

# TWEEDDALE PRIMARY SCHOOL

*high aspirations – broad horizons*



## Application for Starting Nursery in 2020/2021 Academic Year

**Please only use this form if you are** applying for a nursery place at Tweeddale Primary School. Completed forms must be returned to: Tweeddale Primary School Office with your child's birth certificate and proof of your address. The school office can take photocopies of your documents if you only have originals. **All applications must be received by 13 January 2020.**

### 1 Child's Details

Child's Surname	<input type="text"/>	Date of Birth	Day <input type="text"/>	/Month/ <input type="text"/>	Year <input type="text"/>	Boy/Girl	<input type="checkbox"/>
Child's First Name	<input type="text"/>	Child's Middle Name(s)	<input type="text"/>				
Child's Home	Applicants from outside the London Borough of Sutton must provide address evidence with this application		Has the child moved in the past 12 months? Yes/No If yes, previous address:				
	Postcode: <input type="text"/>		Postcode: <input type="text"/>				

(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. Evidence of address is required.)

### 2 Parent / Carer's Details

	Applicant (First Contact)	Second Contact (Optional)
Parent/Carer Title	(Please circle) Mr Mrs Miss Ms Dr Other	(Please circle) Mr Mrs Miss Ms Dr Other
Surname	<input type="text"/>	<input type="text"/>
First Name	<input type="text"/>	<input type="text"/>
Relationship to Child	<input type="text"/>	<input type="text"/>
Address (if different from child's address above)	<input type="text"/>	<input type="text"/>
	Postcode: <input type="text"/>	Postcode: <input type="text"/>
Home Tel No	<input type="text"/>	<input type="text"/>
Daytime Tel No	<input type="text"/>	<input type="text"/>
Mobile Tel No	<input type="text"/>	<input type="text"/>
E-mail Address	<input type="text"/>	<input type="text"/>

Do you have Parental Responsibility for this child? Yes/No Yes/No  
(please see notes in Starting Nursery booklet)

Please note that only the first contact will receive an outcome letter.



## 5 Declaration and Signature of Parent/Carer

Tweeddale Primary School and Greenshaw Learning Trust are committed to protecting your privacy. We will treat any personal information by which you can be identified (i.e. name, address, e-mail etc.) in accordance with the provisions of the Data Protection Act 1998. We will not collect any personal information without your knowledge. This information will be collected for a known purpose that you understand and will not be used in future for any reason other than the one for which it is being collected. We will not sell, trade or rent your information to other third parties.

Please note:

- Tweeddale Primary School and Greenshaw Learning Trust will investigate any applications where there are any doubts about the information provided, where information has been received from a member of the public to suggest a fraudulent application has been made or where records show a change of address within the previous 12 months.
- Applicants in short term rented accommodation may be asked to provide evidence of their current and former housing arrangements. Where an applicant has ownership of a property, that address should be used for the purposes of school admission and the applicant must provide evidence and reasons for the use of any other address.
- Any applicant who moves from a rented or temporary address in advance of their child taking up their school place may have their place withdrawn if it is found the family have returned to an address already in their ownership.
- The authority will investigate whether the place should be withdrawn if the pupil is not resident at the application address at the time of the September entry point.
- Tweeddale Primary School and Greenshaw Learning Trust will always investigate a case where the application address has previously been used to gain a school place fraudulently.
- Where it is found an address has been used for the purposes of admission where the child is not ordinarily resident, the application and any place offered will be withdrawn.
- An offer found to have been gained fraudulently will be withdrawn. This may also be the case where the child has started the school.
- In some cases, places may not be withdrawn once a child has been attending the school for a term or more. In these circumstances future sibling applications will not be given sibling priority for places and will be considered under the next appropriate criterion.

- I certify that I am the person with Parental Responsibility for the child named on this form and that the information given is true to the best of my knowledge and belief.
- I understand that any false or misleading information given on this form and /or supporting information may render this application invalid, or lead to an offer of a place being withdrawn, and that it is solely my responsibility to provide full information to Tweeddale Primary School and Greenshaw Learning Trust.
- I will notify the school office at Tweeddale Primary School of any changes to the details on this form as soon as they occur, **including any change of address, and understand that failure to do so may result in an offer being withdrawn.**
- I authorise Tweeddale Primary School and Greenshaw Learning Trust to make checks as they deem necessary, including enquiries of other record systems held by Sutton Council.

Parent / Carer's Signature:

Date: