



**Ark Paddington Green  
Primary Academy**

*For September 2018 entry*

Dear Parent/Guardian,

Thank you for your interest in a nursery place at Ark Paddington Academy for your child, starting **September 2018**. Before completing the relevant forms, please note the following:

- Your child must be aged 3 years to enrol in nursery
- We have 39 places available
- Full-time places are available, but are allocated based upon the admissions criteria below

**Admission Criteria**

If the nursery is oversubscribed, priority will be given to students with Education Health Care Plans where Ark Paddington Green Academy is named. The remaining places will then be offered in the following order of priority:

1. **Children whose parents qualify for the 30 hours working parent/s funding**
2. Children who are in public care
3. Children of staff of the school where there is a demonstrable skill shortage
4. Children who have a sibling who already attends the school and who will continue to do so on the date of admission (for this purpose "sibling" means a whole, half or step-brother or -sister resident at the same address)
5. Children of staff of the school (where there is no skill shortage)
6. The remaining places will be allocated children who live closest to the school, using a straight line distance from the main entrance of the academy to the main entrance to the child's home.

At Ark Paddington Green Academy we believe in offering full time nursery provision wherever possible as we believe this best prepares our pupils for school. As you may be aware, the government has introduced some changes to nursery funding, and as such we will be taking this into consideration as part of the admissions process.

We will be reserving the first 20 places in the nursery for parents who qualify for the government's working parents full time nursery funding. These places are for families where either parents (or one parent in a one parent family) work at least 16 hours a week, and have an income below £100,000. In the event we have more than 20 applicants, we will apply our admissions criteria as detailed above.

The remaining 19 places will be reserved for all other parents. Again, in the event we have more than 19 applicants for these places, we will apply our admissions criteria.

The school keeps a waiting list, which is used to fill casual vacancies occurring as a result of students leaving during the academic year or as a result of withdrawing a place that has been offered. This list is compiled in accordance with the admission criteria.

Please find attached the relevant documents required to apply. Please complete all admission forms and return to the school by Thursday, 29<sup>th</sup> March 2018 at 3pm. We will let you know whether or not we can offer your child a place by early May 2017.

Yours sincerely,

Mr M. Haimendorf  
Executive Principal

**NURSERY APPLICATION FORM**

Please write in **CAPITAL LETTERS** and use **black ink**.

**1. Personal Details**

**About Your Child:** Please provide the following details about your child.

First Name(s)  Surname/Last Name

Date of Birth (dd/mm/yy)  /  /  Boy/Girl

Child's  
Home  
Address &  
Postcode

(This must be the address where the child normally lives. If this is different from the parent/carer address, please give reasons for this. If parents share custody, this must be stated and both addresses shown.)

**Parent/Guardian:** Please give your own details here.

Title (eg Mr /Mrs)  Initials  Surname/ Last Name

Home Tel no.  Daytime Tel no.  Relationship to Child

**Brothers or Sisters attending the School**

If your child has brothers or sisters currently attending King Solomon Academy, please give details in the section below.

Name	Date of Birth	Year Group

**2. Other information**

Does your child currently attend a nursery or other childcare setting? YES/NO (please delete as appropriate)

If yes, please state which nursery or childcare setting.

Is the child in the public care of a Local Authority? YES/NO (please delete as appropriate)

If yes, please state which Local Authority (borough).

If yes, please also provide a letter from the social worker confirming the legal status of the child and the local authority with whom the child is in care.

Does your child have a Statement of Special Educational Needs? YES/NO (please delete as appropriate)

If yes, please provide more details.

Sign

Print Name

Date

**Please sign and date below, and complete Pg. 5**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Ark Paddington Green  
Primary Academy

## WORKING PARENT/S FUNDING CHECK FORM

I do not believe I am eligible for working parents full time funding

**Please sign and date below. You do not need to complete Pg. 6**

Or, I claim eligibility because:

I am a lone working parent who earns on average a weekly minimum equivalent to 16 hours at national minimum wage (NMW for parents under 25) or national living wage (NLW) and less than £100, 000 per year.

Both parents are working and each parent earns on average a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW) and less than £100 000 per year.

Both parents are employed but one or both parents is temporarily away from the workplace on parental/ maternity or paternity leave.

Both parents are employed but one or both parents are temporarily away from the workplace on adoption leave.

Both parents are employed but one or both parents are temporarily away from the workplace on statutory sick pay.

One parent is employed and one parent has substantial caring responsibilities and is in receipt of Carers' allowance.

One parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits (Incapacity benefit / Severe disablement allowance/Long term incapacity benefit/ Employment and Support allowance or National Insurance credits on the grounds of incapacity for work or limited capability for work.

One parent is working and one parent is registered self-employed.

**Please sign and date below, and complete the steps on Pg. 6**

***I understand that should I claim eligibility but not in fact not be eligible through the HMRC checking system, then the offer of the full time place may be formally withdrawn or I will be asked to pay for the additional hours if I wish to retain the place.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## PARENT GUIDE TO FUNDING CHECK

This should only take 10 minutes to complete.

### STEP 1

If you have not done so already, you will need to create a HMRC online account - [https://www.tax.service.gov.uk/government-gateway-registration-frontend/choose-your-account?continue=%2Foauth%2Fgrantscope%3Fauth\\_id%3D59ae6dec0c00004d00f90222&origin=oauth-frontendd](https://www.tax.service.gov.uk/government-gateway-registration-frontend/choose-your-account?continue=%2Foauth%2Fgrantscope%3Fauth_id%3D59ae6dec0c00004d00f90222&origin=oauth-frontendd)

Most parents would have an account if they have ever claimed working tax credit, so those details can be used to sign in.

### STEP 2

Once you have created an account, your next step is to apply for the 30 hours free childcare and check your eligibility. To access this service you'll need to visit <https://childcare-support.tax.service.gov.uk/par/app/applynow> and have the following to hand:

- child’s date of birth
- your National Insurance number
- access to a mobile phone or landline
- details of one or more of the following - your UK Passport, tax credits, P60 or a recent payslip

If you are eligible, you will be given an 11 digit code which you will need record below, along with your NI number. We will then check the code is correct, and notify you in due course.

Parent of \_\_\_\_\_

Enter your 11 digit code below

--	--	--	--	--	--	--	--	--	--	--	--

Enter your NI number below

--	--	--	--	--	--	--	--	--

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your time and cooperation.

If you have any questions or issues, please contact the HMRC helpline on 0300 123 4097 or Ms. Francis on 07901 004 949.

An electronic copy of this form is available, please email – [c.francis@arkpaddingtongreen.org](mailto:c.francis@arkpaddingtongreen.org)

**All completed forms must be received by the school no later than Thursday, 29th March 2018 at 3pm.**