



Acting Headteacher: Mr J Beisly | Tel: 0161 881 4266 | Email: admin@oswaldroad.manchester.sch.uk

Please complete all sections of this form. Please write in capital letters using a black pen.

## Student Information

<b>Surname</b>		<b>Address</b> <small>Street No. and Name</small>	
<b>Forename</b>		<b>Town</b>	
<b>Middle name(s)</b>		<b>County</b>	
<b>Preferred Name</b>		<b>Postcode</b>	
<b>Date of Birth</b>		<b>Home Tel. No.</b>	
<b>Gender</b>	Male [ ] Female [ ]		

Parental/Carer Information (living at same address as child)

<b>Title</b> <small>(please tick)</small>	Mr	Mrs	Miss	Ms	Dr.	Rev.		<b>Title</b> <small>(please tick)</small>	Mr	Mrs	Miss	Ms	Dr.	Rev.	
<b>Forename</b>								<b>Forename</b>							
<b>Surname</b>								<b>Surname</b>							
<b>Relationship</b> <small>(please tick)</small>	Mother	[ ]	Father	[ ]	Stepmother	[ ]	Stepfather	[ ]	Grandparent	[ ]	Carer	[ ]			
<b>Contact Numbers</b>							Mobile							Mobile	
							Home							Home	
							Work							Work	
							Email							Email	

If either parent, who has parental responsibility, lives at a different address from your child please provide details below:

<b>Mother's Name</b>		<b>Father's Name</b>	
<b>Mothers address</b> <small>(if different from above)</small>		<b>Father's address</b> <small>(if different from above)</small>	
<b>Telephone No.</b>		<b>Telephone No.</b>	

<b>Has your child ever been in LA Care</b>	Y/N	<b>Is your child an adopted child</b>	Y/N
<b>Is your child entitled to Free School Meals</b>	Y/N	<b>Do you think that your child may be entitled to Free School Meals</b>	Y/N

Does your child have any siblings at the School. If yes please complete:

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Name: \_\_\_\_\_ Class: \_\_\_\_\_

Please provide any additional information that we may need to know about your child, for example involvement with outside agencies including SEN, Health, Social Care etc:

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I understand that the offer of a Nursery place does not guarantee a place in the Reception Class

I have checked the information above and confirm that it is correct (Signed) \_\_\_\_\_

For Office Use Only

<b>Proof of Age Provided and Checked</b>				
<b>Evidence of Proof of Address Provided and Checked</b>				
<b>LAC/SEN</b>	Y/N	<b>Sibling(s)</b>	Y/N	<b>Distance from School (miles)</b>
<b>Place Offered (Full/Part Time)</b>	Y/N	<b>Place Accepted</b>	Y/N	<b>Chargeable Place</b> Y/N

## Nursery Admissions Information 2017/18

Oswald Road Primary School has a 54 place Nursery. This is made up of 52 full time places and 4 part time places. The information below should provide answers to the most common queries. More detailed information is contained in our full policy and procedure which can be found on our school website at [www.oswaldroad.co.uk/parents/admissions](http://www.oswaldroad.co.uk/parents/admissions).

### **Q. When is my child old enough to join the School Nursery?**

A. Children must be aged three or four years old in order to join the nursery.

### **Q. When can I apply for a nursery place for my child?**

A. Applications open from September to April in the year proceeding your child's entry to the Nursery. We do not take applications earlier than this nor do we carry applications over to subsequent years.

### **Q. Can I look around the school and nursery before applying?**

A. Yes, please contact us for school tour dates on the details below.

### **Q. How do I apply?**

A. You can collect an application form from the school. Alternatively, one can be downloaded from the school website, [www.oswaldroad.co.uk/parents/admissions](http://www.oswaldroad.co.uk/parents/admissions). When returning your application form you need to include the following documents:

- Proof of your child's identity i.e. birth certificate or passport, and
- Proof of your child's permanent home address e.g. a recent utility bill, bank statement or Council Tax letter etc.

### **Q. How do you decide who gets a nursery place?**

A. If we are oversubscribed we use the following criteria to determine who gets a place:

1. Children in Local Authority care
2. Children with exceptional medical/social needs
3. Siblings of children who already attend Oswald Road Primary School and who are living at the same address and children of staff who have worked at the school for more than two years.
4. Distance from the school as measured in a straight line.

### **Q. When will I hear if my child has a place?**

A. We will begin to let you know from March.

### **Q. Is there a charge for a nursery place?**

A. The first 15 hours are free to everyone. Thereafter there is a charge, which at the time of writing is £50 per week. Free places are available which are based on income, social need such as Looked After Children, disability and deprivation indices. More detail is provided in the full policy.

### **Q. What are the nursery hours?**

A. Full time hours are Monday to Friday 9.00am to 3.15pm. Part time places are very limited and are either Monday or Tuesday 9.00am-3.15pm and Wednesday 9.00am-11.30am or Wednesday 12.45pm-3.15pm and Thursday and Friday 9.00am-3.15pm.

### **Q. Will my child be able to build up gradually to full time hours?**

A. Yes, there is a gradual transition within the first week so that your child can get used to the nursery environment. For instance one hour on the first two days, followed by full morning sessions and finally a full day. Transition arrangements will be discussed at the Nursery Transition Meeting before your child begins in September. We will notify you of the date of the meeting.

I hope this information has been helpful but should you have any further questions you can call into the school reception or contact us on:

**Telephone: 0161 881 4266 or email: [admin@oswaldroad.manchester.sch.uk](mailto:admin@oswaldroad.manchester.sch.uk).**