

# APPLICATION FOR NURSERY **2024**





Newport City Council School Admissions Team, Civic Centre, Newport NP20 4UR



01633 656656



[school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk)

If you would like this information in any other format, for example braille or large print, or help with interpretation in a different language, please contact the School Admissions Team

فريق القبول الاتصال يرجى، مختلفة بلغة تفسير في مساعدة أو، الكبيرة الطباعة أو للقراءة برايل طريقة المثال سبيل على، آخر شكل أي في المعلومات هذه ترغب كنت إذا على المدرسة

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**Mandarin**

Jeśli chcesz te informacje w innym formacie, np. Braille'a czy duży druk, lub pomoc przy interpretacji w innym języku, prosimy o kontakt z Zespołem przyjęć do szkół

**Polish**

Se você gostaria de ter esta informação em qualquer outro formato, por exemplo braille ou letras grandes, ou ajuda com a interpretação em um idioma diferente, por favor entre em contato com a Equipe de 'Admissões Escola'

**Portuguese**

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**Romanian**

Если Вам нужна эта информация в любом другом формате, например в шрифте Брайля или крупной печати, или помощь при устном переводе на другой язык, пожалуйста, свяжитесь с школьной комиссией

**Russian**

Ak by ste chceli túto informáciu v inom formáte, napríklad Braillovo písmo alebo veľká tlač, alebo pomoc s výkladom v inom jazyku, obráťte sa na školu Prijímacie tím

**Slovak**

Si desea esta información en cualquier otro formato, por ejemplo, braille o letra grande, o ayuda con la interpretación en otro idioma, comuníquese con el Equipo de Admisión Escolar

**Spanish**

Başka bir formatta bu belgeyi almak isterseniz, örneğin farklı bir dille yahut braille veya büyük harflerle, bu numarayı arayın

**Turkish**

Якщо Ви бажаєте отримати цю інформацію в будь-якому іншому форматі, наприклад надруковану шрифтом Брайля або великим шрифтом, або Вам потрібна послуга усного перекладу на іншу мову, будь ласка, зв'яжіться з Приймальною комісією школи за телефоном

**Ukrainian**

‘مدد یا، پرنٹ ہڈے یا بریل ساتھ کے تشریح میں زبان مختلف ایک پر طور کے مثال تو، ہیں چاہتے معلومات یہ میں فارمیٹ دوسرے بھی کسی کو آپ اگر

**Urdu**

Os hoffech gael y wybodaeth hon mewn unrhyw fformat arall, er enghraifft braille neu brint bras, neu help gyda chyfieithu i iaith arall, cysylltwch â'r Tîm Derbyn i Ysgolion

**Welsh**

Children are eligible to start nursery the term following their 3rd birthday (if places are available). If your child was born between 1/9/2020 and 31/8/2021, apply before 5pm on 6 September 2023. The form is for those who want to apply for a nursery place in 2024, including an early start.

### Have you considered making your application on-line at [www.newport.gov.uk/schooladmissions](http://www.newport.gov.uk/schooladmissions)

- Please answer all questions and ensure that you sign the form in the space provided.
- Read the School Admissions Policy 2024/2025 and the guidance notes attached before filling-in this form.
- For assistance with this application email [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk) or call 01633 656656
- Details of your catchment school can be found at [www.newport.gov.uk/schooladmissions](http://www.newport.gov.uk/schooladmissions)

## Section A: Child's details

Forename: \_\_\_\_\_ Middle name: \_\_\_\_\_ Surname: \_\_\_\_\_

**Male/Female** Full chosen name (if different from above): \_\_\_\_\_

Date of birth: \_\_\_\_\_ (please supply a copy of the child's birth certificate if applicable)

Home address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Is your child ☐ A child looked after (by social services) ☐ A previously looked after child (by social services) ☐ Not applicable

For a previously looked after child please provide supporting evidence such as an adoption certificate

If yes, please state the corporate parent/previous corporate parent: \_\_\_\_\_

Social worker's full name \_\_\_\_\_ Signature\*: \_\_\_\_\_

\* As the social worker for the above named child I confirm that after consideration the first preference nursery named in Section C is the most appropriate to meet the needs of this looked after child.

