

## **Nursery Entry Procedure for January, April and September 2021**

1. When your child is 2 years of age, from May 2020 you can either collect an application pack from the school office on a Wednesday morning or alternatively download the application form, supplementary information form and Admissions Policy from the website, under the admissions tab at : [www.st-teresas.merton.sch.uk](http://www.st-teresas.merton.sch.uk).
2. The forms should be completed and the Supplementary Information Form taken to your Parish Priest, together with the original Birth and Baptism Certificate, to be signed and stamped with the Parish stamp.
3. The forms should then be brought into school, together with the original Birth and Baptism certificates, Passport and a utility bill less than 3 months old, confirming proof of address, so that we may take copies. We will then place your child's name on the list for Nursery September 2021. You can apply for 15 hours per week, morning or afternoon session, or the whole day, which totals 33¾ per week if you qualify. Working families qualify for 30 hours funded childcare so please look on line at <https://www.childcarechoices.gov.uk> and set up an account. You should please note the school charge an additional amount for the extra hours of £5.00 per day (£25.00 per week) for term time only.
4. Once the closing date of 28 February 2021 has passed, all the applications will be processed and categorised in accordance with the criteria set out in our Admissions Policy. You will receive a letter as to whether or not your child has been successful in gaining a place, before the term they are due to start.
5. If you are successful, following receipt of the offer letter, it is important that you return the tear-off slip to the school to accept or decline the place. If you choose not to accept the Nursery place this in no way affects your chances of a place in the main school in September 2022.
6. If you are not successful in gaining a place initially, please remember that on most occasions not everyone offered will accept the place, so there will still be a chance of getting a place at a later date.
7. It is important to note that if your child is not baptised Catholic and/or you have not attended Church on a regular basis for the previous 2 years, this reduces your chance of gaining a place. If you are successful in gaining a Nursery place, similar criteria will apply for the main school but your child will NOT have priority because they are already attending St Teresa's Nursery.

If you have any further questions, please contact Mrs Lorraine Isaac in the school office via email at [lorraine.isaac@st-teresas.merton.sch.uk](mailto:lorraine.isaac@st-teresas.merton.sch.uk) or on 0208 648 1846 option 2.