

TWEEDDALE PRIMARY SCHOOL

high aspirations – broad horizons



Application for Starting Nursery in 2024/2025 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.

1 Child's Details

Child's Surname		Date of Birth	Day	/Month/	Year	Boy/Girl	
Child's First Name		Child's Middle Name(s)					
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:		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		
First Name		
Relationship to Child		
Address (if different from child's address above)	Postcode:	Postcode:
Home Tel No		
Daytime Tel No		
Mobile Tel No		
E-mail Address		

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.

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? 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 Nursery Preference / Sibling / Medical or Social Reasons

If there will be a sibling attending Tweeddale Primary School on the date of your younger child's admission please give the details below. If there is more than one sibling, please give the details of each child with your application.

First Name:
Surname:
Date of Birth:
Year Group: Gender:

First Name:
Surname:
Date of Birth:
Year Group: Gender:

First Name:
Surname:
Date of Birth:
Year Group: Gender:

First Name:
Surname:
Date of Birth:
Year Group: Gender:

Optional – Reasons for Preference

Only complete this space if you think there are exceptional medical or social reasons why your child should attend a particular school. You must provide professionally supported evidence with this application form for your claim to be considered. It is rare for a social or medical claim to be upheld. Please see the Starting Nursery booklet for more information.

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: