



Guidance notes for parents who wish to apply for a nursery place

All parents are entitled to 15 hours per week of free nursery education for 38 weeks each year from the start of the school term after their child's third birthday until the child reaches compulsory school age i.e. the term after their fifth birthday.

Before you complete a paper application form please consider applying online at:
www.towerhamlets.gov.uk/schooladmissions

Applying online is quick, easy and secure.

You should list the schools (nursery school or primary school with an attached nursery class) you want to apply for on one application form, ranking them in order of preference. This is important as the system will only offer one school place and this will be from the highest ranked school which can offer your child a school place. You must return the form to The Admissions Service.

Postal address:

The Admissions Service

Tower Hamlets Council
Tower Hamlets Town Hall
160 Whitechapel Road
London
E1 1BJ

Tel: 020 7364 5006

Fax: 0207 364 4311

Email: school.admissions@towerhamlets.gov.uk

Website: www.towerhamlets.gov.uk/schooladmissions

If you do not complete and return the Common Application Form (CAF) by the closing date, we may not be able to give your child a place at the school/s you prefer.

You should list three preferences on the application form, making sure you rank them in order of preference. Number 1 is the school you most prefer and number 3 the school you least prefer. You can only include schools in Tower Hamlets.

If one of your preferences is a voluntary-aided (church) or free school, you must also complete a Supplementary Information Form (SIF) and provide all the information requested by that school.

The information you need to put on your CAF is as follows, whether you apply online or complete your paper form. Do not complete a paper form if you apply online.

Section 1– Child's details

- Child's name – this should be your child's legal name given on their birth certificate or passport. You are responsible for making sure that you have used the same name on all the forms needed for your child's application. If you do not use the same name we may not be able to deal with the information in your child's application.
- Child's date of birth – please put the figures in the day, month and year boxes.
- Child's sex – please tick the relevant box to show if your child is male or female.
- Child's address – this must be the permanent address where the child lives with their parents or legal guardians and where Child Benefit is addressed.

NB. The school at which a place is offered will need to see proof of the child's address (a child benefit letter from the DWP or medical card), proof of your address (the current year's council tax bill or statement, and a recent utility bill). Documents must be dated within the three months before your appointment. The name of your child and your name and address on these documents must match the information on your application form.

Section 2 – Children with additional needs

- If your child has a Statement of Special Educational Needs or an Education, Health and Care Plan, you must contact the SEN team on 020 7364 4880. They consider these applications separately from the process outlined below.
- Please tick the relevant box to show if your child has a full Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP).
- Please tick the relevant box to show if your child has any additional medical or social needs and make sure you attach a statement of support from a relevant medical or social care professional. These reasons can include factors affecting the child, the parents or other family members and must explain why the preferred school is the most suitable school as well as the difficulties that would result if the child had to attend another school.

Section 3 – Children who are looked after

- Please tick the relevant box if the child is in the care of the local authority. This can include adopted children who were previously looked after and children who have left care under a special arrangements (residence) or special guardianship order, or those adopted from local authority care.
- Please tick the relevant box if the child is privately fostered and also give details of the fostering arrangements.
- If a child is not living with their natural parents and you are looking after the child, 'privately fostered', we need to see written evidence that you are the legal guardian and have parental responsibility for that child. Evidence includes a will or a court order or a statutory declaration. Guardianship only applies if you can prove that you have full care of the child and their normal, permanent home is with you. Guardianship does not apply when picking up children to and from school, or looking after them until their parents collect them. If you cannot prove guardianship, we will refer the application to social services while we process your form.

Section 4 – Parent's or carer's details

This should be the person or people with parental responsibility for the child named in Section 1.

- Please give your full name and contact details, and tick the relevant box to show your title and relationship to the child named in Section 1 (e.g. tick 'other family member' if you are a sister caring for the child).

Please remember to provide documents to prove you are the legal guardian if you are not the child's natural parent. If your address is different from the child's address, please explain why on a separate sheet of paper. Also, if the child's parents share custody, please state this and give both addresses on a separate sheet of paper.

