Priory Avenue
High Wycombe
HP13 6SG

email: office@hamiltonacademy.org.uk
website: hamiltonacademy.org.uk

main office: 01494 522231

Hamilton Nursery

Headteacher: Stephen Nunn

APPLICATION FORM

For children born between 1 September 2023 and 31 August 2024
For Nursery entry September 2027

Please read and complete this form in conjunction with the Hamilton Nursery Admissions Policy attached.
Items marked with an asterisk (*) must be completed
The closing date for applications is Monday 15 March 2027. Applications must be received by 9am at the Hamilton Academy office, Priory Avenue, High Wycombe HP13 6SG.
Applications after the deadline will be accepted and offers made according to availability of places.

Child details			
Child: forename*		Date of birth*	
Child: middle name		Gender *	
Child: surname*		Main home language*	
Known as		Religion	

Parent/Carer details		**address**	*This should be the address the child lives at*
1	Title*	House number/name*	
Forename*		Street*	
Surname*		Town*	
Daytime contact no*		Postcode*	
Email address*			
Mobile tel no			

			Only complete if this is different from the child's address
2	Title*	House number/name*	
Forename*		Street*	
Surname*		Town*	
Daytime contact no*		Postcode*	
Email address*			
Mobile tel no			

For office use only:											
Date application received		Proof of address attached		Copy of birth certificate attached		AM/PM		Criterion		Catchment/ OA/sibling	
						ALL DAY					

Other information:			
Does your child have an Education Health Care Plan (EHCP) or is in the process of being assessed for one? If so, please give details			
Does your child have any long-term illness, medical condition or disability? If yes, please give a brief description			*We do not need to know about normal childhood ailments the child has had. We are interested in ongoing health problems requiring continuing treatment*
Do you have any concerns about your child's	sight		*Please provide as much detail as possible about any additional needs your child may have and any other professional involved, to ensure that the Nursery has a clear understanding of your child's needs.*
	hearing		
	speech/language or communication		
	co-ordination and movement		
	toileting		
Previous pre-nursery experiences (eg Children's Centre, Playgroup, Nursery)			*It is helpful to know if your child has had any previous nursery experience in order to request relevant transition information*
Do you already have a child enrolled at Hamilton? Please give name(s) and year group			

If you feel there is any other information of which we should be aware, please write below or attach a separate sheet.

Please tick your session preference:

Morning 8:45-11:45am (15 hours funded)		**Afternoon 11:55am-3pm (15 hours funded)**		**All Day 8:45am-3pm (30 hours funded)**		

Please note you will need to provide your eligibility code when applying for a 30 hours place, before the place can be confirmed.

Declaration:

I attach two proofs of residence, which are no more than three months old, eg council tax statement or utility bill to confirm the address given.

I attach a copy of the child's birth certificate

I declare the information on this form to be correct to the best of my knowledge.

Signed:	**Relationship to child:**
Print name:	**Date:**

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www.hamiltonacademy.org.uk

main office 01494 522231
Hampden Road 01494 437317

HAMILTON NURSERY

Admissions Policy for admissions For September 2027

Hamilton Academy

Headteacher: Stephen Nunn

1. Introduction

The Governing Body of Hamilton Academy (HA) is responsible for admissions to Hamilton Nursery and implements its own admissions arrangements. Hamilton Nursery welcomes children from all backgrounds and abilities.

2. What we offer

- Three hours a day, from 8.45 -11.45am, **or** 11:55am - 3pm, five days a week for 38 weeks a year divided into three terms. This is on offer for all children eligible.
- Six hours a day, from 8.45am- 3pm, five days a week for 38 weeks a year divided into three terms for those families entitled to 30 hours of funded childcare.

There will be one intake in September 2027. There will be 30 places on offer for each morning and afternoon session (the admission number) for children born between 1 September 2023 and 31 August 2024. Nursery places offered under this policy will be available to the child from the start of the Autumn term 2027 until the end of the Summer term 2028, ie three terms. Term dates for 2027-28, which will be the same as for Hamilton Academy, will be:

Term	*Open on morning:*	*Close at end of afternoon:*
Autumn 2027	Thursday 2 September	Thursday 21 October
	Monday 1 November	Friday 17 December
Spring 2028	Wednesday 5 January	Friday 11 February
	Monday 21 February	Friday 31 March
Summer 2028	Tuesday 18 April	Thursday 25 May
	Tuesday 6 June	Friday 21 July

In-service training days when the school will be closed to children: ***Wednesday 1 September, Friday 22 October 2027, Tuesday 4 January, Friday 26 May and Monday 5 June 2028***

Bank holiday not in school holidays is Monday 1 May 2028

These term dates were set in September 2026. Please check Hamilton's website for more up to date term dates as they may be amended during the school year

3. The Admission Number

The admission number is set taking into consideration the staffing levels and physical limitation of the space available in the Nursery. The admission number allows for up to 30 places. The Nursery will be full and thus a pupil will be refused admission if the admissions number has been reached.

4. Applications

Applications must be made on a Hamilton Nursery application form and applications for entry in September 2027 must be received by 9am on Monday 15 March 2027. Notification of allocation of places will be sent to parents by second class mail or email on Wednesday 24 March 2027. Applications will not be considered on a first-come-first served basis, but according to the oversubscription criteria laid out under *point 5, Allocation of Places (oversubscription criteria.)* Parents should ensure that they read the Nursery Admissions Policy and complete the Hamilton Nursery admissions form.

Where places are remaining, later admissions will be possible up to the agreed admission number. However, places cannot be reserved for children who may move into the area later in the year.

