



Additional Notes for Guidance

How to apply

Complete the application form and send it in to Camp Primary & Nursery School at the address shown on the top of the application form. A receipt for your application will be sent by email. Please ensure that you provide all necessary documents and complete the form in full.

Which age group should apply for a place

This process is for September 2018 intake and is for children born between 1st September 2014 and 31st August 2015. Or if you deferred your Reception place and your child was summer born between 1st April 2014 and 31st August 2014.

Retaining your current Nursery place – Summer born children

If your child currently attends Camp Nursery and was born between 1st April 2014 and 31st August 2014 and you wish to retain your place, you need to advise us by 16th March 2018.

Shared Funding

We cannot offer places for less than 15 hours. We therefore can only accept applications for attendance at all five sessions a week (i.e we cannot split the first 15 hours funding with another provider). You can use any entitlement beyond 15 hours with another provider.

30 Hours Free Child Care

We are able to offer 30 hour free child care places within our setting. However, if you are eligible for 30 hours free child care then you can choose to split this provision with another provider.

Reception Admissions

Following the offer and acceptance of a child's place in Nursery, parents/guardians will still need to apply for a place to join Reception the following year. This is a separate process and details of how to apply will be sent to parents/guardians by Hertfordshire County Council, or seen on their web site: www.hertsdirect.org/admissions. There is no automatic right of entry into Reception for our Nursery children.

How the information on this form will be used:

By completing this form and signing the declaration you are agreeing for Camp Primary & Nursery School, if they are oversubscribed, to check whether your child's details meet the school's published admission rules and if he/she can be offered a nursery place. Any personal data collected will be treated as confidential under the principles of the Data Protection Act 1998. We will not use the data for any other purpose, nor will we share your data with any third parties other than the Department for Education (for statutory reporting), Hertfordshire County Council departments who may from time to time send you advice, guidance and information relating to changes to early years provision and educational services that are relevant and/or of benefit to your child, and your local children's centre who support the local authority by assisting families to access the services that children are entitled to.

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Children who have been adopted from care or are subject to a special guardianship order or a child arrangements order.

Eligibility will be based on your declaration that your child was formally a looked after child and on the evidence of their status e.g. a copy of the relevant order. This form and a copy of the relevant order should be seen by the school and they will confirm with Hertfordshire County Council that they have seen confirmation and enable a place to be offered under this criteria.

Starting dates

The allocation process for all children in the cohort is completed in March. All children are able to start in September 2018 regardless of age in the cohort group, unless you choose to have a delayed or gradual start.

What happens next

We will confirm receipt of your application as detailed above. Applications will be considered and you will be advised on 19th March 2018 if you have been offered a place. You need to accept or reject your place by Thursday 29th March 2018. Any rejected places will then be offered on a continuous basis until all places have been filled.

TIME LINE

Friday 19th January 2018

Applications Open

A paper application can be sent to school with any supporting documents. A receipt of the application will be sent via email.

Friday 16th February 2018

Application closing date

All applications must be received by today for them to be counted as on time.

Monday 19th March 2018

Offers

We will write to you via email to advise if we are offering you a place. Unsuccessful applicants will not receive an email but will remain on the list for allocation following a place being rejected.

Thursday 29th March 2018

Parents must accept/decline places offered

Deadline for when parents have to accept or decline the offer of their place.

For applications made outside of the timeline above we offer a continued interest list. Names can be added to this list at any point and vacant places will be offered in line with the admissions criteria.