



Hampden Gurney

Church of England Primary School

- **SUPPLEMENTARY INFORMATION FORM**
- **NURSERY CLASS 2021/2022**

- **For children born between 1 September 2017 and 31 August 2018**

- Please make sure you attach all the relevant documents as, once you have submitted your application, we will not be able to add to your paperwork. Incomplete applications will be processed as such.
- There is a Checklist at the very end of the SIF which you should complete to ensure you have supplied all the necessary documents.

Please make sure you also read the Addendum, the final page of this document, which concerns NURSERY FEES.

NURSERY ADMISSION POLICY

For children starting Nursery Class in September 2021

As a voluntary aided Church of England school, Hampden Gurney provides an education based on Christian principles and has close links with its parish church, The Annunciation, Bryanston St, London W1H 7AH. It is expected that all children take part in the life of the school, including the daily act of Christian worship and religious education lessons. This does not remove the right that parents have to request that their child, or children, be withdrawn from these activities.

Hampden Gurney C.E. Primary School, Nutford Place, London W1H 5HA, admits a maximum of 30 children into its Nursery Year. For 2021-2022, these children will be born between 1st September 2017 and 31st August 2018.

In order to be considered for the school, parents should complete the school's Supplementary Information Form (SIF) – which follows on from this document.

For those applying under priorities 2, 3, 4 and 5 the sections on Religious Attendance details on Hampden Gurney's Supplementary Information Form (SIF) should be completed so that the Governors' Admissions Committee may consider the application fully.



Head Teacher Mrs Evelyn Chua, B.Ed.M.Mus Nutford Place London W1H 5HA Tel. 02077237482

email: admin@hampdengurney.co.uk web: www.hampdengurneyschool.co.uk



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Hampden Gurney's SIF is available from the school Office or to download from the school's website:

www.hampdengurneyschool.co.uk

Or please email: admin@hampdengurney.co.uk and a form will be emailed to you. **(Note: we do not accept emailed applications).**

Completion of the SIF is no guarantee of admission. The school has a history of being heavily oversubscribed and you are strongly advised to apply for more than one school. **COMPLETE THE SIF AS CAREFULLY AS YOU CAN. IF THERE IS A CHANGE IN YOUR CONTACT DETAILS, PLEASE LET US KNOW WITHOUT DELAY.**

ADMISSION CRITERIA

Where there are more applicants than places, Governors of the school will allocate places in accordance with the following order of priority:

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.

*Note: By a "looked-after child" we mean one in the care of a UK local authority or being provided with accommodation by a UK local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion should be accompanied by evidence to show that the child is looked after or was previously.

2. Baptised children of Church of England families who attend the Parish Church of The Annunciation.

3. Baptised children of Church of England families who attend another Church of England Church.

4. Baptised children of other Christian communions. These Christian communions are members of Churches Together in Britain and Ireland. (Churches Together in Britain and Ireland is the successor body to the British Council of Churches, and co-ordinates the work of the four nations.)

5. Baptised children of Church of England families who cannot show evidence of 2 years' attendance, 26 times per year.



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6. All other children.

For children to be considered on the basis of priorities 2, 3 and 4 it must be shown that:

- a. such child has attended their place of worship with their parent/guardian **at least 26 weeks per year**, for a **full two** years, prior to the closing date for applications. That is, attendance from 16 January 2019.
- b. at least one parent/guardian has been a communicant member of such place of worship and/or registered on such place of worship's electoral roll for this 2-year period.

The Religious Attendance Details section of the SIF must be completed by the Vicar/Priest/Minister/Religious Leader to confirm this. **A copy of your child's baptism/dedication/other certificate must also be provided with your application.**

If the child has attended, or is attending, a second place of worship with their parent/guardian during the 2-year period prior to the closing date for applications, which is attendance from 16 January 2019, then you are invited to provide evidence of other church attendance. You can do so by passing the Supplementary Information Form (SIF) to the minister of your second place of worship to complete the "2nd Religious Attendance Details" section of the SIF.

For a child to be considered under Criterion 2, it must be shown that both a. and b. above are wholly satisfied with the Annunciation as the place of worship.

Attendance at a Church of England church, including the Annunciation, for less than 2 years will be aggregated with attendance at their previous church. If the previous church is a member of the Anglican Communion the child will be considered under criterion 3. If the previous church is a member of Churches together in Britain and Ireland the child will be considered under criterion 4.

TIE-BREAKER

In the event of over-subscription in any of the above criteria, priority will be given to:

FIRST: Children with siblings already on the roll of the school who will still be in the school at the time the applicant is admitted. This includes half-brothers or half-sisters, adopted brothers or sisters, step-brothers or step-sisters or the children of the partner of the parent or carer, provided they live at the same address as the applicant. Please note sibling priority only applies to children with sibling(s) at the school in Reception to Year 6 at the time of admission. Nursery is not included.



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SECOND: Children living closest to the school. Where the order of priority is otherwise equal, preference will be given to a child who lives the shortest distance from the school. Home address is defined as the address at which the child resides for 50% or more of the school week. Distances are measured by a straight line from the address seed point (determined by Ordnance Survey data) of the child's home address to the main school gate for pupils, as measured by the Local Authority's computerised measuring system. Where it is necessary to differentiate between applicants living in flats using the same street entrance, priority will be given to the applicant(s) living closest to the ground floor and then by ascending flat number order. Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation.

CLOSING DATE FOR APPLICATIONS AND NOTIFICATION DATE

Hampden Gurney's SIF must be received by the school by the closing date, 15 January 2021. Offer letters from the school will be posted on Monday, 16 March 2021. The response slip attached to the offer letter must be returned to the school by Monday, 30 March 2021.

Waiting List

We admit a maximum of 30 children into the Nursery class. **A list of applicants will be prioritized based on the admission criteria and places offered accordingly. The school does not keep waiting list for the nursery class.**

- **Please make sure you attach all the relevant documents as, once you have submitted your application, we will not be able to add to your paperwork. Incomplete applications will be processed as such.**
- **There is a Checklist at the very end of the SIF which you should complete to ensure you have supplied all the necessary documents.**

(Hampden Gurney School and Westminster City Council reserve the right to check any details provided by applicants. Please note: the address of another family member or a work address is not acceptable. Any attempt to mislead the School or Westminster City Council may result in the withdrawal of the offer of a place.)



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SUPPLEMENTARY INFORMATION FORM (SIF)

NURSERY CLASS 2021-2022 (for children starting Nursery in September 2021)

(for children born between 1st September, 2017 and 31st August, 2018)

- Before completing this form, please read the school's Admission Policy document and Addendum, which are included in this document.
- Please ensure you attach all the relevant documents. Incomplete applications will be processed as such. There is a Checklist at the very end of this document which you should complete to ensure you have complied.

FOR THOSE APPLYING UNDER CRITERIA 2, 3, 4 and 5.

- * Please pass this form to your minister, who completes the section under Religious Attendance Details.
- * **THE FORM SHOULD BE RETURNED TO PARENTS/GUARDIANS SO THEY CAN FILL IN THE CHECKLIST TO ENSURE ALL DOCUMENTS ARE ENCLOSED.**
- * If the child has attended, or is attending, a second place of worship with their parent/guardian during the 2-year period prior to the closing date for applications (the closing date being 15 January 2021) then you are invited to provide evidence of other church attendance. You can do so by passing the Supplementary Information Form (SIF) to the minister of your second place of worship to complete the "2nd Religious Attendance Details" section of the SIF.

PLEASE PRINT CLEARLY IN BLOCK CAPITALS.

Child's Surname.....Child's Forename.....

Date of Birth...../...../..... Male / Female (delete as appropriate)

Address.....Post code.....

Telephone:email:

Your Local Authority.....

Current or most recent school attended: _____



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Sibling(s) who attend(s) Hampden Gurney: Children with siblings already on the roll of the school who will still be in the school at the time the applicant is admitted. This includes half-brothers or half-sisters, adopted brothers or sisters, step-brothers or step-sisters or the children of the partner of the parent or carer, provided they live at the same address as the applicant. Please note sibling priority only applies to children with sibling(s) at the school in Reception to Year 6 at the time of admission, Nursery is not included. **Yes/No (delete as applicable)**

Name of Sibling(s) at Hampden Gurney and the Class Year(s):

.....

Looked after child, or previously looked after child (Criterion 1):

Yes / No (delete as applicable)

(If Yes, please supply supporting documentation).

We ask that you supply a copy of your child's baptism or dedication certificate, if applicable.

I declare that the information given on this form is correct and accurate.

Parent/Guardian signature: _____ Date: _____

Please print names of Parents and Guardians:

Mrs/Ms/Miss _____

Mr _____

(Hampden Gurney School and Westminster City Council reserve the right to check any details provided on this form. Please note: the address of another family member or a work address is not acceptable. Any attempt to mislead the School or Westminster City Council may result in the withdrawal of the offer of a place.)



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PLEASE PRINT CLEARLY

Name of Child: _____ Child's Date of Birth: _____

Name of Parent(s)/Guardian(s): Mrs/Ms/Miss _____ Mr _____

SIF - RELIGIOUS ATTENDANCE DETAILS

(To be completed by Vicar/Priest/Minister/Religious Leader)

- We ask that ministers put their official stamps against their signatures.
- If you do not have an official stamp, please attach a SIGNED headed note paper.

* THE FORM SHOULD BE RETURNED TO PARENTS/GUARDIANS SO THEY CAN FILL IN THE CHECKLIST TO ENSURE ALL DOCUMENTS ARE ENCLOSED.

RELIGIOUS PLACE OF WORSHIP:

Denomination of Church: Address:

..... Postcode.....

For children to be considered on the basis of priorities 2, 3 and 4, as set out in our Admission Policy document, it must be shown that both a) and b) criteria are met:

- such child has attended their place of worship with their parent/guardian/ **at least 26 weeks per year**, for a **full two** years, prior to the closing date for applications. **That is, attendance from 16 January, 2019.**
- at least one parent/guardian has been a communicant member of such place of worship and/or registered on such place of worship's electoral roll for this 2-year period.

<p>1. Is this place of worship a member of the <i>Churches Together in Britain & Ireland</i>?</p>	<p>Yes / No (delete as applicable)</p>
<p>2A. Has the above child attended the above place of worship with their parent/guardian for a full 2-year prior to the closing date, that is from 16 January 2019? YES / NO (delete as applicable)</p>	<p>YES - (Also answer 2B, 2C and 4) NO - (Go to 3 and also 4)</p>
<p>2B. How many times PER YEAR have they attended church from 16 January 2019 – 15 January 2020 16 January 2020 – 15 January 2021</p>	<p>Number of times: PER YEAR: _____ PER YEAR: _____</p>
<p>2C. If required, is the church able to show evidence of attendance?</p>	<p>YES/ NO (delete as applicable)</p>



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3. If the family has not attended for **2 full years**, i.e. from January 16, 2019, please fill in the period attended. And if the family's frequency is less than 26 times a year, please indicate attendance during this period. **(A)** Period attended:

From: _____ To: _____

(B) How many times have they attended church since the first occasion?

Number of times: _____

4. I confirm that at least one parent/guardian of the above child **has been for the Period stated in either 2 or 3:**

A communicant member of the above place of worship?

Yes / No (delete as applicable)

Registered on the above place of worship's electoral roll?

Yes / No (delete as applicable)

SignedDated:.....

Please print name:.....

**We ask that ministers put their official stamps against their signatures.
If you do not have an official stamp, please attach a SIGNED headed paper.**



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2ND SIF - RELIGIOUS ATTENDANCE DETAILS

(To be completed by Vicar/Priest/Minister/Religious Leader)

- We ask that ministers put their official stamps against their signatures.
- If you do not have an official stamp, please attach a SIGNED headed note paper.

* THE FORM SHOULD BE RETURNED TO PARENTS/GUARDIANS SO THEY CAN FILL IN THE CHECKLIST TO ENSURE ALL DOCUMENTS ARE ENCLOSED.

RELIGIOUS PLACE OF WORSHIP:

Denomination of Church: Address:

..... Postcode.....

For children to be considered on the basis of priorities 2, 3 and 4, as set out in our Admission Policy document, it must be shown that both a) and b) criteria are met:

- such child has attended their place of worship with their parent/guardian/ **at least 26 weeks per year**, for a **full two** years, prior to the closing date for applications. **That is, attendance from 16 January, 2019.**
- at least one parent/guardian has been a communicant member of such place of worship and/or registered on such place of worship's electoral roll for this 2-year period.

1. Is this place of worship a member of the <i>Churches Together in Britain & Ireland</i> ?	Yes / No (delete as applicable)
2A. Has the above child attended the above place of worship with their parent/guardian for a full 2-year prior to the closing date, that is from 16 January 2019? YES / NO (delete as applicable) 2B. How many times PER YEAR have they attended church from 16 January 2019 – 15 January 2020 16 January 2020 – 15 January 2021 2C. If required, is the church able to show evidence of attendance?	YES - (Also answer 2B, 2C and 4) NO - (Go to 3 and also 4) Number of times: PER YEAR: _____ PER YEAR: _____ YES/ NO (delete as applicable)
3. If the family has not attended for 2 full years , i.e. from January 16, 2019 , please fill in the period attended. And if the family's frequency is less than 26 times a year, please indicate attendance during this period. (A) Period attended: From: _____ To: _____ (B) How many times have they attended church since the first occasion?	
Number of times: _____	



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4. I confirm that at least one parent/guardian of the above child has been for the Period stated in either 2 or 3:	
A communicant member of the above place of worship?	Yes / No (delete as applicable)
Registered on the above place of worship's electoral roll?	Yes / No (delete as applicable)

SignedDated:.....

Please print name:.....

**We ask that ministers put their official stamps against their signatures.
If you do not have an official stamp, please attach a SIGNED headed note paper.**



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CHECKLIST - Parent(s)/Guardian(s) please complete before submitting Application.

Please ensure you attach all the relevant documents. Incomplete applications will be processed as such.

Please ensure one box is ticked in every section, 1-4.

1. COPY of Baptism/Dedication/Other Certificate Enclosed (for Criteria 2, 3, 4 and 5)

YES

NOT APPLICABLE †

2. RELIGIOUS ATTENDANCE DETAILS – Please ensure the Minister has put a stamp against his signature or has attached a SIGNED headed paper.

Signed by Minister: YES

NOT APPLICABLE

3. 2ND RELIGIOUS ATTENDANCE DETAILS:

To be completed by a Minister if the child has attended a second place of worship with their parent/guardian during the 2-year period prior to the closing date for applications, which is 15 January 2021.

Signed by Minister: YES

NOT APPLICABLE †

4. For a looked after child or previously looked after child, supporting documentation enclosed:

YES

NOT APPLICABLE †

Please return your completed SIF and enclosures, **by the closing date 15 January 2021**, to:

NURSERY APPLICATIONS 2021-2022

The Admissions Officer

HAMPDEN GURNEY PRIMARY SCHOOL

13 NUTFORD PLACE

London

W1H 5HA

PLEASE NOTE: We do not accept Applications by Email.



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ADDENDUM

NURSERY FEES AND FUNDING - 2021-2022 SCHOOL YEAR

The school's funding for the school year September 2021 to July 2022 has not yet been determined but it is expected that the funding for the Nursery class will again be insufficient to cover its costs.

The Governors of Hampden Gurney School believe that full time attendance in the Nursery class is in the best interests of children's education and therefore have decided to retain 30 full time places in the Nursery class. Those wishing to apply for their children to join our Nursery class in September 2021 should be aware that the places offered are for full-time attendance.

Due to the government-funding shortfall, we are implementing charges to cover the costs. For 2021/22, the charges will be set at £50 per week per child during term time, which is approximately 39 weeks of the year.

In arriving at this fee, the Governors looked at childcare costs at other establishments and concluded that this is very reasonable by comparison with the cost of other child care options which parents may consider for their children.

If a child has been offered a place in our Nursery, starting September 2021, the school will issue an invoice for £1,950 in early September to parents/guardians for the full school year's fees (i.e. 39 teaching weeks at £50 per week).

This invoice is payable in equal instalments on a weekly, monthly or termly basis.

We will look very carefully to try to accommodate those parents/carers who will have difficulty in paying these fees. If you are on Income Support, Income-related Employment/Support Allowance, Income-Based Jobseekers Allowance, Support from NASS, Working Tax Credit, Child Credit (with no Working Tax Credit), Universal Credit, you could be eligible for a reduction or waiving of the fee.

If you would like to know whether you would qualify for a reduction in this fee before you apply for a place, please write to the Chairman of Governors at the school address, marking your envelope 'Private & Confidential'. The letter should set out the reasons why the fees cannot be paid and what your current childcare costs are for that child.

We hope these fees will not deter any parent/guardian from applying for a place in our Nursery Class



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email: admin@hampdengurney.co.uk web: www.hampdengurney.co.uk



ADDENDUM

**VARIATION TO THE SUPPLEMENTARY
INFORMATION FORM 2021/2022**

“For the year preceding applications for 2021 in January 2021 the number of attendances required to meet the criteria will reflect pro-rata when the church or other places of worship have been closed and therefore reduced accordingly.

For example: if the Church that you attend has been closed for 6 months, we would expect 13 attendances.”

**PLEASE ENSURE THAT THE VICAR/PRIEST/
MINISTER/RELIGIOUS LEADER FILLING IN YOUR
RELIGIOUS ATTENDANCE DETAILS CONFIRMS WHEN
YOUR PLACE OF WORSHIP WAS CLOSED**