

Pre-Nursery Entry Procedure for January 2024 and April 2024

1. If your child turns 3 years old after 31 August 2023, they will miss the September intake 2023. However, from May 2023 you can either collect a Pre-Nursery application pack for January or April 2024 intake, from the school office by appointment. 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.
2. The forms should then be completed and the Supplementary Information Form (SIF) taken to your Parish Priest, together with the original Birth and Baptism Certificate, to be signed and stamped with the Parish stamp. If you worship at St Teresa's Morden, please complete your SIF and bring it to the school by **Friday 15 September 2023**, so that we can arrange for Canon Michael to sign all the forms together.
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 2024 or April 2024 (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 2023** 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 of the place via email to Mrs Isaac at the email address below. If you choose not to accept the Pre-Nursery place, your child can still start the main Nursery in September 2024. 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 2025.
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 or on 0208 648 1846 option 2.

I confirm I have read, understand and agree to the contents of this form.

Signed _____ **Date:** _____

(Please return this form to the school and you will be provided with a copy. Thank you)