

## **Pre-Nursery Entry Procedure for January 2022 and April 2022**

1. If your child is 2 years of age by 31 March 2019, from May 2021 you can either collect an application pack from the school office by appointment, or alternatively download the application form, supplementary information form and admissions policy from the website, under the Admissions section at: [www.st-teresas.merton.sch.uk](http://www.st-teresas.merton.sch.uk).
2. The forms should then 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. These forms should then be handed, into the 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 photocopies. We will then place your child's name on the list for Pre-Nursery in either January 2022 or April 2022 (depending on date of birth). You can apply for 15 hours per week, morning session, or the whole day, which totals 33¾ per week if you qualify. To find out if you qualify for 30 hours funded childcare, please go online to <https://www.childcarechoices.gov.uk> and set up an account. Please note the school charge an additional amount for the extra hours of **£5.00 per day (£25.00 per week)** term time only.
4. Once the closing date of 31 October has passed, all the applications will be processed and categorised in accordance with the criteria set out in our Admissions Policy. You will then receive a letter as to whether or not your child has been successful in gaining a place.
5. If you are successful, following receipt of the offer letter, it is important that you confirm your acceptance or decline the place via email to Mrs Isaac at the email address below. If you choose not to accept the Pre-Nursery place, you can still start your child in September 2022 in the main Nursery. If you decide not to put your child in St Teresa's Nursery, this in no way affects your chances of a place in the main school in September 2023.
6. 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.