## Section B: Applicant details

Parent/Carer(s): \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Home address (if different from above): \_\_\_\_\_

Postcode: \_\_\_\_\_

Home tel: \_\_\_\_\_ Mobile tel: \_\_\_\_\_

Email address: 


Please indicate if you wish to receive correspondence in: English / Welsh / Bilingually

What is your home language? \_\_\_\_\_

You are declaring that all parties with parental responsibility for this child have been consulted and confirm full agreement to this application  
If not, or if there are any court orders in place/legal proceedings, please provide details:

\_\_\_\_\_

If you would like this application to be discussed with any other parties, please provide name and relationship to child:

### Section C: School preferences

Is your preference of school: Welsh-medium ☐ English-medium ☐ Faith-based ☐  
(You may need to apply to a different admission authority – see School Admissions Policy 24/25)

Please indicate your preferred school(s) (in order of preference). You may express more than one preference.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Section D: Application for early admission

Children born between 1st September and 31st March may be offered an early start in the term following their 3rd birthday, if you want to be considered for this should places be available, then please tick here:

January 2024 YES ☐ NO ☐

April 2024 YES ☐ NO ☐ *If you do not tick a box, it will be assumed that you do not want to be considered for an early start.*

### Section E: Additional needs

Does the child hold a Statement of special educational needs/Individual Development Plan which names a nursery?

Yes ☐ No ☐ If yes, which school is named? \_\_\_\_\_

Please indicate your child's special medical circumstances, if any: \_\_\_\_\_

The information requested is regarded as special category data and we require your consent to process this information.

**Please note we will continue to process your application if you do not give consent, however we will not use this information for any other purpose.**

☐ Please check this box to consent

You may withdraw your consent at any time by contacting [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk) or by calling Newport City Council on 01633 656656

### Section F: Other information (please tick all relevant statements)

Is this a child of UK service personnel or other crown servants (including diplomats)? Yes ☐ No ☐

If yes, please specify \_\_\_\_\_

Is this a child of multiple birth (e.g. twin or triplet)? Yes ☐ No ☐





### Section G: Supporting evidence (please tick all relevant statements)

Newport City Council would like to ask for your consent to check your council tax record as evidence of your home address. **Please note, we will continue to process your application if you do not give consent, however, we will require alternative evidence from you.** We will not use this information for any other purpose.

You may withdraw your consent at any time by contacting [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk) or by calling Newport City Council on 01633 656656.

Newport City Council may check my council tax record as proof of address;

- ☐ Please check this box to consent. My Council Tax Account number is (if known) \_\_\_\_\_
- ☐ I attach **a copy** of my child's birth certificate, NHS medical card or valid passport. **DO NOT SEND ORIGINALS**
- ☐ Other relevant evidence is attached (please specify) \_\_\_\_\_

### Section H: Important information to note

Once allocated a September nursery place, children born between 1 September and 31 March may be offered an early start in the term following their third birthday, if places are available. This is commonly referred to as a Rising 3 place. Children born between 1 April and 31 August are not eligible for a Rising 3 place.

There is only one application window for nursery admissions and from that one application both September and Rising 3 spaces will be allocated.

If Rising 3 places are available, eligible pupils will be offered an early start at their allocated nursery as follows:

- On 6 December 2023 for January 2024 Rising 3 places
- On 4 March 2024 for April 2024 Rising 3 places

Please ensure that your completed application is submitted to: **School Admissions Team, Civic Centre, Newport NP20 4UR by 5pm on 6 September 2023.** This is to ensure that a decision is issued to you by no later than 6 December 2023.

**We recommend that you keep a copy of the completed form for your own records. Please provide a reason if the application has been submitted after 6 September 2023.**

#### Declaration

I have read the Information in the School Admissions Policy and understand that the application is subject to the terms and conditions outlined in this document and therefore there is no guarantee of admission to my chosen nursery. Furthermore, I understand that attending a nursery class does not give my child priority for a place in the reception year group at any particular school, as a separate application is required. I confirm that I have parental responsibility for the pupil and have obtained the agreement of all other persons who have parental responsibility for the pupil to make this application. The information I have provided is accurate and complete, to the best of my knowledge.

**Signed:** \_\_\_\_\_

**Full name (PRINT):** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### Assisted Applications

Please provide your name and contact details below if you have completed this application form on the applicant's behalf. Note that if this is the case, the applicant is still required to sign the above declaration to confirm that they understand the terms and conditions of the application.

