



Principal: Jenny Harvey  
The Greenway, Fishponds, Bristol BS16 4HA  
0117 377 2990 info@mpa.clf.uk  
[www.minervaprimaracademy.clf.uk](http://www.minervaprimaracademy.clf.uk)

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Dear Parent/Carer

Attached to the letter is an application form for our Pre-School Class.

Here is some additional information for you regarding the application process.

- You will receive a phone call within a week of us receiving your application.
- You will then be contacted again a month before your child is due to start Pre School to arrange a home visit.
- We will only consider applications for Pre School the term before your child turns three years old.
- Following our school admission policy, we prioritise places in the following order:
  - Children in care or previously looked after
  - Those with siblings at the school
  - Distance from the school

What you need to do now –

- Please fill in the form attached and return to the school office.
- Bring in your child's Birth Certificate so we can copy this for our records.

If you have any questions regarding this application please call the school office on 0117 3772990.

Yours faithfully,

Sophie Pring

Early Years Phase Leader

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### APPLICATION FOR A PRE SCHOOL PLACE

ALL INFORMATION IS TREATED IN THE STRICTEST CONFIDENCE

Please complete this form and hand it into the school office.  
 You will also need to show your child's birth certificate which we will copy for our records.

Child's name..... Date of Birth.....

Address .....

Postcode .....

Parent name .....

Contact telephone number ..... Email address .....

Name of doctor's surgery ..... Health visitor .....

Languages spoken at home .....

Does your child have a sibling at Minerva Primary Academy? YES NO

Siblings name(s).....

Does your child have any special or additional needs? YES NO

If "YES", please circle: MEDICAL LEARNING SOCIAL/EMOTIONAL COMMUNICATION

Does your child currently have Nursery/Pre School/childminder provision? YES NO

If "YES" please give the name and telephone number of the Nursery/Pre School they are currently attending.

Name..... Phone number .....

Signed.....Parent/Carer Date .....

### PRE SCHOOL HOURS

We offer term time Pre School provision: 15 hours, weekly. Monday & Tuesday: 9.00am- 3.00pm  
 Wednesday: 9.00am – 12.00pm



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