

**CHARLES WILLIAMS CHURCH IN WALES PRIMARY SCHOOL**

**NURSERY ADMISSION FORM**

**Application window: 4 July - 12 September 2025**

**Offer dates: 4 December 2024 for January 2026 Rising 3 places**

 **4 March 2026 for April 2026 Rising 3 places**

**Children are eligible to start nursery the term following their 3rd birthday (if places are available).**

**If your child was born between 1 Sept 2022 and 31 Aug 2023 apply before 12 September 2025.**

* Please answer all questions and ensure you sign the form.
* Please read the Admission Policy on the School’s website.
* For help completing this form please contact the school on 01633 423497.
* Please ensure the completed form and evidence are emailed to: charleswilliams.primary@newportschools.wales and/or mrs.bradford@charleswilliamsprimary.org by the closing date. Acknowledgement of receipt is not always possible.
* If there are more applications than places available, the Governing Body will apply the oversubscription criteria which can be found at the bottom of this form

Admission to nursery is offered for a morning or afternoon, half-day session, five days a week. If you don't want your child to attend all five sessions each week, you may wish to find a private setting that can offer more flexible arrangements.

When making an application, you need to apply for a September place and let us know whether you would be interested in an early start (Rising 3 place) if spaces are available.

To be offered an early start, all of the following must apply:

* your child is born between 1 September and 31 March
* you have been allocated a September nursery place
* early starts are available in the nursery you have been allocated
* you requested an early start when submitting your application



**APPLICATION FORM**

**Child’s Details**

Child’s Full legal name: Click here to enter text.

Child’s chosen name (if different from above): Click here to enter text.

Child’s date of birth: Click here to enter text. (Please supply copy of the birth certificate) Male ☐ / Female ☐

Child’s Home address: Click here to enter text.

Post Code: Click here to enter text.

Nationality: Click here to enter text. Religion: Click here to enter text.

Ethnicity: Click here to enter text. Home language: Click here to enter text.

**Parent/Carer Details**

Full name parent/carer(s): Click here to enter text.

Relationship to child: Click here to enter text.

Home address (if different from above): Click here to enter text.

Post code: Click here to enter text.

Home Telephone Click here to enter text. Mobile Tel: Click here to enter text.

Email address: Click here to enter text. *This will be used in all correspondence regarding the application.*

Is your child in the care of a Local Authority? Yes ☐ / No ☐ If yes, which local authority? Click here to enter text.

Social Worker’s full name: Click here to enter text. Signature\*: Click here to enter text.

\*As the Social worker for the above-named child, I confirm that after consideration, the first preference school named is the most appropriate to meet the needs of this child.

Was your chid previously in the care of a Local Authority? Yes ☐ / No ☐ If yes, which local authority? Click here to enter text.

**Emergency Contact Details**

In the event of an emergency during school time please give details of individuals we can contact if the parent is unavailable.

Contact 1 Name: Click here to enter text. Tel No/s: Click here to enter text.

Relationship to pupil: Click here to enter text.

Contact 2 Name: Click here to enter text. Tel No/s: Click here to enter text.

Relationship to pupil: Click here to enter text.

**Nursery School Preference**

Childcare/Nursery currently attending: Click here to enter text.

Please indicate your preferred nursery school(s) (in order of preference). You may express more than one preference.

1. Click here to enter text.

2. Click here to enter text.

3. Click here to enter text.

**Session Preference**

Please indicate your preferred session (please note your preference will be considered but ***cannot be guaranteed***. If you are also applying for a Rising 3 placement, please note your child’s session may differ to that of the September session)

AM Yes ☐ / No ☐

PM Yes ☐ / No ☐

**Application for Early Admission (Rising 3)**

Children born between 1 September and 31 March may be offered an early start in the term following their third birthday, if you want to be considered for this should places be available then please indicate below.

January 2026 Yes ☐ / No ☐

April 2026 Yes ☐ / No ☐

**Additional Needs**

Does your child hold an Individual Development Plan (IDP) which names a setting?

Yes ☐ / No ☐If yes, which setting is named \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If your child **does not** hold an Individual Development Plan (IDP), **are there any needs that we should be aware of in order to prepare for their arrival at Charles Williams should they be awarded a place?** (Please note, any information shared will not influence whether or not a place is awarded but will help us to put appropriate support in place should it be needed).

Yes ☐ / No ☐

Please outline any needs that we should be aware of: Click here to enter text.

Please indicate your child’s special medical circumstances, if any: Click here to enter text.

The information requested is regarded as special category data and we require your consent to process this information. **Please note we will continue to process your application if you do not give consent,** however we will not use this information for any other purpose.

Please tick this box if you consent. ☐

You may withdraw your consent at any time by contacting the school.

**Other Information Relevant to the Oversubscription Criteria**

Is this a child of UK service personnel or other crown servants (including diplomats)? Yes ☐ / No ☐

If yes, please specify: Click here to enter text.

Is this a child of multiple birth (e.g. twin or triplet)? Yes ☐ / No ☐

**Supporting Evidence**

Please ensure you include the following in your application:

* ☐ A copy of the birth certificate
* ☐ Proof of address
* ☐ Additional supporting evidence

**Important Information to Note:**

Once allocated a September nursery place, children born between 1 September and 31 March may be offered an early start in the term following their third birthday, if places are available, this is commonly referred to as a **Rising 3** place. Children born between 1 April and 31 August are not eligible for a Rising 3 place.

There is only one application window for nursery admission and from that one application, both September and Rising 3 places will be allocated.

If Rising 3 places are available, eligible pupils will be offered an early start at nursery as follows:

* On 4 December 2025 for January 2026 Rising 3 places
* On 4 March 2026 for April 2026 Rising 3 places

**Charles Williams Church in Wales Over Subscription Criteria**

If there are more applications than places available, the Governing Body will apply the following oversubscription criteria:

1. looked-after children (children in public care) and previously looked-after children;
2. pupils living within the catchment area and making an application on medical grounds or placed on the Child Protection Register and recommended by Social Services;
3. pupils living within the catchment area;
4. pupils living outside of the catchment and making an application on medical grounds or placed on the Child Protection Register and recommended by Social Services, and,
5. pupils living outside of the catchment area.

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| **Declaration**I have read the information in the Admissions Policy and understand that the application is subject to its terms and conditions and that an application does not guarantee the allocation of a place at Charles Williams Nursery. Furthermore, I understand that if a place at Charles Williams Nursery is awarded, this does not give my child priority for a reception place at Charles Williams Primary school; a separate application is required. I confirm that I have parental responsibility for the child named in the application and that I have obtained the agreement from all other persons with parental consent for this child to make this application. The information that I have provided is accurate and complete. **Signed**: Click here to enter text. **Date**: Click here to enter text.  |

 After considering the above categories, or if the number of applications in any one of the above categories exceeds the indicated admission number, priority will be based on those residing closest to the school. Distance from home to school will be measured using the nearest available walking route.

*Charles Williams Church in Wales Primary School and Newport City Council is registered under the Data Protection Act 2018, allowing the school and the council to hold and process personal data. Such information will only be used for the purpose for which it was provided and as allowed by the Act. For the purpose of processing applications for school places in Newport the information you provide on this application form may be shared with other agencies that are directly involved in the education, health and welfare of school children, including other local admission authorities. Allegations of fraudulent claims will be investigated and places may be withdrawn if applicants knowingly provide false information in order to obtain the advantage of a particular school, to which they would not normally be entitled*