**Name:** \_\_\_\_\_

**Contact number:** \_\_\_\_\_

**Relationship to applicant:** \_\_\_\_\_

## APPLICATION FORM GUIDANCE NOTES

### Section A: Child's details

#### Name

Your child may be known by one name but have a different legal name. The legal name is the name stated on the birth certificate (unless you have legally changed the child's name since birth. In this case please provide a copy of the legal change of name papers). Please note that the council will refer to your child by their legal name for the purposes of this application.

#### Address

For this application, the council will consider the child's home address to be the genuine principal place of residence where the child permanently resides with their parent/legal guardian as at the stipulated closing date, and does not mean the address at which the child is cared for by relatives or others. If a child is resident with relatives or others for reasons other than legal guardianship, that address will not be considered for allocation purposes.

Where parents have shared responsibility for the child and the child spends equal time with both parents during the school week, the place of residence of the person who receives Child Benefit will be considered the child's home for allocation purposes.

The council will undertake thorough residency checks and reserves the right to request independent confirmation of the child's address. Applicants may be asked to supply additional documentation to support their application.

The council will use the home address provided in the application to determine the catchment school for allocation purposes. However please note that there is no guarantee of a place, even at your catchment school. Those pupils living within a school's catchment area will be given priority over those children living outside the catchment area.

Note: applicants who are unable to provide the relevant, satisfactory evidence will not qualify for priority within the published oversubscription criteria. This means that their child will be less likely to be able to attend the school of choice.

It is the applicant's responsibility to advise the School Admissions Team of any changes in circumstances, including a change of address following submission of the application. This is to ensure that correspondence is sent to the correct address and will not affect the outcome of the application if this is after the closing date. Any new address can only be taken into consideration when determining the outcome of an application if the child lives there on the closing date and satisfactory evidence is provided to confirm this.

Depending upon the circumstances, and the timing of the information provided, such changes may impact on the application process.

#### Looked after children / previously looked after children

Where the application is for a child who is currently under the care of a local authority, the relevant social worker must sign the application form to authenticate the validity of the application and confirm the appropriateness of choice of nursery school. Evidence such as an adoption certificate will be required to confirm the status of previously looked after children.

### Section B: Applicant details

Please note that this application must be made by an adult who has parental responsibility for the child. It is not the responsibility of the school admissions team to determine parental responsibility. However, in certain circumstances, it may be necessary for the council to request evidence of this.

Where parental responsibility is equally shared, the council will ask the child's parents to determine which parent should submit the application. If parents cannot agree and neither has obtained a court order stating who should be making the application, the council will accept an application from the parent in receipt of child benefit for the named child.

If there is a residence order in place affecting the child for whom the application is being made, a copy of the order must be submitted with the application. Where parental responsibility is held by someone other than the child's mother or father, it will be necessary to submit evidence of this in support of the application.



## Section C: School preferences

Before choosing which nursery to apply for you should read the School Admissions Policy which lists all nursery provision in Newport. You will also need to consider how your child will travel to nursery as they will not be eligible for school transport.

In making an application it is recommended that at least three different school preferences are named to increase the chances of securing a place that is acceptable. This is because there is no guarantee of any particular school place and there are some areas of Newport where demand for school places is particularly high. Applicants cannot be considered for a school unless they have expressed a preference for it. If you do not express a preference for your catchment school, an applicant residing outside of the catchment area who does express a preference for it will receive a higher priority than you as an in-catchment resident.

### Welsh medium schools

If your preference is for a Welsh-medium education then please indicate this on the form by ticking the box to inform the admissions team. Please note; there are 4 Welsh medium schools available in Newport with nursery units attached which can be found on our website [www.newport.gov.uk](http://www.newport.gov.uk) or the School admissions policy 2024/25. Pupils or parents who would like Welsh-medium education do not have to be fluent Welsh speakers to be accepted into Welsh-medium schools. Visit [www.newport.gov.uk/becomingbilingual](http://www.newport.gov.uk/becomingbilingual) for more information.

### Community schools

This application form enables applicants to express a preference for any Newport community nursery, including Welsh-medium; however there is no guarantee of a nursery place. If the number of applications to a school is fewer than or equal to the number of places available, all applicants will be admitted.

