

October 2024

Dear Parent/ Carer,

APPLICATION FOR KENTS HILL PARK SCHOOL NURSERY

Thank you for your interest in Kents Hill Park School Nursery. This application form is for children born between 1st September 2021 and 31st August 2022. To apply for a place at Kents Hill Park School Nursery starting in September 2025 the attached form should be completed and returned to the school by email to admissions@kentshillpark.school

Please note that the form is an editable PDF and should be saved to your device, completed and then saved before attaching to an email and sending to the above email address with all supporting documentation.

Parents have the option of applying for the following sessions at Kents Hill Park nursery:

- 15 hours a week morning session - 5 morning sessions from 8.30am – 11.30am
- 15 hours a week afternoon session - 5 afternoon sessions from 12.30pm-3.30pm
- 30 hours a week all day sessions - 5 daily sessions from 8.30am-2.30pm

Parents of children attending an all-day session can extend their child's session by an hour. The extra hour of childcare can be purchased. The extended day session will run from 8.30am -3.30pm.

Please be aware that a place in the nursery **does not** give automatic admission to the primary school.

Please note that in order for your application to be considered, all relevant sections of the form must be completed and the appropriate documentation enclosed. Kents Hill Park School Nursery requires confirmation of your child's date of birth, and also requires proof that you and your child are living at the address stated on the application form. You are therefore asked to attach a photo / scan of the following documentation to your completed application form.

- A current council tax statement or recent utility bill to confirm your address
- A recent official document which confirms your child's date of birth (passport / birth certificate)
- Also, that he/she lives at the address stated (examples of this can be letter from hospital / GP/ health team / benefit statement/ savings statement)



Web: www.kentshillpark.school Email: office@kentshillpark.school Telephone: 01908 533290

The deadline for submitting the application form is 12 noon on Friday, 14th March 2025. Allocations for nursery will be made with applicants receiving notification by email / post by Thursday, 3rd April 2025. If the Nursery is unable to offer a place to your child, you will be informed in writing. There is no right of appeal. However, the Nursery will hold a continued interest list and you may request that your details are included.

Please contact the admissions team by email: admissions@oakgrove.school or by phone: 01908 533710 if you have any further questions. Please note the admissions office is open term time only.

Kind regards

Admissions Office

Kents Hill Park School
admissions@kenthillpark.school

for how we use your data please see our [privacy notice](#)



Web: www.kenthillpark.school Email: office@kenthillpark.school Telephone: 01908 533290

Kents Hill Park School is part of the Kingsbridge Educational Trust which is a charitable company limited by guarantee and registered in England and Wales with company number 09144847. The registered office is at Oakgrove School, Venturer Gate, Middleton, Milton Keynes, MK10 9JQ. Kents Hill Park School is committed to safeguarding children.

ADMISSION CRITERIA FOR KENTS HILL PARK SCHOOL (Primary) 2025-2026

Defined area:

The defined area for Kents Hill Park Primary School Years R to Year 2 is Kents Hill Park

The defined area for Kents Hill Park Primary School Year 3 to Year 6 is Browns Wood, Caldecotte, Walnut Tree, Walton, Walton Park, Kents Hill (shared with Heronsgate School) and Kents Hill Park

If the School is oversubscribed, after the admission of pupils with a Statement of Special Educational Need or an Education, Health and Care Plan where the School is named in the statement or plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. A 'Looked After Child' or a 'Previously Looked After Child' as defined below (section 8).
2. Children who live in Kents Hill Park Primary School defined area and will have a sibling attending Kents Hill Park School* at the time of application with a reasonable expectation that the sibling will be attending at the start of the new academic year of proposed admission (see map in section 8 below).
3. (a) Children of staff who have been employed at Kents Hill Park School* for two or more years at the time at which the application for admission to the school is made, and/or (b) Children of staff who are recruited to fill a vacant post at Kents Hill Park School* for which there is a demonstrable skill shortage. It is at the absolute discretion of the Chair of the School's Finance & Personnel Committee to determine when there is a demonstrable skill shortage.
4. Children who live in Kents Hill Park Primary School defined area.
5. Children who live outside Kents Hill Park Primary School defined area and will have a sibling attending Kents Hill Park School* at the time of application with a reasonable expectation that the sibling will be attending at the start of the new academic year of proposed admission.
6. All other children.

