



Your child must be 2 years of age before you can register them for our nursery.

To apply for a place in our nursery you will need to do the following:

- Complete an application form at school. **Application forms can be completed at school on either a Tuesday or Wednesday between 10:00am – 11:00am.** If you are working and unable to make this time please contact the school office.
- Please bring the following original documents with you when you come to fill out the form:
 - ✓ **your child's original birth certificate (the long one with the parents name on)**
 - ✓ **your child's baptismal certificate**
 - ✓ **2 forms of proof of address no more than 3 months old e.g. utility bill, council tax or bank statement**
 - ✓ **Proof that your child lives at your address e.g. child benefit letter, NHS medical card, tax credits**
- You will also be required to provide us with a Certificate of Catholic Practice which must be signed by a priest that knows you. In addition you will need to complete the 30 hours free childcare form and provide us with the eligibility code if eligible.
- You must register your child by 15th January if you wish for them to be considered for a place for the September following their 3rd birthday.
- Once you have completed the application form your child will be added to our waiting list.
- We will write to you in April to inform you if your child's application has or has not been successful.