Section 5 – Preferences for nursery

- Please write the name of three different schools you want to apply for. You must list the schools in the order you prefer them. Number 1 is the school you most prefer and number 3 is the school you least prefer. You must list all maintained schools (not private schools) you are applying for and only schools inside the borough of Tower Hamlets.
- Reasons for your preference – it is very important that you check the admission criteria of each school you are applying for to see if you need to give this information to give your child priority. Some admission authorities' criteria take account of exceptional medical or social reasons.
- Sibling – if your child has a brother or sister (sibling) at the school you name as a preference, please give the name, date of birth and sex of any brother or sister who is already at that school and who will continue to do so on the date of admission. We cannot consider siblings who you do not name on your CAF.
- Church schools – all church schools in Tower Hamlets will require you to complete the Supplementary Information Form (SIF) for their school. If you do not complete this extra form and send it to the relevant school, your application will not be considered for that school.

Section 6 – Declaration and signature of parent(s) or carer(s)

The person with parental responsibility for the child named in Section 1 must sign the declaration to confirm they have read and understood the information in this booklet and that the information they have given is accurate.

Section 7 – Other information

Please let us know if you have completed an application form for any other children, so that we can try and offer the same school if possible. Please write the name and date of birth of any other children you are also applying for.

Receipt and acknowledgement

If you apply online and successfully submit (make) your application, you will be given an application reference number. This confirms that we have received your application. If you hand in your application at the Tower Hamlets Town Hall and you want a receipt, you must complete the receipt slip (page 5 of the Common Application Form).

If you post your application, proof of posting is not proof that we have received it. If you want us to let you know that we have received your form, you must complete the receipt slip (page 5 of the Common Application Form) and enclose a stamped, self addressed envelope. If you do not hear from us within 14 days of posting your form, it is likely that we did not receive it. In that case, we strongly recommend that you apply online. We cannot confirm over the phone that we have received your paper form.

Part-time and full-time funding

All parents are entitled to 15 hours per week of free early years education for 38 weeks each year from the start of the school term after their child's third birthday until the child reaches compulsory school age i.e. the term after their fifth birthday.

An additional free 15 hours will only be available for families where both parents are working (or the sole parent is working).

Typically each parent must earn at least the national minimum or living wage for 16 hours a week and less than £100,000 a year to be eligible.

For more information on eligibility go to: www.gov.uk/help-with-childcarecosts/free-childcare-and-educationfor-2-to-4-year-olds.

The Local Authority will only offer part-time places as part of this coordinated scheme. Once your child has been offered a part-time place, you may request a full-time place from your nursery. Full-time places will be subject to availability and will depend on the eligibility criteria outlined in the previous paragraph.

For more information, please download a copy of the 'Starting Nursery in Tower Hamlets 2023' brochure from www.towerhamlets.gov.uk/schooladmissions or contact The Admissions Service on 020 7364 5006.

If you would like a nursery place for your child for the 2022/23 school year please contact The Admissions Services for advice on how to make an in-year nursery application. You can contact The Admissions Service on 020 7364 5006 or email school.admissions@towerhamlets.gov.uk



Common Application Form (CAF) Admission to Nursery 2023/24



Admissions stamp only

Date received
Staff initials

ID:

- You should only complete this form if you have not made an online application.
- You should complete this form if your child was born between 1 September 2019 and 31 August 2020 and you would like to apply for a nursery place for September 2023.
- Please use black ink and BLOCK CAPITALS and tick any boxes that apply.
- Please carefully read the guidance notes attached and the 'Starting Nursery in Tower Hamlets 2023' brochure before completing this form.
- You must return your completed application to the address at the end of this form.
- Please remember to allow for delivery when sending by post. It is your responsibility to make sure you pay the correct postage charge, as we cannot accept any responsibility for underpaid packages.
- We must receive this form by **16 February 2023** at the latest.

1. Child's details

First name:

Last name:

Date of birth: Day Month Year Sex Male Female

Home address:

 Postcode:

(The child's home is the permanent address where they normally live with their legal guardian. If this is different from the parent's or carer's address, please explain why on a separate sheet of paper. Also, if parents share custody, please give both addresses on a separate sheet of paper.)

