TUDOR COURT NURSERY
REGISTRATION AND SESSION PREFERENCE FORM

Child's Legal Forename and Surname		Gender		DOB							

PARENT	Forename and Surname		Title
Address			
		Postcode	
Home Telephone Number		Mobile No.	
Daytime number if different from Home		Relationship to Child	
Email address for correspondence PLEASE PRINT CLEARLY			

Please detail any applicable medical, dietary or special educational needs	

PLEASE INDICATE YOUR SESSION PREFERENCE IN ORDER OF 1st, 2nd and 3rd												
	I believe I qualify and am interested in applying for **30 hour funded** sessions (8.50 – 3.00 p.m.)											
The Government DERN Number for 30 hour funding is:												
	I am interested in applying for **morning** sessions (8.50 – 11.50 a.m.)											
	I am interested in applying for **afternoon** sessions (12.00 – 3.00 p.m.)											

OLDEST SIBLING CURRENTLY ATTENDING TUDOR COURT	Name:	Class	

Signed Parent		Print Name	

- Please complete and return this form **by 28th February annually** to indicate your preference for sessions
- Completion of this form is not a binding agreement and is only intended for us to determine the demand for sessions. Our offer will be confirmed to you in March/April prior to admission in September of the same year
- **Please provide a copy of your child's Birth Certificate or the photo page of their passport with this form**
- Children are offered a space, if available, to start in the September after their 3rd birthday

See over for further nursery admission information

FOR SCHOOL OFFICE USE ONLY		Distance Indicator			
Date Form Received		Admission Year			
Sibling House Team		ARBOR Input		Waiting List ✓	

TUDOR COURT
NURSERY ADMISSION INFORMATION

See also Tudor Court Nursery Admissions Policy

APPLICATIONS

- Parents can register their interest in a Nursery place by completing the Registration Form available from the School Offices or our website www.tudorcourtprimary.com
- Parents are requested to complete their requirements i.e. 30 hour funded, morning or afternoon sessions
- A copy of the child's Birth Certificate must accompany the Registration Form
- The closing date for all applications is **28 February** (annually)
- Admission is in September following the child's third birthday
- Applications received after the close off date will be considered Late – see Late Applications below

PROCESSING

- Registration Forms within the initial criteria i.e. birth dates within the relevant range will be considered (children who will be 3 years old within the next academic year)
- Places are offered in line with our Admissions Policy

OFFERS

- During March (annually) letters will be sent out confirming an offer of a place
- We are able to accommodate 50 children in our AM sessions and 50 in our PM sessions
- We hold an additional space in each session for SEN applications
- Session times are allocated within the school working day
- Sessions run during the School term time (see our website for Term Dates)
- At this stage of the process we request a current Council Tax/Utility Bill confirming the address – held in the name of the parent with responsibility (as our first criteria is Chafford Hundred residents)
- The offer will be withdrawn if this is not received prior to the School closure in July
- In July parents receiving 30 hour funded places will need to provide us with their DERN for funding verification

LATE APPLICATIONS

Registration Forms received after the closing date of 28 February annually will be considered after the first offers have been made (applying our Admissions Policy criteria)

ADMISSION ARRANGEMENTS

- Children admitted to our Nursery have a staggered induction in September which is advised to parents in our summer term confirmation letter
- Children must attend all five sessions (Monday to Friday) except in cases of illness or exceptional circumstances
- In the case of irregular attendance places will be withdrawn
- Children leave the Nursery at the end of the Summer term (July), whether or not a place has been allocated at Tudor Court Primary School by Thurrock Council

A place in our Nursery does not guarantee a place in our school and separate applications must be made to Thurrock Council who allocates school places.