



## Nursery Application Letter

Dear Parents/Carers

We are pleased to welcome you and your family as prospective members of our community and look forward to a happy and successful association. Choosing your child's Nursery is an important family decision and we would like to extend an invite so that you can begin to feel part of our welcoming atmosphere. Our standards and expectations are high both socially and academically: our staff team and governing body are all committed to achieving our goals.

Our Nursery environment is lively and stimulating and we take pride in maintaining attractive orderly surroundings for children to work in. Above all, our staff team is ready and eager to work with you and your children in order to get the most from them, enriching and enhancing their talents whilst developing the whole child.

Education at its best stems from a partnership between parents, children and staff and we aim to educate your children with you. Thank you for the interest you have shown in our Nursery. You are most welcome to visit us to see first-hand what we have to offer, please contact the school office to make an appointment.

Please complete the form on the reverse of this letter to submit an application. Following this, the Nursery teacher will contact you to discuss your chosen hours requested. Please note we are only able to offer places to children following their third birthday.



# Nursery Application Form

## Child's information

Comberton Primary School aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the [General Data Protection Regulation \(GDPR\)](#). You may view our privacy notice at [www.combertonprimary.com](http://www.combertonprimary.com).

**CHILD'S LEGAL SURNAME:**

**LEGAL FIRST NAMES (in full):**

**Date of Birth (day/month/year)**

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All this information should be shown on the above child's birth certificate.

**GENDER (Please tick)**

Female   
Male

Is the child known to the local authority?   
Is the child looked after?

**Child's Home Address:**

**Post Code:**

## Parent / Carer information

**Name (s):**

**Title:**

**Relationship to child:**

**Home Number:**

**Mobile Number:**

**Work Number:**

**Parental Responsibility: Yes/No**

**Email:**

## Nursery Sessions Request

Our Nursery sessions operate Monday – Friday, term times only:

**8.45am – 11.45am (morning) / 8.45am-3.15pm (Full day) / 12.15pm – 3.15pm (afternoon)**

Please tick preferred sessions (we cannot guarantee at this stage)

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Full day					

**Which funding are you entitled to:** 15hours  30hours  Other:.....

Funding code: .....

Do you have any SEN (Special Educational Needs) concerns about your child? Yes  No

Has your child received or is undergoing an SEN assessment for diagnosis? Yes  No

If yes, please provide further detail: .....

Signed: .....

Date.....