



19<sup>th</sup> April 2018

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 2018-19 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://www.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 2018**

The Governors of the School will shortly be considering applications for admission to the Nursery in the school year which begins on 4<sup>th</sup> September 2018. The Governing Body intends to allocate up to fifty-two places of 15 hours. Applications are welcome for consideration from families whose child reaches his/her 2<sup>nd</sup> birthday or 3<sup>rd</sup> birthday between 1<sup>st</sup> September 2017 and 31<sup>st</sup> August 2018.

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](http://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 of children that are eligible for +15 hours will be able to request to be considered for a full time place and these may be offered if places are available. We ask that all of the +15 hours are used at our nursery. For more information about +15 hours and to find out if you are eligible, please visit Surrey County Council's Family Information Service website.

### **Application Process**

By the **18<sup>th</sup> May 2018**, applicants:

- **MUST** complete the school's Nursery Application Form and include all relevant paperwork specified in the 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 **18<sup>th</sup> May 2018** 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 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 is the only document that 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:

- Friday, 4<sup>th</sup> May from 10.00am to 11.00 am at the Presbytery
- Friday, 4<sup>th</sup> May from 5.30pm to 6.00 pm at the Presbytery

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 2018-19***
- ***Nursery Admission policy 2018-19 Appendix***
- ***Nursery Application Form 2018-19***
- ***Parish Boundary Maps and Lists of Roads***
- ***Certificate of Catholic Practice***
- ***FEET Funding Information leaflet***

