

# Application for a Nursery Place

## CHILD AND PARENT DETAILS

Child's Surname:  First Name:

Date of Birth:	<input type="text"/>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Please tick box
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Name of person with parental responsibility (parent/carer) Surname:

Initial:  Mr  Mrs  Miss  Ms  (Please tick box)

Home address of child and parent/carer:

POSTCODE <input type="text"/>
EMAIL ADDRESS (PLEASE USE CAPITAL LETTERS) <input type="text"/>
<small>(Please note "Offers" and correspondence will be sent to this address)</small>

Are you on the electoral role on the above address? (Please tick box) Yes  No  (Please tick box)

Telephone Numbers: Home  Work

## PREFERENCE FOR SESSION

Which session would you prefer if it can be offered to you.  
 If you have no preference please tick both boxes:

Morning  Afternoon   
 8:30am-11:30am 12:30pm-3:30pm (Please tick box)

Please note that we will try to accommodate your preference but, in the case of oversubscription & subject to our admissions criteria, your child may be offered a place in an alternative session. We may be able to offer full-time places from 8:30am-3:30pm subject to availability and upon receipt of your HMRC eligibility code, please see Appendix A.

### 1. "LOOKED AFTER" CHILDREN/PREVIOUSLY LOOKED AFTER

Is the child named above in public care (i.e. resident with a foster carer or in a children's home)?

\*Yes  No   
(Please tick appropriate box)

\*If "Yes", please provide the following details requested at points (a) (b) & (c):

(a) Name of assigned Social Worker:  Contact No:

(b) Local Authority with whom the child is in care:

(c) Date on which the child took up residence at the address quoted above:

## 2. MEDICAL – Serious medical condition.

The medical reasons must be verified by a GP or consultant and declared at the time of application if known at the time. The application must be supported by a letter from a hospital consultant and/or Family's GP.

Provide details of medical condition (please attach separate sheet if necessary)

I attach a letter of support from the person named below, who may be contacted about my application.

Name:  Telephone No:

Address:

Professional status:

## 3. SIBLING PRIORITY

Please provide details of other children in the family that **CURRENTLY** attend our Academy:

FORENAME	SURNAME	DATE OF BIRTH	CLASS

## 4. DECLARATION

I accept that:-

- a) there is no guarantee that a place can be made available at this nursery/nursery class;
- b) the length of time that my child's name has been on the waiting list will not be taken into account when places are allocated;
- c) the offer of a place in a nursery class carries no guarantee of a reception class place in the same school in the following year.

Signature of Parent:

Date:

This form should be completed and returned to the school for which you are applying with the **child's birth certificate and proof of address.**

FORM TO BE RETURNED BY:

**FOR ACADEMY USE:** Priority status to be granted to this child, if applicable:

'Looked after' child  Medical  Siblings  Other

## APPENDIX A

As you may be aware Her Majesty's Revenue and Customs (HMRC) is offering an additional 15 hours free childcare, which means that parents are entitled to 30 hours free childcare as long as they fit the following criteria:

- You, and any partner, must each expect to earn (on average) at least £120 a week (equal to 16 hours at the National Minimum or Living Wage).
- If you, or your partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible.
- You can't get 30 hours free childcare if you, or your partner, expect to earn £100,000 or more.

Please see refer to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for more details and application.

### **What do parents need to do and know?**

1. Parents check eligibility with HMRC either online or by phone, NOT the local authority.
2. Eligible parents will be given an 11 digit code which will normally be valid for 3 months.
3. Funding can only be accessed from the term following their eligibility e.g. if a parent checks in September and is eligible, they will not be able to take the funding up until January so parents need to apply the term before they want to access childcare. Therefore, for admissions for September you MUST APPLY for your 11 digit code from the HMRC by mid- June and provide the school with the code before the end of July.
4. HMRC will remind the parent to re-confirm their eligibility as their valid period draws to a close.

### **What happens next?**

If you are interested in a full-time place, apply for a morning session in the first instance. We will try to accommodate your preference once we have received your 11 digit code. Full time places are subject to availability.

Once you have registered on the HMRC website the school will require the following:

- i. The 11 digit number
- ii. Parent's NI number
- iii. Child's DOB

We will then send this information off for verification.

### **Nursery times:**

8:30 am – 11:30am (3 hours funded)

Extra hour care  
11:30 -12:30 Extra hour care at £4.50 per day - £22.50 per week. This will be charged irrespective of absences for any reason. Your child will stay on site all day. Bring own packed lunch or have a school lunch at a cost of £2.10 per day.

**OR**

Off-site- No extra charge  
11:30 am – 12:30pm Child picked up at 11:30am and returned at 12:30pm.  
Failure to return your child for the afternoon session at 12:30pm will result in your child losing the full-time place.

12:30pm – 3:30pm (3 hours funded)

Please apply as soon as possible, we only have a limited amount of spaces available and then provide us with the information requested above.