - 3.30	
<b>The 2 full days in these options will incur a 1 hour lunchtime charge (£6.50 per week)</b>	

<b>3/4 year old – 32.5 hours a week</b>	
5 days a week 9.00 - 3.30 during term time.	
<b>(Children accessing 30 hours funding will be expected to pay for the additional 2.5 hours per week in accordance with our charging policy and at a cost of £16.25 per week).</b>	

<b>Early Start and Additional hours</b>	
Would you be interested in paying for an Early Start (8:30 – 9:00)	
Would you be interested in paying for additional sessions on top of the 15 hours funded for your child?	

To find out if you will be eligible for 15 or 30 hours you need to register online at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) . If you are eligible for 15 or 30 hours working funding you will be given an authorisation code. If you need assistance with this or do not have access to the internet you can call the childcare service Customer Interaction Centre on 0300 123 4097 and apply over the phone.

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**Parents with 15 or 30 hour working codes please complete:**

I have completed my online registration and my authorisation code is .....

My Child's Date of Birth is .....

My National Insurance Number is .....

I/We give permission for Huntingdon Nursery School to use these details to verify the code on Cambs County Council Eligibility Checking Service.

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**All Parents please sign:**

**Parent/Carer's Name** .....

**Signed** .....

**Date** .....