If the number of applications to a school is greater than the number of places available, the information applicants give will be used to rank a child's priority for a place in line with the following oversubscription criteria. Where a school is named in a statement of Special Educational Needs/Individual Development Plan (IDP), the council has a duty to admit the child to the named school before the over-subscription criteria is applied against applications received.

1. **Looked-After Children (children in public care) and previously Looked-After Children.**
2. **Pupils living within the catchment area and making an application on medical grounds**
3. **Pupils living within the catchment area.**
4. **Pupils living outside of the catchment area and making an application on medical grounds**
5. **Pupils living outside of the catchment area**

*After considering the above categories, or if the number of applications in any one of the above categories exceeds the published admission number, priority will be based on those residing closest to the preferred school.*

All preferences will be considered equally and you will be offered a place in your highest ranked school where a place is available. Any applications that are received after the closing date will only be processed after places have been allocated for applications that were received on time, and this may increase the possibility of not achieving a place at a preferred school.

Where all of the applicant's preferences are refused, and they are a Newport resident, the child will be allocated an alternative place at the catchment school if places are available. If we are unable to offer a place at either your preferred or catchment school, you will be invited to contact the school admissions team to request an alternative preference. **Please note that there is no right of appeal for nursery admissions.**

Unsuccessful applicants who do not reside in Newport should contact their home local authority for an alternative school or submit additional preferences for other schools in Newport.

### Waiting lists for oversubscribed schools

During the nursery admissions round, any child that has been unable to secure a place will be added to a waiting list, held until 30th September in the year in which the child is due to start nursery. The waiting list is held for those pupils who have not been able to secure a place. Where the child is allocated a nursery place they will not be eligible for the waiting list, unless there has been a material change in circumstances which affects the status of the application, such as a house move into another catchment area. It is the applicant's responsibility to contact the School Admissions Team for clarification in relation to any change of circumstances.

Admission to council-maintained nursery schools and classes is for half-day, morning or afternoon, 5 days per week. Once your child has been offered a nursery place, the head teacher of the relevant school will allocate them either a morning or afternoon place. Schools prefer pupils attending the nursery to take up all the sessions available to them. If parents do not wish their child to attend all five sessions each

week, it might be preferable to seek a place at a non-maintained setting that can more easily accommodate these flexible arrangements.

### **Admission to non-maintained settings (private providers)**

If your preference is for a private, registered education provider (which may be a playgroup or a private day nursery), you must apply directly to the provider as the council is not responsible for their admission arrangements. For further information, including a list of non-maintained settings please contact the Family Information Service on 0800 3288483 / 01633 840669, via email [family.information.service@newport.gov.uk](mailto:family.information.service@newport.gov.uk), or by visiting [www.newport.gov.uk/fis](http://www.newport.gov.uk/fis).

### **Voluntary aided schools / faith schools**

If you would like to apply for a nursery place at a voluntary aided or faith school (i.e. Charles Williams Church in Wales Primary School, St. Michael's or St. Patrick's Roman Catholic Primary Schools), please contact them directly to make an application. The school admissions team will not be able to consider any request for these schools because the governing body is the Admission Authority.

These schools have their own admissions policy. Parents are asked to contact the preferred faith school for full details of admission arrangements. Please note however that since all Admissions Authorities within a local authority area are required to work together towards a common set of closing dates and offer dates, the council's agreed timetable will be adhered to in all instances.

Applicants who wish to express additional preferences for community schools should complete both a Newport City Council application and the application supplied by the voluntary aided school to which they are applying, making the order of their preferences clear in both applications. Information sharing protocols exist between the council and its' voluntary aided schools to identify children for whom more than one application has been made.

Those applicants who do not specify an order of preference will be contacted and asked to confirm this before the application is determined.

### **Admission to a school outside of Newport**

To apply for a nursery outside Newport, please apply directly to the relevant admission authority.

### **Applications from people living outside of Newport**

Parents of children living in other authorities who want their children to go to a Newport nursery should refer to Newport City Council's admissions policy and apply in accordance with the NCC application process.

