

**NURSERY APPLICATION – FOR SEPTEMBER 2025  
CLOSING DATE FRIDAY 14 MARCH 2025**



**For children who are 3 years-old on or before 31 August 2025**

Archibald First School offers 15 free hours of childcare per week which is offered as 2½ days and 30 hours childcare which is offered as 5 days per week in term time. Sight of original birth certificate and proof of address will be required; your application and offer of a place is dependent on this.

**Option 1 or Option 2 - 15 hours per week**

In applying for and accepting a nursery place at Archibald First School for 15 hours you are entering an agreement to use your initial 15 free hours with Archibald for the entire academic year of 2025-26.

**Option 3 - 30 hours per week**

For those parents who are eligible for the 30 hours code: In applying for and accepting a nursery place at Archibald First School for 30 hours, you are entering an agreement to use your initial 15 free hours and the additional 15 funded hours with Archibald for the entire academic year of 2025-26. You also agree to confirm your 30 hours code by the deadline requested by Newcastle City Council or this will affect your child’s additional free 15-hour place or be charged the cost of the nursery place.

**NB: It is your responsibility to reconfirm your 30-hour code every 3 months on the Government portal.**

For those parents who are not eligible for the 30 hours code: For those who wish to purchase the additional 15 hours the cost will be approximately £75 per week (to be confirmed at a later date).

**Option 1 – 15 hours**

Monday: 8.40am – 3.15pm  
Tuesday: 8.40am – 3.15pm  
Wednesday: 8.40am – 11.30am

**Option 2 – 15 hours**

Wednesday: 12.30pm – 3.15pm  
Thursday: 8.40am – 3.15pm  
Friday: 8.40am – 3.15pm

**Option 3 – 30 hours**

Full time nursery place  
Monday to Friday: 8.40am – 3.15pm

<b>Child’s Surname:</b>	<b>Child’s First Name:</b>
<b>Child’s Date of Birth:</b>	<b>Gender:</b>
<b>Child’s Address:</b>	
<b>Post Code:</b>	
<b>Telephone Number:</b>	<b>Email Address</b> <b>REQUIRED AS WE WILL COMMUNICATE WITH YOU BY THIS EMAIL ADDRESS</b>
<b>Parent/carer’s name:</b> <b>Mr/Mrs/Miss/Ms/Other</b>	
I enclose a copy of my child’s birth certificate and proof of address: <input type="checkbox"/>	
My child has attended previous settings or is currently in a setting eg, childminder, nursery, playgroup: <input type="checkbox"/>	
My child has never attended a childcare setting without an adult: <input type="checkbox"/>	

**Looked After OR Previously Looked After Children**

Is your child in public care, i.e. looked after by a Local Authority? **YES / NO**

Has your child previously been in public care or is adopted? **YES / NO**

Name of Local Authority who looks after your child?

Please give the name of the social worker involved

**Special Education Need/Medical Conditions**

Does your child have a statement of special educational needs? **YES / NO**

If your child suffers from a medical condition which you believe should be taken into account, please tick the box.

**Nursery Preferences**

Please indicate your preference for a particular session by ticking the relevant box below.

It may not always be possible to accommodate your choice. (Children must attend all sessions in the chosen option).

Option 1 <input type="checkbox"/>	Option 2 <input type="checkbox"/>	Option 3 <input type="checkbox"/>
Monday: 8.40am – 3.15pm Tuesday: 8.40am – 3.15pm Wednesday: 8.40am – 11.30am	Wednesday: 12.30pm – 3.15pm Thursday: 8.40am – 3.15pm Friday: 8.40am – 3.15pm	Full time nursery place  Monday to Friday: 8.40am – 3.15pm

Will your child have a sibling attending Archibald or any other school in September 2025? **YES/NO**

If yes please give details below.

Name of Sibling/s	Date of Birth	School attending

Have you applied to any other Nurseries? **YES / NO**

If yes please give names and where the nursery stands in your order of preference

Nursery School Name	Preference Position

**Nursery Admissions Policy**

The admissions policy for Archibald First School is as follows:

- 1<sup>st</sup> Children currently in public care (looked-after children) and previously looked after children.
- 2<sup>nd</sup> The presence of a brother or sister in the school at the date of admission.
- 3<sup>rd</sup> Recent history of attendance by a sibling at Archibald First School.
- 4<sup>th</sup> The address of the child in relation to the school. (In the event of over subscription, the address of a child will be used to make a final decision).

Please note that nursery admission does not automatically guarantee a place in our Reception Year.

It should be noted that an offer of a place may be withdrawn if information supplied by you on your application is intentionally misleading or fraudulent. **I have read the above and undertake to inform the school of any change of circumstances before 14 March 2025.**

### Timetable of Nursery Process

#### Nursery Deadline Dates for 2025

- Closing date: 14 March 2025
- Offer letters will be emailed: 21 March 2025
- Deadline to accept: 18 April 2025

#### 30 Hours Per Week Funded Early Education

To determine if your child is eligible for 30 hours per week funded early education place, please visit Newcastle City Council website <https://www.newcastle.gov.uk/schools-and-learning/childcare/30-hours-free-childcare-working-parents-0> for information.

#### Your data

This data will only be used in relation to your nursery application; we will not share this information with other organisations, and will only hold this information until 31 December 2025, unless you choose to be added to our waiting list. You can opt out of communication by contacting [office@archibaldfirstschool.co.uk](mailto:office@archibaldfirstschool.co.uk)

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

(FOR OFFICE USE ONLY)

Birth Certificate Seen	Evidence of child's home address seen	INITIALS
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