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## ADMISSION TO NURSERY – SEPTEMBER 2024 INFORMATION FOR PARENTS

Please read these notes carefully before completing your application form.

You are strongly advised to read the Starting School Booklet 2024/25 as this contains more detailed information on the application process. A copy of the booklet is available via [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk).

**Important:** Please ensure that you complete a nursery admission application for your child to start nursery in September 2024. Your child **will not** be able to start nursery without following the application process. Whether you chose to apply online or via a paper application form, please ensure that it is returned prior to the closing date of 15<sup>th</sup> September 2023 at 5pm in order to increase the possibilities of your child obtaining a place at the preferred nursery.

### **How many nurseries should I apply for?**

Parents are invited to express up to three preferences (in order of priority) in the event that admission to the preferred nursery has been refused.

Parents / guardians are encouraged to include more than 1 preference on their application for consideration. In the event that your preferred nursery is refused, failure to put more than one preference will result in the authority allocating a place at your next nearest available nursery. Should you inform us of alternative preferences after this decision has been taken, all of the available places at your alternative nurseries may be taken.

Monmouthshire County Council operates an equal preference scheme. This means that each of your preferences will be considered equally and prioritised on the basis of the Local Authority's oversubscription criteria. In the event that more than one of your preferences can be accommodated, your highest ranked preference will be offered.

### **Who should make the application?**

Applications for admission into nursery must be completed by the person that holds parental responsibility for the child. All parties holding parental responsibility must agree to the application that is being submitted. Should there be any disputes between those holding parental responsibility in relation to the application, the Local Authority will not be able to proceed with the application request until the dispute has been resolved.

## **Address details – what if I am moving?**

Please ensure that the address declared on your application form is your child's permanent home address. This is the address that the Local Authority will use to determine your child's application. The Local Authority will undertake thorough residency checks to validate the address details that have been submitted.

Parents / Carers who are in the process of moving property will be required to notify the Local Authority **at the time of application** of the proposed move and submit evidence to validate their new address, in order for this address to be considered. Suitable evidence would be a copy of the exchange of contracts (for purchases) or long term tenancy agreement (for rental arrangements). The application and notification of an intended change of address must be submitted prior to the published closing date in order to be considered as an in time application. Failure to notify the Local Authority of an intended move to a new address prior to the published closing date will result in the application being determined as late.

Parents/ Carers who are in the process of moving, but are not able to validate the move prior to the closing date, will need to ensure that their completed application is submitted prior to the published closing date, and that the application provides information on the intention to move. The Local Authority will liaise with parents/carers regarding the proposed move in order to obtain confirmation that residence at the new property has been secured. However, parents will need to provide the Local Authority with evidence that secures their change of address no later than 6 weeks prior to the published offer date in order for the new address to be considered for allocation purposes.

*Please take some time to study the Starting School Booklet 2024/25 for more detailed information on the process if you are considering moving address.*

## **What does it mean if my application is determined as being late?**

Any applications that are received after the closing date or applications that remain incomplete as at the closing date will be dealt with under the late application arrangements.

Applications where a change in circumstances have occurred, which have an impact upon the application's status within the over-subscription criteria, will result in the application being treated as late if these changes are brought to the Authority's attention after the closing date.

Please note that applications determined as being late may increase the possibility of not achieving a place at your preferred nursery. This is because all applications submitted with the necessary evidence prior to the closing date will receive priority over those received after the closing date.

## **How will my application be determined?**

The Local Authority is committed to working with and parents to comply with your preferences, wherever possible. However, there are occasions whereby we are unable to accommodate parent's wishes.

You are strongly advised to include more than one preference on your application form, which we will then be able to consider in the event that you are unsuccessful in your application for your preferred nursery. Your preferences will be considered equally in line with the Local Authority's oversubscription criteria and the highest preference nursery offered in the event that more than one preference can be met – you will not be disadvantaged in any way for including more than one preference on your application, but you may be disadvantaged if you do not.

In the event that the Local Authority receives more applications than there are places available at the preferred nursery, the below criteria will be applied to select the successful applicants:

Children in receipt of a Statement of special educational needs (statutory requirement for admission)

1. Looked after children or previously looked after children i.e. children that are in the care of or have previously been in the care of a local authority, will be afforded priority over those fulfilling points 2-4 below.
2. Medical or social grounds highlighted by appropriate agencies will be afforded priority over those fulfilling points 3-4 below.
3. Children who have relevant sibling in attendance at the preferred nursery (not main school) at the point of admission, will be afforded priority over those fulfilling point 4 below.
4. After applying the categories above, or should the school continue to be in a position of over-subscription in any of the above categories, priority will be based on closeness to the preferred school, measured using the shortest safe walking route.

Please take some time to study the Starting School Booklet 2024/25 for more detailed information on the Local Authority's oversubscription criteria.

## **My child has a sibling already at the nursery – will they automatically receive a place at this nursery?**

Brothers and sisters whether full, half, step or foster will be considered relevant where living together at the same address and where an older child will be still registered at the nursery when the younger one would be eligible to attend.

The Local Authority cannot guarantee a place at your preferred nursery on the grounds that they already have a sibling attending the preferred nursery. However, siblings do form part of the oversubscription criteria as shown above.

### **Children eligible for an early start?**

Children born between 1st September and 31st March may be offered an early start in the term following their third birthday, if you would like to be considered for this should places be available then please ensure you request it on your application form.

### **Application process to attend a Nursery outside of Monmouthshire**

If you wish to apply for your child to attend a nursery outside of Monmouthshire, you must make an application to the relevant Local Authority,

### **Application process to attend a Non-maintained setting**

If you wish to apply for a place at a non-maintained nursery you will have to make an application directly to them, further details can be found via [www.monfis.org.uk](http://www.monfis.org.uk).

<p><b>It is the responsibility of parents to ensure that online applications or preference forms are received by the closing date of 16<sup>th</sup> September 2022 (5pm). If you are submitting a paper form, we highly recommend that you send your form in such a way that you have proof of receipt by the Council, for example by Royal Mail special delivery or by hand delivering to our offices. The Local Authority takes no responsibility for forms which are lost in the post or returned due to insufficient postage.</b></p>
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