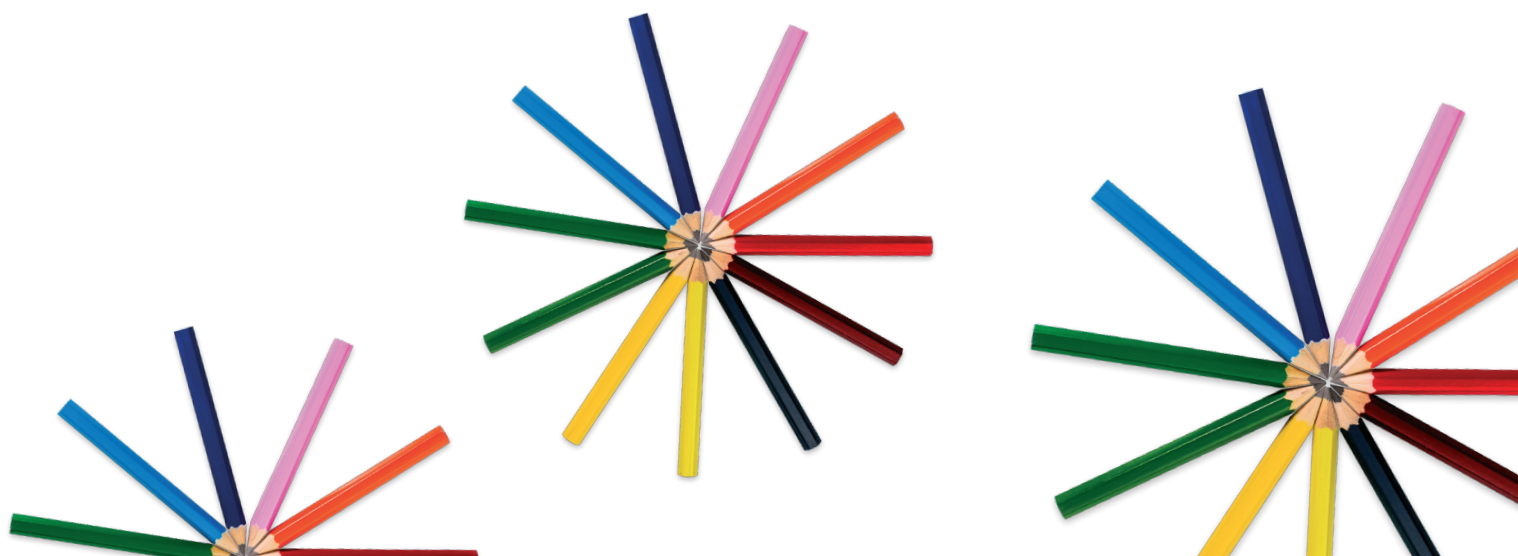
## **Section E: Additional needs**

### **Additional Learning Needs (ALN)**

For pupils with additional learning needs the placement process is governed by procedures identified in the Special Educational Needs (SEN) Code of Practice. Admission to all of these placements is determined by the SEN Team and Learning Resource Base (LRB) Panels and fall outside of the standard school admissions process. Contact [inclusion.enquiries@newport.gov.uk](mailto:inclusion.enquiries@newport.gov.uk) to discuss your child's placement before making an application.

### **Medical needs**

For applications where the preference is based on medical grounds the application must be supported by a medical consultant's report, obtained by the parents, specifying the medical advantage of the child attending the preferred nursery. Please note reports from family doctors are not accepted for this purpose..





## Section F: Other information relevant to the oversubscription criteria?

Children of UK Service personnel are subject to frequent movement within the UK and from abroad, often at relatively short notice. Consequently for UK service personnel who are unable to engage in the normal admissions process, the Council will consider the residency criteria satisfied (and award catchment priority) if the application is accompanied by the following, even if the family do not reside in Newport at the relevant date.

- *Official proof of posting i.e. a posting notice;*
- *A copy of the Service Identity Card;*
- *Confirmation of the new address wherever possible*

Children of UK Crown Servants (including diplomats) are subject to frequent movement and if moving into Newport, will be determined as meeting the residency criteria for the relevant catchment school if the application is accompanied by an official Foreign and Commonwealth Office letter declaring:

- *a definite return date;*
- *confirmation of the new address wherever possible;*
- *confirmation of the Crown Servant status.*

### **Children of multiple birth**

If when applying the over-subscription criteria, the last child to be admitted is one of a multiple birth, then the council will admit the other sibling(s).

