



26th March 2019

Dear Parents,

I am grateful to you for having expressed an interest in your child attending our nursery.

It is essential that you read the information contained in this letter and the Nursery Admissions Policy for 2019-20 and the appendix so that you fully understand the admissions process and, in particular, the over-subscription criteria. All the information you should need is available on our school website

<http://st-michaels.surrey.sch.uk/admissions/nursery> but please contact the school if we can assist you further in any way.

Nursery Admissions for September 2019

The Governors of the School will shortly be considering applications for admission to the Nursery in the school year which begins in September 2019. The Governing Body intends to allocate up to fifty-two 15 hour places. Applications are welcome for consideration from families whose child reaches his/her 2nd birthday or 3rd birthday between 1st September 2018 and 31st August 2019.

There will be up to eight 15 hour places available for two year old children that [qualify for Free Early Education and childcare for Two year olds \(FEET\)](#) and forty-four 15 hour places available for [three and four year olds](#). For more information about FEET Funding and to find out if you are eligible, please visit: www.surreycc.gov.uk/feet

The 15 hour places will be offered in two options, each option offering a place over two and a half days (Monday, Tuesday and Wednesday morning or Wednesday afternoon, Thursday and Friday). Meals will be charged for. Parents will be able to request to be considered for a full time place and these may be offered if available but there will be a charge. Further details are available in the Admissions Policy and the appendix.

Application Process

By the **15th May 2019**, applicants:

- **MUST** complete the school's Nursery Application Form and include all relevant paperwork specified in the Nursery Application Form and in the notes of proof of residence at the end of the Nursery Admissions Policy. The Nursery Application Form provides essential information needed for the Governors to accurately categorise each candidate.

If applicants do not complete the above forms and return them together with all relevant required paperwork by **15th May** the Governing Body will have to consider their application as a late application and it is unlikely that the candidate will be offered a place.





Receipts

We strongly recommend that you complete the Nursery Application Form and deliver it to the school by hand with the relevant paperwork in good time. You will receive a receipt as proof that you have made your application. If you choose to post your application, a receipt will be posted back to you. The school cannot accept any responsibility for applications or receipts that are lost in the post.

I draw your attention to the criteria set out in the Nursery Admission Policy to which the Governors will have strict regard when considering applications for admission. Please refer to the parish boundary maps and list of roads within the parishes for St. Michael's and St. David's, which are displayed on our website, to confirm if you reside in either of the two parishes. If you are in any doubt please contact the school. Children outside these parish boundaries will also be considered and both Catholic and non-Catholic candidates are encouraged to apply.

Certificate of Catholic Practice

The Certificate of Catholic Practice has replaced the Priest's Reference Form. Only the Certificate of Catholic Practice will be accepted as evidence of Catholic practice.

If you are a parishioner of St Michael's Church, Monsignor Overton will be available on the following day to certify the Certificate of Catholic Practice:

- Tuesday, 30th April from 2.30 p.m. – 3.30 p.m. at St Michael's School
- Tuesday, 30th April from 6.30 p.m. – 7.00 p.m. at the Presbytery, Saint Michael's Church

If you are a parishioner of St David's Church please contact Father Voytek Przyjalkowski after Mass on Sundays.

For those of you who attend Mass at parishes outside Ashford and Stanwell, you will need to contact your Parish Priest directly to arrange to have the Certificate of Catholic Practice completed.

I hope you have all the information you need to make an application to our nursery. We look forward to receiving your application

Yours Sincerely,

J. Lane

Mr J. Lane, Headteacher

Enclosed

- **Nursery Admission Policy 2019-20**
- **Nursery Admission policy 2019-20 Appendix**
- **Nursery Application Form**
- **Nursery Admissions Timetable**
- **Parish Boundary Maps and Lists of Roads**
- **Certificate of Catholic Practice**
- **FEET Funding Information Leaflet**