Applications will be considered by the Admissions Committee of the Governing Body.

5. Allocation of Places (oversubscription criteria)

In the event of there being a greater demand for admission than there are places available, then applications will be considered in the following order:

i. Children with an Education Health Care Plan (EHCP) which can best be met by Hamilton's Nursery
ii. Looked After Children. (A child who is "looked after" by the Children's Services Department (in accordance with Section 22 of the Children's Act 1989). This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
iii. Children living within the HA catchment area* who have a sibling at the school at the time of their admission and require 30 hours.
iv. Children living outside the HA catchment area who have a sibling at the school at the time of their admission and who require 30 hours
v. Other children living in the HA catchment area and who require 30 hours
vi. Children living within the HA catchment area* who have a sibling at the school at the time of their admission who require 15 hours
vii. Children living outside the HA catchment area who have a sibling at the school at the time of their admission who require 15 hours
viii. Other children living in the HA catchment area who require 15 hours
ix. Children outside the HA catchment area

*Parents can check whether their address falls within the HA catchment area by accessing the Buckinghamshire County Council's website: https://schools.buckinghamshire.gov.uk/school-admissions/nearest
or by contacting the school on 01494 522231.

If the Nursery can offer places to some but not all of applicants within any criterion, priority will be given firstly to children who have a sibling attending Hamilton Academy at the time of admission, and then by date of birth with older children having priority.

6. Accepting or declining the offer of a place

Parents are required to accept or decline the allocated place using the acceptance form sent with the allocation letter. The form, together with the accompanying funding forms, must be returned to the school office within two calendar weeks from the date of the offer letter *(see point 4, Applications, for dates)*. If a written acceptance is not received by the Admissions Clerk within this timescale, the place will be offered to the next child on the reserve list *(see point 7. Below)*.

Parents do not have a statutory right to appeal to an independent appeal panel in relation to Nursery admissions. The current (2014) School Admissions Code of Practice, which relates only to statutory education, does not apply to this policy.

7. Reserve list

Where more applications are received than places available, the oversubscription criteria will be applied and those children who are not offered places will, at the request of their parents, have their details added to a reserve list. This list will be held until such time as the child is expected to transfer to a Reception class.

Children's names are placed on the reserve list in strict order of the criteria above (see point 5), not according to the date of application. If a place becomes available, the Nursery will contact the parents of the child whose name is first on the reserve list. The reserve list is not a waiting list; a new request from another parent for their child's name to be placed on the reserve list may result in children being moved further down the list if the new applicant has a higher priority for a place according to the oversubscription criteria.

Parents will be asked periodically whether they wish to remain on the list. The reserve list will be retained until the end of a child's nursery entitlement.

8. Definitions and Additional Information

8.1 Siblings are defined as children living in the same family unity, whether or not they are blood-related. This does not include blood-related brothers or sisters who live in separate homes.

8.2 Parents are required to provide proof of the child's date of birth and home address. Evidence may be submitted in the form of the child's birth certificate or passport and the child benefit letter or a utility bill (showing the parent's name). Where a family is expecting to move house, confirmation of the new address will be required before the application can be considered. Confirmation should be by way of a copy of the signed lease agreement or a letter confirming contracts have been exchanged.

8.3 A child's home address is defined as the address where he or she resides with an adult with parental responsibility for the majority of their school nights (ie Monday to Friday during term-time). In cases where a child spends equal time living at two different homes over the course year, the address that is most favourable to the application will be considered as the home address.

8.4 Parents are obliged to inform the Nursery of any change of address following an application, as this may affect the allocation of a place. Failure to inform the Nursery could result in an offered place being withdrawn.

8.5 Having *parental responsibility* means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. It is defined by the Children Act 1989. It gives parents the legal right to make decisions and choices, such as where the child will live or go to school etc. If the parents were married to each other at the time of a child's birth, or if they have been married to each other at any time since the child's conception, they each have parental responsibility. Having *care* of a child or young person means that a person who the child lives with, irrespective of what their relationship is with the child, is considered to be a parent in education law.

9. Withdrawing Offers of Nursery Places

9.1 Once a place has been offered in writing there are limited circumstances in which the place can be withdrawn. If a place is offered on the basis of a fraudulent or intentionally misleading application, or a parent has not responded to an offer within the time stated in *point 6, Accepting or declining the offer of a place*, Hamilton Nursery may withdraw the place.

9.2 Parents applying for a Nursery place must complete and return the relevant funding forms with the acceptance form or the place may be withdrawn.

9.3 For 30 hours funding parents must provide the relevant funding code and their National Insurance number. This code has to be confirmed every three months. If a parent becomes ineligible for the 30 hours funding, 15 hours of the 30 hours offer will be withdrawn.

9.4 Families knowingly registering their child at two Local Authority settings (which may be a Nursery, a playgroup, or similar establishment) and completing funding forms for both settings, may have both places withdrawn.

10. Admission to Reception at Hamilton – entry to school in the year the child becomes 5 years old

Application for a place in Hamilton Academy is a separate procedure from application to Hamilton Nursery. Attendance at Hamilton Nursery **does not guarantee** admission to the Reception year at Hamilton Academy. See Hamilton Academy Admissions Policy for September 2027, Oversubscription items 5 and 8.

This policy was reviewed in the Autumn term 2026 *Mr S Nunn, Headteacher*

The policy may be amended from time to time in accordance with school development and any changes to legislation, and will be reviewed annually by the Admission Committee of the Governing Body.