2. Children with additional needs

Does your child have a final Statement of Special Educational Needs or an Education, Health and Care Plan? Yes No

If your child already has a statement of SEN/Education, Health and Care Plan then you should contact the SEN department to discuss your request (please refer to page 1 of the guidance notes for further information).

Does your child, or any other family member, have any other needs you feel we should know about? (this includes disabilities or severe medical conditions) Yes No

If 'Yes', please advise what these needs are and enclose a report from the relevant medical or social care professional with your application form.

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3. Children who are 'looked after'

Does the child have 'looked after' status as explained on page 2 of the guidance? Yes No

If 'Yes', please name the local authority that can confirm this:

Is the child privately fostered? Yes No

If 'Yes', please give details:

4. Parent's or carer's details

Parent/carer 1

Title: Mr Mrs Ms Miss

First name:

Last name:

If 'other family member or other contact', please state which.

Home tel:

Mobile:

Email:

Address (if different to child's address)

Relationship to the child: Mother Father

Step-parents Foster parents Social worker

Other family member Other contact

Parent/carer 2

Title: Mr Mrs Ms Miss

First name:

Last name:

If 'other family member or other contact', please state which.

Home tel:

Mobile:

Email:

Address (if different to child's address)

Relationship to the child: Mother Father

Step-parents Foster parents Social worker

Other family member Other contact

5. Preferences for nursery

Please select up to three different schools. You must list the schools in preferred order. Please include the name, date of birth, sex of any sibling (brother or sister) who is already at the school. If you want to give reasons for your preference for any school, please use the section provided. These might include religious, philosophical or any other reasons. If you think there are exceptional medical or social reasons why your child should go to a particular school, you must provide evidence with this application that is supported by a professional (such as a doctor's report). The evidence should set out the reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school.

6. Your declaration and signature

- I have read and understood the admissions criteria for each school I am applying to in Section 5 and I have listed these schools in order of preference.
- I confirm that I am the person with parental responsibility for the child named in Section 1 who lives in the borough of Tower Hamlets and that as far as I know the information I have given is correct.
- I understand that if I give any false or deliberately misleading information on this form, or supporting information, this application will no longer be valid and you may withdraw the offer of a school place.

The information you have provided on this form will be held by the London Borough of Tower Hamlets in accordance with the General Data Protection Regulation. Your information may be shared with relevant council departments, schools or other local education authorities for the purposes of admissions or fulfilling a statutory duty. We will pass the information to the school the child is offered a place at, where it will form part of the pupil database that the school keeps. Your information will be kept by the local authority for seven years after an offer of a place is made. You also have a right to complain, object to or access the information that is held and processed about you. Please see the council's website for further details on contacting the Complaints and Information team.

7. Other information

If you have applied for a school place in this borough for any other child, please give their name and birth date.

First name: Last name:

Date of birth: Day Month Year

Checklist

Before returning this section to the parent please make sure you have done the following:

Checked that your child's address is correct and the child's home is the permanent address where they live with their legal guardian and where Child Benefit is addressed. Yes No

Read the primary school admissions booklet for the borough ('Starting Nursery in Tower Hamlets 2023') or the local authority admissions guidance for the school you wish to apply. Yes No

If necessary, enclosed any supporting evidence (e.g. a letter from the family doctor or consultant to support any medical claim). Yes No

Completed any other forms we, or other schools, may need (these are known as Supplementary Information Forms). It is your responsibility to complete the necessary forms. Please check the admission arrangements for each school you are applying for to see if you need to complete other forms. Yes No

Completed in all relevant sections of this form. Yes No

Parent/carer 1 signature

Date

Parent/carer 2 signature (if applicable)

Date

Return the completed paper form to The Admissions Service, Tower Hamlets, Tower Hamlets Town Hall, 160 Whitechapel Road, London E1 1BJ. Pupil Services must receive your form by 16 February 2023 at the latest.

