



Cover letter for Placement Application and Enrolment Form Molendinar Family Learning centre

You need to fill the form till Box 11, the rest you will fill together with nursery management.

To make our communication easier please write down your **email address** on the **Placement Application and Enrolment Form**.

Please take the following to the nursery to complete the application form:

Child's information:

- Birth certificate/passport
- GP details

Parent/Carer information:

- 2 x Proof of address (e.g. Council tax statement)
- Birth certificate(s) of sister(s)/brother(s) and name of Pre 5 nursery attended (if applicable)
- Proof of employment, self-employment (SA302), further education (attendance at college/university).
- Confirmation of benefits (e.g.: Child Tax credit/Working Tax credit)
- Adult Services Plan/Drug Action Plan (if applicable)

The following information is helpful in assisting the admissions process if available:

- Deferred entry approval
- Additional support plan
- Formal agency referral
- Agency support plan
- Care plan
- Child protection plan
- Psychological services referral
- Minute of Social Work Services meeting