## Section G: Supporting evidence

Please provide photocopies in all cases as the council cannot guarantee the safe return of original documents and is unable to provide a photocopying service.

### **Proof of residency**

This is required in support of all applications. If you live in Newport it is possible for the council to refer to your council tax record. This can only be done with parental consent. **Evidence provided in this way is only valid if the adult completing the school admission application is named on the council tax record.**

Any applicants unwilling /unable to allow this, or those who do not live within Newport should provide additional physical photocopied evidence in order to verify their home address.

Please see the school admissions policy for an extensive list of acceptable forms of evidence; [www.newport.gov.uk/schooladmissions](http://www.newport.gov.uk/schooladmissions).

Applicants who are unable to provide the relevant, satisfactory evidence will not qualify for priority within the published oversubscription criteria. This means that their child will be less likely to be able to attend the school of choice.

### **Proof of date of birth**

It is the council's policy that children are taught in their chronological year group, unless exceptional circumstances apply. For this reason, if your child is not currently in a Newport community nursery this application must be supported by a photocopy of the child's birth certificate, NHS medical card or valid passport.



### Important information to note

Please make sure that you have read the declaration before signing and dating the form. If the application is submitted unsigned, this could delay the processing of your application, thus increasing the possibility of not achieving a place at your preferred nursery.

Allegations of fraudulent claims will be investigated and places may be withdrawn if applicants have knowingly provided false information in order to obtain the advantage of a particular school, to which they would not normally be entitled.

**DATA PROTECTION ACT: Newport City Council is registered under the Data Protection Act 2018, allowing the council to hold and process personal data. Such information will only be used for the purpose for which it was provided and as allowed by the Act.**

**For the purpose of processing applications for school places in Newport the information you provide on this application form may be shared with other agencies that are directly involved in the education, health and welfare of school children, including other local admission authorities.**

**Privacy policy: please view online at [www.newport.gov.uk/privacynotice](http://www.newport.gov.uk/privacynotice)**



**Checklist for applicants - please use this checklist before submitting your application**

- ☐ **Could you make this application online instead?**  
If you are making your application before the closing date you could visit [www.newport.gov.uk/schooladmissions](http://www.newport.gov.uk/schooladmissions) and submit your application online. One of the benefits of this is that you will be able to view your decision online on the offer date.
- ☐ **Have you completed the correct application form?**  
This application form is for parents applying for a 2024 Nursery place in a Newport City Council community school only. If you require a different application form please contact school admissions on **01633 656656**.
- ☐ **Have you read and understood these notes before completing your application?**  
Should you require any assistance in completing this form, any clarification of the admissions process, including details of your catchment school, or a copy of the School Admissions Policy, please contact school admissions on **01633 656656** or by emailing **[school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk)**.
- ☐ **Do you have parental responsibility for the child for whom the application is being made?**  
If no, please ask the person with parental responsibility to complete and sign the application form. If you have parental responsibility but are not the parent, have you provided the relevant evidence as detailed under Section B of the guidance notes?
- ☐ **If the child for whom the application is being made is under the care of a local authority, has the social worker signed the application?**
- ☐ **If the child for whom the application is being made was previously under the care of a local authority, have you provided a copy of the adoption certificate with the application?**
- ☐ **Do you know what your catchment school is?**  
Details of your catchment school can be found on the council's website ([www.newport.gov.uk/schooladmissions](http://www.newport.gov.uk/schooladmissions))
- ☐ **Have you answered all questions fully and to the best of your knowledge, including details of any relevant medical factors?**
- ☐ **Have you given permission for school admissions to refer to your council tax record?**  
If not, have you provided acceptable physical evidence as detailed in Section G?
- ☐ **Have you attached a copy of your child's birth certificate as detailed in Section G?**
- ☐ **Have you signed the application form?**
- ☐ **Will your application be received by the school admissions team before the closing date of 5pm, 6 September 2023.**

It is the applicant's responsibility to ensure that the school admissions team - NOT your preferred nursery - receives your completed application safely and on time. If you are posting your application it is recommended that the form is sent by recorded delivery.

The council cannot accept responsibility for any application or evidence that is lost in the postal system. Any applications that are received by the school admissions team after the closing date or applications that remain incomplete (i.e. without proof of address) at the closing date will be determined as being late; this may increase the possibility of not achieving a place at your preferred nursery.

