



October 2018

Dear Parent/ Carer,

APPLICATION FOR OAKGROVE SCHOOL NURSERY

Thank you for your interest in Oakgrove School Nursery. This application form is for children born between 1st September 2015 and 31st August 2016. To apply for a place at Oakgrove School Nursery starting in September 2019 the attached form should be completed and returned to the school by post c/o the school address or via email to admissions@oakgrove.school.

Oakgrove School Nursery currently offers provision for children aged 3 and 4. The Nursery will be offering the following options

- 15 hours universal provision – Monday to Friday – AM or PM sessions
- 30 hour provision – Monday to Friday staying for lunch*
- 30 hours provision – Monday to Friday not staying for lunch but returning for the afternoon session

Please be aware that a place in the nursery does not give automatic admission to the primary school.

Please note that in order for your application to be considered, all relevant sections of the form must be completed and the appropriate documentation enclosed. Oakgrove School Nursery requires confirmation of your child's date of birth, and also requires proof that you and your child are living at the address stated on the application form. You are therefore asked to attach a photocopy / scan of the following documentation to your completed application form.

- A current council tax statement or recent utility bill to confirm your address
- A recent official document which confirms your child's date of birth and also that he/she lives at the address stated.

The deadline for submitting the application form is 3pm on Friday, 22nd March 2019. Allocations for nursery will be made with applicants receiving notification by email / post by Friday, 5th April 2019. If the Nursery is unable to offer a place to your child, you will be informed in writing. There is no right of appeal. However, the Nursery will hold a continued interest list and you may request that your details are included.

All enquiries regarding admission to Oakgrove School Nursery should be addressed to

Admissions Office
 Oakgrove Primary and Nursery
 Atlas Way
 Oakgrove
 Milton Keynes
 MK10 9SG

Email: admissions@oakgrove.school
 Telephone: 01908 533710

Admissions Office
 Oakgrove School

*Lunch is charged at £5 per day, per pupil. Pupils will need to bring in a packed lunch

Secondary Address:
 Venturer Gate, Middleton
 Milton Keynes, MK10 9JQ
Email: oakgrove@oakgrove.school

Headteacher (All-through): Ian Tett BSc; C.Geog; PQSI; NPQH
Senior Deputy Headteacher: Nicola Irwin-Morris BSc; PQSI
Headteacher (Primary and Nursery): Mark Sim BA; PGCE; MBA
Web: www.oakgrove.school | **Tel:** 01908 545300

Primary Address:
 Atlas Way, Oakgrove
 Milton Keynes, MK10 9SG
Email: primary@oakgrove.school





Oakgrove School

Nursery admission arrangements for September 2019

Defined area:

Defined area Number 1 for Oakgrove Primary School is Oakgrove,

Defined area Number 2 for Oakgrove Primary School is Middleton, Milton Keynes Village, Monkston and Monkston Park

Defined area for Oakgrove Secondary school is: Middleton, Milton Keynes Village, Monkston, Monkston Park, Oakgrove, Broughton, Broughton Gate, Woolstone, Woughton on the Green, Kingston and Atterbury.

Oversubscription:

In the event that more applications are received for the nursery than places available, the following oversubscription criterion will be used to determine who shall be offered places:

1. 'Looked After' children or children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order, or special guardianship order.
2. Children who live in Oakgrove Primary School's defined area number 1 and will have a sibling attending Oakgrove School* at the time of application with a reasonable expectation that the sibling will be attending at the start of the new academic year of proposed admission.
3. (a) Children of staff who have been employed at Oakgrove School* for two or more years at the time at which the application for admission to the school is made, and/or
(b) Children of staff who are recruited to fill a vacant post at Oakgrove School* for which there is a demonstrable skill shortage. It is at the absolute discretion of the Chair of the School's Finance & Personnel Committee to determine when there is a demonstrable skill shortage.
4. Children who live in Oakgrove Primary School's defined area number 1.
5. Children who live in Oakgrove Primary School's defined area number 2 and will have a sibling attending Oakgrove School* at the time of application with a reasonable expectation that the sibling will be attending at the start of the new academic year of proposed admission.
6. Children who live in Oakgrove Primary School's defined area number 2.
7. Children who live in Oakgrove School's secondary school defined area, not already specified under Oakgrove Primary School's defined areas number 1 and 2, and will have a sibling attending Oakgrove School* at the time of application with a reasonable expectation that the sibling will be attending at the start of the new academic year of proposed admission.
8. Children who live in Oakgrove School's secondary school defined area not already specified in defined areas 1 and 2.
9. Children who live outside Oakgrove School's secondary school defined area and will have a sibling attending Oakgrove School* at the time of application with a reasonable expectation that the sibling will be attending at the start of the new academic year of proposed admission.
10. All other children.

