



**SUPPLEMENTARY ADMISSION FORM**

**NB: Completion of this form does not guarantee your child a place. It is in your interests to complete this form as fully as you can. Information will be checked if the governors consider it to be necessary. Please notify the school of any changes in address or circumstances.**

**For office use:**

Date form received..... Admission date..... Admissions  
criteria.....

Birth certificate  Proof of residence   UPN: ..... Year group.....

**Child's details**

Child's surname..... First name.....

(as stated on the birth certificate)

Address.....

..... Home Tel no.....

(This must be the address where the child normally lives)

Date of birth..... Boy/Girl.....

**Parents details**

Mother's name..... Mobile No..... Email address:.....

Father's name..... Mobile No..... Email address:.....

**Church details**

Are you practising members of St Paul's Church, Rossmore Road? **Yes / No**

If you regularly worship in another Church of England church or a Church Belonging to CTBI or the EA, please give details of church:

Church name: .....

Church address: ..... Tel:.....

**If you are applying for a place under criteria 3, 4, 5, 6 please ensure that the form provided by the school is completed by the Clergy or Faith Leader and is returned to the school.**

**Siblings**

Does your child have a brother or sister currently attending Christ Church Bentinck School who will be there at the time of attendance. **Yes / No**

Name..... D.O.B.....

Name..... D.O.B.....

Does your child have any **exceptional social or medical needs** and would benefit from attending the school.  
Yes / No

*A statement in support of the application must be returned by the GP, social worker or other appropriate professional. This should set out the particular reasons why the school is the most suitable school and the difficulties that would be caused if the child had to attend another school.*

**Previous school/nursery**

School/nursery name..... Tel: .....

Address: .....

**Declaration:**

- I wish to apply for a place at Christ Church Bentinck School.
- I certify that I am the person with parental responsibility for the child named above and that the information given is true to the best of my knowledge and belief.
- I will notify the school of any change of address.
- I understand that any false or deliberately misleading information given on this form and/or supporting information may render this application invalid, or lead to the offer of a place being withdrawn.
- I understand that I will be required to provide proof of address and my child's date of birth upon receipt of an offer of a school place. Failure to provide acceptable evidence will lead to the offer being withdrawn.

Parent's/Carer's  
Signature

Date:

Relationship



## Christ Church Bentinck C.E. Primary School Early Years Starter Pack

Welcome to the Early Years Foundation Stage unit at Christ Church Bentinck School.  
Please find below essential information to help your child settle in as quickly as possible.

### School Uniform

**School uniform is compulsory** and all children must be in full school uniform on the first day of starting Nursery/Reception. Uniform (polo shirts, jumpers, etc with School Logo) can be purchased from the school, please collect an order form and return it to the main school office. Your order will be ready for collection and payment (please provide the correct money, we do not keep change) on Wednesday afternoon from 3.15pm.

Nursery children may wear navy blue jogging bottoms, grey trousers or skirts. Reception children **must** wear grey trousers or skirts. All children are to wear plain black shoes.

### School Dinner

If your child is to have a school dinner please let the school office know. If you wish, you may provide him/her with a packed lunch which must contain either a sandwich, or a filled roll, and some fruit or yoghurt. Please do not include any chocolate, sweets or drinks; water is always available at the table.

If you decide to swap to school dinner from packed lunch or visa versa, you must advise the school office at least one week in advance and only once per term.

### Using the Lavatory

Children must know how to use the lavatory before they start Nursery/Reception. Children must know how to wipe themselves properly, and ensure that the paper is put in the toilet bowl, after which they must flush the lavatory themselves. They must then wash and dry their hands.

It is not possible for a member of staff to accompany children to the lavatory, and it should not be necessary.

Please speak to your child/children about the importance of following these basic instructions and practise them at home.

### Using a Knife and Fork

Children having a school dinner will need to use a knife and fork.

Please practise with your child at home and encourage them to use a knife and fork with every suitable meal.

If you have any questions or queries, please feel free to make an appointment with the class teacher.

### Attendance

The school operates a very strict attendance policy and expects children to achieve a minimum of 95% attendance throughout the year.

The school will not authorise any extended leave taken outside of the allocated school holiday.

If your child is absent through illness, parents/carers must contact the school office before 9.30am on the first day of absence. The school must be kept informed on a daily basis if the absence is prolonged.

Your child must be at school at 9.00am every day, any child that is consistently late will be contacted by our Home School Liaison Officer.

All absence/lateness is monitored by the Home School Liaison Officer and persistent absence/lateness will be reported to the Education Welfare Officer at Westminster.

### ***Trial nursery places***

*Children are usually offered places to start in the nursery the September following their third birthday. In exceptional circumstances places are offered before this. If your child is offered a place early, this will be on a trial basis until the official start date. Some children find it more difficult to settle than others. The nursery class teacher will arrange to meet you if she feels that your child has difficulty settling in and the head teacher may decide to defer their admission.*

If you have any questions regarding the above, please do not hesitate to contact the school before you submit your application.