



**Benedict Primary School**  
**Church Road**  
**Mitcham, CR4 3BE**  
**Phone: 020 8648 4726**  
[benedictprimary@benedict.merton.sch.uk](mailto:benedictprimary@benedict.merton.sch.uk)  
[www.benedictprimaryschool.org.uk](http://www.benedictprimaryschool.org.uk)  
**Head Teacher: Ms Christine Smith**

Please complete this form FULLY and in BLOCK CAPITALS

## Starting Nursery School Application Form

### Section 1 – Your child

Child's last name (family name)			
Child's first and middle names			
Date of birth		Gender (please tick)	Male <input type="checkbox"/> Female <input type="checkbox"/>
Child's home address: you may not give the address of a relative or carer unless they have legal custody of the child. Where parents are separated and share custody, the parent with whom the child spends most of the school week should make the application. If the parent making the application lives at a different address, a letter of explanation should be given and signed by both parents. The home address will normally be the address of the parent to whom Child Benefit is payable.			
Post Code		Date moved to this address	
Child's current nursery			

**Sibling details. To confirm whether your child qualifies as a sibling for Benedict Primary School, please see our Admissions Policy which is available on our website.**

Do you have an older sibling or siblings who attend Benedict Primary School? If so, please give details below:			
Sibling's full name			
Date of birth		Gender (please tick)	Male <input type="checkbox"/> Female <input type="checkbox"/>
Sibling's full name			
Date of birth		Gender (please tick)	Male <input type="checkbox"/> Female <input type="checkbox"/>
Sibling's full name			
Date of birth		Gender (please tick)	Male <input type="checkbox"/> Female <input type="checkbox"/>

**Section 2 – Parent or Carer 1 details. We can only record one parent. If you name both parents we will only use the first name given.**

Parent or carers title (Mr/Mrs/Miss/Ms/other)	Surname		
	First name		
Address (if different from the child's address) leave blank if same as child's address			
Post Code		Date moved to this address	
Relationship to child			
Home tel no.		Work tel no.	Mobile

### Section 3 – Looked after child/child in public care

Is your child currently in the care of a local authority? (please tick)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your child adopted, subject to a residence order, or special guardianship order, immediately following having been looked after? (please tick)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If your child meets the criteria to be classified as a looked after child or a child in public care, you must enclose either a letter from the relevant local authority confirming the legal status of the child, a copy of the care order, or a copy

of the special guardianship order. Please note that children adopted from overseas are not classified as children in public care.

#### Section 4 – Special Educational Needs

Does your child have a statement of educational needs? (please tick)	Yes	No
If yes, please contact the SEN Team on 020 8545 4811 and Benedict Primary School to discuss your child's needs.		

#### Section 5 – Times of the day

Which session would you like your child to attend? Places are subject to availability (please tick)	
Morning session 8.30am – 11.30am	
Afternoon session 12.30am - 3.30pm	

#### Section 6 – Declaration and signature of parent or carer

I certify that:

- I wish to make an application to Benedict Primary School.
- I am the person with the parental responsibility for the child named in section 1.
- The information I have given is true to the best of my knowledge and belief.
- I will notify Benedict Primary School of any changes to the details on this form as soon as they occur.
- I have included a copy of my child's birth certificate, proof of address and parent/carer identification.

I understand that:

- Any false, deliberately misleading or withheld information may render this application invalid and could lead to the withdrawal of an offer of a place at Benedict Primary School for my child and may lead to legal proceedings against me.
- The child's address must be that of the child's permanent residence.

You may not give the address of a relative or carer unless they have legal custody of the child. Where parents are separated and share custody, the parent with whom the child spends most of the school week should make the application. If the parent making the application lives at a different address, a letter of explanation should be given and signed by both parents. The home address will normally be the address of the parent to whom Child Benefit is payable. An application can only be made from a single address and only one application can be made for each child. It is not acceptable for a family to use a temporary address, rented or otherwise, to secure a place at Benedict Primary School.

- Admissions will check my address and reserve the right to seek evidence from parents, council records, primary schools or any other source deemed appropriate. They may also make a home visit and refer cases to the Local Authority investigation officers.
- Benedict Primary School may ask other agencies, organisations, local authorities or government departments for information they have about me to:
- Make sure the information on this form is accurate;
- Prevent and detect crime; and
- Protect public funds.

Please check that all sections have been completed before signing and returning this form.

Signature of parent or carer	Date
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ONCE YOU HAVE COMPLETED THIS APPLICATION FORM, YOU WILL NEED TO BRING IT TO THE SCHOOL ALONG WITH THE FOLLOWING DOCUMENTS:

- Your child's original birth certificate
  - Proof of address – no older than 3 months
  - Identification for the parent/carer
  - Proof of UK residency if applicable
- The London Borough of Merton's Data Protection Officer is the data controller for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about you or the way we use the information, you can call 020 8274 4901.