* Where reference is made to Oakgrove School, this refers to Oakgrove School including both primary and secondary school age children, i.e. from Year R to Year 13

Oversubscription: Distance Tiebreaker

In the event of there being more applicants meeting any of the above criteria than remaining places available, distance between the applicant's principal residence and Oakgrove Primary School will be used as a tiebreaker, with those living nearest given priority. Distance from the school is measured from the main entrance of Oakgrove Primary School to the front door of the applicant's residence, in a straight line using a computerised measuring system. For applicants living in flats, the distance will be measured from Oakgrove Primary School's main entrance to the front door of the ground floor flat underneath the applicant's residence. Priority will be given to the lower flat door number if there is more than one applicant from a block of flats.

Continued Interest List

There is no right of appeal if it is not possible to offer a place in the nursery. However, the nursery will hold a continued interest list and you may request that your child's details are included.



APPLICATION FOR ADMISSION TO OAKGROVE SCHOOL NURSERY SEPTEMBER 2019
Completed application forms to be returned to Oakgrove School Admissions Office

This form should be completed if you are seeking admission to Oakgrove School Nursery for September 2019. Please complete the details in block capitals using black pen or complete online. Please read the accompanying letter before completing the form.

Child's Legal Surname:		Child's Legal Forename(s):	
Male/Female: please select gender	Date of Birth:	Date admission required:	
Child's normal home address including postcode:			
Is there a sibling currently in attendance at Oakgrove School? Yes: <input type="checkbox"/> No: <input type="checkbox"/>			
If 'Yes', please provide sibling's name, date of birth and year group:			
Name(s) of Parent/Carer(s) living at home address: <i>(this must be the person(s) with parental responsibility for the child):</i> Title(s): Mr / Mrs / Miss / Ms			
Relationship to child:		Email address:	
Home telephone number:		Mobile telephone number:	
If another adult has parental responsibility but does not live at the same address as the child, please include details here:			
Name:	<input type="text"/>		
Address:	<input type="text"/>		
Telephone Number:	<input type="text"/>		
Is your child looked after, or has been previously looked after, by a local authority? Yes: <input type="checkbox"/> No: <input type="checkbox"/>			
If 'Yes', please provide details, including the name of the local authority and a contact name and telephone number:			
Does your child have a statement of special educational needs or Education Health & Care (EHCP) Plan? Yes: No:			
Is your child currently undergoing assessment for an EHCP? Yes: <input type="checkbox"/>		No: <input type="checkbox"/>	
If Yes, please state which Local Authority is involved:			



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Nursery options:

Please tick which offer you would like to apply for

15 hours (AM sessions only)	<input type="checkbox"/>	15 hours (PM sessions only)	<input type="checkbox"/>
30 hours with lunch*	<input type="checkbox"/>	30 hours <u>without</u> lunch**	<input type="checkbox"/>

* lunch session is charged extra, and children will need to bring a packed lunch
 ** children will go home for lunch, they will need collecting at the end of the morning session and return for the afternoon session

If applying for either of the 30 hours options, you may be eligible to receive 30 hours of funded childcare from the Government. You will need to provide a code to prove eligibility. You will be required to reconfirm your eligibility every 3 months.

If you don't qualify for funded childcare you can opt to pay for the extra 15 hours

Declaration:

- I certify that I have parental responsibility for the child named.
- I confirm that the information I have provided is, to the best of my knowledge, correct and up to date.
- I understand that if I give any false or misleading information on this form and/or supporting papers, or withhold relevant information, this may lead to the withdrawal of an offer of a nursery place for my child.

Signed: **Date:**

Name (please print):

Before returning this form, please ensure you have completed all relevant sections of the form and have enclosed all relevant supporting documentation.

Once completed, please return the form, together with any supporting documentation, to:

Admissions Office, Oakgrove School, Atlas Way, Oakgrove, Milton Keynes, MK10 9SG or alternatively email to:

admissions@oakgrove.school

For office use only:	<input type="text"/>	<input type="text"/>
- date form received:	<input type="text"/>	
- all sections completed:	<input type="text"/>	
- evidence enclosed:	<input type="text"/>	
- date reply sent	<input type="text"/>	