



## ORTON WISTOW UNDER FIVES

### Application Form

Name of Child:	Date of Birth:	Male* Female* *(please delete one)
Home Address:	Contact Name:	
Postcode:	Home Telephone no.:	
Nationality:	Mobile no.:	
	Email address:	

**Sessions Required** - Please indicate your session requirements by ticking the appropriate boxes below. We will endeavour to provide these, but we can't guarantee them. Please give your preferred choices for sessions. **We require that at least two sessions per week are attended on two different days.**

The deadline for applications is **3.00pm on 1<sup>st</sup> May** for the corresponding school year. Submission of a registration form does not guarantee a place in the setting. In the event we are oversubscribed we will adhere to the Oversubscription Criteria in our Admissions Policy (see attached). Once a place has been confirmed, we will require payment of a £15 registration fee to cover administration costs and a t-shirt.

There is an option to extend sessions by attending a one hour lunch session between 11.30am and 12.30pm. Details are available upon request.

Mon 9.00- 11.30am	Mon 12.30- 3.00pm	Tues 9.00- 11.30am	Tues 12.30- 3.00pm	Wed 9.00- 11.30am	Wed 12.30- 3.00pm	Thurs 9.00- 11.30am	Thurs 12.30- 3.00pm	Fri 9.00- 11.30am	Fri 12.30- 3.00pm

Does your child have any special needs or disability? **Yes/No If Yes** What special support will he/she require in our setting?

Does your child have any special dietary needs or preferences? **Yes/No If Yes** What special support will he/she require in our setting?

Does your child have any medical condition? **Yes/No If Yes** What special support will he/she require in our setting?

**Signature of Parent/Guardian:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date** \_\_\_\_\_

**This form should be returned to the Administrator:** Mrs Natasha Hurst, Orton Wistow Community Centre, Napier Place, Orton Wistow, Peterborough, PE2 6XN  
Tel No. 07760 971856 Email: [email@owu5.org](mailto:email@owu5.org)



## **Admissions Policy**

The total number of available places is limited according to the number of key-working staff (i.e. the number of children per key-worker and their number of working sessions).

If we are oversubscribed, parents will not be able to delay their child's start date i.e.: until they reach a certain age or until funding is available.

Current parents and carers will be reminded to register any siblings requiring a place for the following September school year by 1<sup>st</sup> May of the same year.

**THE DEADLINE FOR RECEIPT OF APPLICATIONS IS 3.00pm ON THE 1<sup>ST</sup> MAY EACH YEAR FOR PLACES IN SEPTEMBER OF THAT SAME YEAR.**

Applicants will be advised soon after this date whether or not we can offer them a place for that academic school year. If we can offer a place, they will be invited to come for a visit, prior to receiving a start date. In the event applications are received after the deadline, they will be treated on a first come first served basis, providing there are places available.

**Oversubscription Criteria** - *The following criteria reflect our desire to support the residents in our local community.*

When applications exceed the number of places available, the following oversubscription criteria will apply in **priority** order:

1. Children who have siblings attending the playgroup (or starting in Reception at a primary school) at the time of their admission;
2. Children living in the catchment area at the time of their admission: Alwalton, Chesterton, Orton Wistow, Cherryfields and Orton Northgate;
3. Children living nearest the playgroup (walking distance) at the time of their admission (evidence of home address will be required).

Submission of a registration form **does not guarantee** a place in the setting; the above criteria will always be applied if we are oversubscribed.

In cases of exactly the same measurement where no differentiation can be established, the date of receipt of an application will be used to decide the allocation of a place. Please note: No consideration will be given to whether a child is looked after by a child-minder who lives in the catchment area, nor whether a child will be likely to go on to attend Orton Wistow Primary School.

Similarly, attendance at Orton Wistow Under Fives does not guarantee a child will go on to be offered a place at Orton Wistow Primary School; we are not a feeder school.