



Al-Risalah Nursery, 10 Gatton Road, London SW17 0EU  
 Tel: 020 8767 0716 Email: nursery@alrisalahschool.co.uk



## Application for Admission - Nursery

**Please complete in full**

Please note: Al-Risalah Nursery, Gatton Primary and Al-Risalah Secondary are separate entities and application needs to be made to each one independently.

### PARTICULARS OF CHILD

Child's Surname:	<input type="text"/>	Date of Birth:	<input type="text"/>
Child's First Name:	<input type="text"/>	Please Tick:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Nationality:	<input type="text"/>	Ethnicity:	<input type="text"/>

Name of siblings previously or presently at Al Risalah Nursery

Child's present home address including postcode:

Borough in which you live:

### PARTICULARS OF PARENTS/GUARDIANS

Father's full name:	<input type="text"/>	Mother's full name:	<input type="text"/>
Occupation:	<input type="text"/>	Occupation:	<input type="text"/>
1st Contact/Home Tel:	<input type="text"/>	2nd Contact / Mobile:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>

### CHILD'S PREVIOUS SETTINGS

Name of School	Full Address	Telephone No
<input type="text"/>		

*If your child attends a setting at present you must inform them that you will be leaving in writing with due notice.*

### CHOICE OF SESSION

Please tick session of your choice:  AM (8.15-11.30am)  PM (12.30-3.45pm)  2.5 days  Full Time\*

**You need to provide photocopies of the following documents with this application form.**

1. A copy of your most recent utility bill
2. A copy of your child's birth certificate or passport.

**Eligibility for 30 Hour Funding**

National Insurance Number	<input style="width: 180px;" type="text"/>
Code from HMRC	<input style="width: 180px;" type="text"/>

**Please sign and date the application**

We hereby make an application for admission of our child to Al-Risalah Nursery.

Signature of Parent/Guardian  Date:

# Admissions Process at Al-Risalah Nursery

The nursery attracts a large number of applicants every year and therefore processes all applications according to the admissions policy. This can be found in full upon request at [nursery@alrisalahschool.co.uk](mailto:nursery@alrisalahschool.co.uk).

Applications open in September of each year and will remain open until the end of July of the following year.

Al Risalah Nursery admits children after their third birthday in September, January and April subject to availability of places.

The nursery offers 15-hour and 30-hour funded places. If you think you may be eligible for the 30-hour place, please contact HMRC on [www.gov.uk/apply-30-hours-free-tax-free-childcare](http://www.gov.uk/apply-30-hours-free-tax-free-childcare) for further information and complete the relevant section on the application form.

Applications will only be accepted if ALL the information and supporting documentation is provided.

Please inform the nursery if you have a change of address or contact number.

Should a place be offered to you, this must be accepted by the date stated in your offer letter with a payment of £200 for Arabic and Islamic studies, not covered by the funding, which is payable in instalments and is non-refundable.

On the first day of each term a Wandsworth declaration form must be signed to ensure that your child can continue to attend Al Risalah Nursery.

## FAQs about admissions for Al Risalah Nursery.

### ● **Who do I make the application to?**

*You must send the completed form with copies of the required documents to Al Risalah Nursery, 10 Gatton Road, SW17 0EE either by post or in person. Alternatively, you can scan and email your application to [nursery@alrisalahschool.co.uk](mailto:nursery@alrisalahschool.co.uk).*

### ● **When do I make the application?**

*The application can be made any time before your child's third birthday.*

### ● **Who coordinates the admissions?**

*Al Risalah Nursery with the Governing body in strict adherence to the admissions policy.*

### ● **Do I need to be a resident of Wandsworth Borough to attend Al Risalah Nursery?**

*No.*

### ● **What will happen to my application form once it is submitted?**

*Your application form will be processed in line with the admissions policy and the data will be entered on our system. We will contact you by post in the term before your child is eligible to start.*

### ● **I have been on the waiting list for a long time, why have I not gained a place?**

*We will only contact you when your child is eligible for the 15-hour funding. If you wish to send your child before this, please contact the nursery as we may be able to offer a place once your child is three years old for which fees would be payable.*

### ● **Will my child get priority for a place in Gatton school if they attend Al Risalah Nursery?**

*No. There is no automatic transfer for a place in Reception. All parents need to apply to Wandsworth and complete a Supplementary Information Form. Further information can be found on the Gatton School website.*

### ● **How many places are available at the nursery?**

*90 in total. 45 in the morning session and 45 in the afternoon session. We offer full time and flexible sessions for parents who work or those who live out of the borough.*