



## Application for Starting Nursery in **2022/2023** Academic Year

Please only use this form if you are applying for a nursery place at Victor Seymour Infants' School. Completed forms must be returned to the Victor Seymour 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. **The closing date for applications is 4.30pm on 15<sup>th</sup> January 2022.**

### 1. Child's Details

|                    |   |                        |   |           |                      |
|--------------------|---|------------------------|---|-----------|----------------------|
| Child's Surname    | <input type="text"/>  | Date of Birth          | Day / Month / Year  | Boy/ Girl | <input type="text"/> |
| 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 <b>must</b> provide address evidence with this application |                        | Has the child moved in the past 12 months? Yes/No If yes, previous address: |           |                      |
|                    | Postcode:   |                        | 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. 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:                               | Postcode:                               |
| 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 note that only the first contact will receive an outcome letter.

### 3. Children in Public Care / Looked After Children

Is the child in public care of a Local Authority? Yes ☐ No ☐

Is the child adopted or subject to a residence or special guardianship order, immediately following having been in Public Care in England? Yes ☐ No ☐

If Yes, please state which Local Authority

If yes, please 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. The letter should also provide the reasons for the preference.

### 4. Children Adopted from State Care Outside of England

Has the child been adopted from state care outside of England? Yes ☐ No ☐

NB. This includes children who were previously looked after in Wales, Scotland and Northern Ireland.

If the Local Authority has not been involved with the child, you may be asked to provide evidence to prove that the child has been adopted from care outside of England (eg. provision of a translation of relevant documents or official documents from the relevant embassy or agency). Please DO NOT provide this information with this form. The Admissions Officer will request this evidence if required after receipt of your application.

### 5. Siblings

If there will be a sibling attending Victor Seymour on the date of your younger child's admission (in the school or linked junior school Harris Junior Academy Carshalton) please give the details below. If there is more than one sibling, please give the details of all with your application.

Name and Address of primary or infants school

Name:

DfE No:

Sibling Details

First Name:

Surname:

Date of Birth:

Year Group: Gender:

### 6. Nursery Preference for Medical or Social Reasons

Optional - If you think there are exceptional medical or social reasons why your child should attend Victor Seymour Nursery and no other nursery, you must complete the 'Supplementary Information Form' found on our website and return this with your application form.

You must also provide professionally supported evidence for your claim to be considered.

Please note that it is rare for a social or medical claim to be upheld.

Please refer to our Admissions Arrangements before completing this section. These can be found on our website.

## 7. Declaration and Signature of Parent/Carer

Victor Seymour Infants' School/Greenshaw Learning Trust is 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 and General Data Protection Regulation 2018. Victor Seymour Infants' School is part of the Greenshaw Learning Trust. The Greenshaw Learning Trust is the Admission Authority for the school and we may share information with both the Trust and the Local Authority in order to process your application. Information will be stored securely and for successful applicants will remain in the child's school file for a period of 25 years from their date of birth. For unsuccessful applications, information will be held for a period of one year for the purpose of allocating places should a vacancy arise. After such time the application will be securely destroyed. 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:

- The Local Authority, Victor Seymour Infants' School/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.
- The Local Authority, Victor Seymour Infants' School/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 Victor Seymour Infants' School/Greenshaw Learning Trust.
- I will notify the Admissions Officer at Victor Seymour Infants' 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 the Local Authority, Victor Seymour Infants' School/Greenshaw Learning Trust to make checks as they deem necessary, including enquiries of other record systems held by the Council.

Parent / Carer's Signature:

Date: