

# ST MARGARET CLITHEROW ROMAN CATHOLIC PRIMARY SCHOOL

Monkswood Lane (off Monkswood Way) Stevenage Herts SG2 8QJ

Headteacher:  
Carmela Puccio BA (Hons)



Tel: 01438 352863  
Website: [www.clitherow.herts.sch.uk](http://www.clitherow.herts.sch.uk)  
Email: [admin@clitherow.herts.sch.uk](mailto:admin@clitherow.herts.sch.uk)

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## **Nursery Application for start in September 2025**

**(Children born between 01/09/2021 & 31/08/2022)**

Dear Parent / Carer

Please find enclosed our Nursery Application Form (Supplementary Information Form - SIF) along with our current Nursery Admission Policy and Parish Boundaries map. As part of the application process we require a copy of your child's birth certificate. If applicable, Baptism certificate and Certificate of Catholic Practice (Certificate of Catholic Practice is available from your Parish Priest or the Diocese of Westminster website) will support your application. Please return the completed Nursery Application Form (SIF) and supporting documents to us at the above address.

The Governors intend to offer 15 hours (morning only) or 30 hours (morning and afternoon). We will treat all applications with the same priority whether applying for part-time (15 hours) or full-time places (30 hours). All nursery aged children are entitled to 15 hours free nursery provision. St Margaret Clitherow Roman Catholic Primary School offers this on a Monday to Friday basis, term time only 8.45am - 12:00pm – this includes 15 minutes per day school funded time. If eligible for 30 hours, St Margaret Clitherow Roman Catholic Primary School offers 30 hours on a Monday to Friday basis only from 8.45am - 3.15pm.

Parents may be eligible for 30 hours of free nursery provision and need to apply for an eligibility code. Please see the following website to check conditions of eligibility [www.hertfordshire.gov.uk/parents](http://www.hertfordshire.gov.uk/parents) Places for the free 30 hours will only be confirmed on receipt of a valid eligibility code. Parents must reapply each term for their eligibility code. A child will not be able to start the additional hours without a code.

If your child is not eligible for the 30 hours free childcare, you can pay for the additional 15 hours.

Childcare for the lunch period following is chargeable.

If meals are provided by the school they will be chargeable.

If you do not submit the relevant documents requested, it will affect the ranking we give to your application.

## **Timeline for nursery applications:**

- Application open: 1st September 2024
- Applications close: 22nd November 2024
- Offer date: 6th December 2024
- Accept your place by: 7th January 2025
- Continued interest list opens: 8th January 2025

**If there is not a significant amount of applications for the afternoon sessions (full 30 hours place), the Governors may decide to withdraw the 30 hour offer. However, the Governors will continue to offer the morning places (15 hours) regardless of take up.**

Yours sincerely



Carmela Puccio  
Headteacher