* Where reference is made to Kents Hill Park School, this refers to Kents Hill Park School including both primary and secondary school age children, i.e. from Year R to Year 11

Oversubscription: Distance Tiebreaker

In the event of there being more applicants meeting any of the above criteria than remaining places available, distance between the applicant's residence and Kents Hill Park Primary School will be used as a tiebreaker, with those living nearest given priority. Distance from the School is measured from the main entrance of Kents Hill Park Primary School to the front door of the applicant's residence, in a straight line using a computerised measuring system. For applicants living in flats, the distance will be measured from Kents Hill Park Primary School's main entrance to the front door of the ground floor flat underneath the applicant's residence. Priority will be given to the lower flat door number if there is more than one applicant from a block of flats.

In the event that there are two residences at the same distance and it is not possible to distinguish between them, then random allocation will be used to determine priority. Where random allocation is used, it will be independently supervised by a person not connected with the School.

The full 2025 – 2026 in-year admissions policy can be viewed on the school's website.

Kents Hill Park School
October 2024



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APPLICATION FOR ADMISSION TO KENTS HILL PARK SCHOOL NURSERY SEPT 2025
Completed application forms to be returned to Kents Hill Park School Admissions Office

This form should be completed if you are seeking admission to Kents Hill Park School Nursery September 2025. Please complete the form in block capitals using black pen or complete online. Please read the accompanying letter before completing the form. This form is an editable PDF, please save to your device, complete and save, then email with supporting documentation to admissions@kentshillpark.school

Child's Legal Surname:		Child's Legal Forename(s):	
Male/Female:	Date of Birth:	Date admission required:	
Child's normal home address including postcode:			
Is there a sibling currently in attendance at Kents Hill Park School? If 'Yes', please provide sibling's name, date of birth and year group:			
Name(s) of Parent/Carer(s) living at home address: <i>(this must be the person(s) with parental responsibility for the child):</i> Title(s): Mr / Mrs / Miss / Ms			
Relationship to child:		Email address:	
Home telephone number:		Mobile telephone number:	
If another adult has parental responsibility but does not live at the same address as the child, please include details here: Name: Address: Telephone Number:			
Is your child looked after, or has been previously looked after, by a local authority? Yes: No: If 'Yes', please provide details, including the name of the local authority and a contact name and telephone number:			
Does your child have a statement of special educational needs or Education Health & Care (EHCP) Plan? Is your child currently undergoing assessment for an EHCP? Yes: No: If Yes, please state which Local Authority is involved:			

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This form should be completed if you are seeking admission to Kents Hill Park School Nursery for September 2025. Please complete the form in block capitals using black pen or complete online.. Please read the accompanying letter before completing the form.

Nursery options:

Please tick which offer you would like to apply for

15 hours (AM sessions only)

15 hours (PM sessions only)

30 hours* (8.30am-2.30pm)

30 hours* (8.30am-3.30pm)
purchasing extra hour (2.30pm - 3.30pm)

If applying for either of the 30 hours options, you may be eligible to receive 30 hours of funded childcare from the Government. You will need to provide a code to prove eligibility. You will be required to reconfirm your eligibility every 3 months.

If you don't qualify for funded childcare you can opt to pay for the extra 15 hours

Declaration:

- I certify that I have parental responsibility for the child named.
- I confirm that the information I have provided is, to the best of my knowledge, correct and up to date.
- I understand that if I give any false or misleading information on this form and/or supporting papers, or withhold relevant information, this may lead to the withdrawal of an offer of a nursery place for my child.

Signed:

Date:

Name (please print):

Before returning this form, please ensure you have completed all relevant sections of the form and have **enclosed all relevant supporting documentation.**

Once completed, please return the form, together with the supporting documentation, to:

Admissions Office, Kents Hill Park School, Timbold Drive, Kents Hill, Milton Keynes, MK7 6BZ or alternatively email to admissions@kentshillpark.school

For office use only:

- date form received:

- all sections completed:

- evidence enclosed:

- date reply sent