



Nursery Application Form

Applications for admission to the Nursery class are carefully considered by the Head of the school, the Governors and the Nursery staff. As it is likely that more applications will be received than there are places available, priority will be given to certain children. Copies of the written Nursery Admissions Policy are available on request. This policy is updated annually by the Governing Body.

Please note that this form needs to be filled in with the correct information. Any irregularities found may result in the withdrawal of an offer of a place.

Details of Child

Surname	Other Names
Home Address (including post code)	
Date of Birth	Sex
Is the child looked after (or was previously looked after) by the local authority YES / NO	

Child's Legal Parent/Carer

Surname	Other Names
Home Address (if different from child)	
Relationship to child	Telephone
Email	

Names of other children	Date of Birth	School attended if appropriate

Working parents (**both earning the equivalent of 16 hours per week at the national minimum wage or the sole parent is working in a lone parent family**) are entitled to 30 hours (15 existing hours plus an extra 15 hours if eligible) free provision per week from September 2017.

Parents who do not fall into this category are entitled to 15 hours free provision per week. These hours will be offered as either a part time morning place of 15 hours (8.45-11.45am), a part time afternoon place of 15 hours (12.15-3.15pm) or as part of the 3 full day offer (19.5 hours including lunch break each day of 30mins), 4 full day offer (26 hours including lunch break each day of 30mins) or 5 full day offer (32.5 hours including lunch break each day of 30mins each day).

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Green Lane North, Timperley, Altrincham, Cheshire, WA15 7NQ



CHARGING FOR FULL TIME PLACES

1. If parents, who are entitled to the 30 hours free provision, are offered and accept a full day places (5, 4 or 3 full days) in the nursery they will be charged for the additional lunchtime hours as this time does not count as educational provision. These charges will be levied in line with the school's **Charging Policy**.
2. Parents who wish to take their child home over the lunchtime period (if having accepted a place that involved full day attendance) then they are entitled to do so. Otherwise a charge will be levied in line with the school's **Charging Policy**. Parents will need to decide for each term in advance, whether they wish to take their child home over the lunchtime period for that term.
3. If parents, who are entitled to the 15 hours free provision, are offered and accept full days (5, 4 or 3 full days) in the nursery they will be charged for any additional hours over and above the 15 hours free weekly entitlement and including half an hour for lunch as this time does not count as educational provision. These charges will be levied in line with the school's **Charging Policy**.
4. The school will accept workplace issued Nursery vouchers, salary sacrifice schemes, as a method of payment.

SEE CHARGING POLICY FOR MORE DETAILS

So that we can begin to understand the needs of parents, please indicate in the table below your preference for your child's nursery place.

If you believe you are entitled to the 30 free hours please indicate YES / NO

Sessions	Weekly Cost – 15 hour entitlement	Weekly Cost – 30 hour entitlement	1 st Preference	2 nd Preference
5 mornings: 8.45am - 11.45am	FREE	FREE		
5 afternoons: 12.15pm – 3.15pm	FREE	FREE		
5 full days: 8.45am – 3.15pm	£96.25 (£5.50 per hour)	Lunch period £13.75 (£5.50 per hour)		
4 full days: 8.45am – 3.15pm (please specify days)	£60.50 (£5.50 per hour)	Lunch period £11.00 (£5.50 per hour)		
3 full days: 8.45am – 3.15pm (please specify days)	£24.75 (£5.50 per hour)	Lunch period £8.25 (£5.50 per hour)		

Any other information that would help us with your application (Family, social, medical, any special needs)

Signed _____ Date _____

(Legal Parent/Carer)

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We have been advised by the Department for Education that some additional information is required for the school's records. The information gathered has a direct impact on the amount of money schools receive as part of their School Budget.

I would be grateful if you would answer the points below, making sure you have read and understood the explanation, and return it with your child's nursery application form.

<p>Ethnic Background (Both Parents) Please tick or circle your choice</p>	<p>Any other Asian Background Any other Black Background Any other Ethnic group Any other Mixed Background Any other White Background Bangladeshi Black – African Black – Caribbean Chinese</p>	<p>Gypsy Gypsy/Roma Indian Pakistani White Irish White & Asian White & Black African White & Black Caribbean White British</p>
<p>First Language (Child) The first language is the language a child was exposed to in their early years ie mother tongue and continues to be exposed to this language in the home or in the community. The DfE recommends that schools should record the language which was communicated with the child until s/he is one year old as the child's first language.</p> <p>If a child was exposed to more than one language (which may include English) during early development the language other than English should be recorded, irrespective of the child's proficiency in English.</p>		
<p>Home Language (Child) Home language is the language the child now speaks at home. So if the child's first language was Italian and they now speak English at home they would be classed as EAL.</p>		
<p>Religion (Child) Please note Roman Catholic is recorded as Christian and Islam as Muslim</p>		
<p>English as an additional Language (EAL) See notes above.</p>		YES / NO
<p>Country of Birth (Child) Noted on their Birth Certificate or Passport.</p>		
<p>Nationality (Child) Noted on their Passport. A child may have Dual Nationality, in which case please indicate which other Country.</p>		



IMPORTANT INFORMATION FOR PARENTS OF NURSERY CHILDREN

Dear Parents

If you think you are entitled to 30 hours free childcare when your child will start nursery we would advise to commence your application for this as soon as possible as we will require the code on the success of an application.

The web-site is <https://www.gov.uk/30-hours-free-childcare>.

Eligible parents must generate a code and these details should be given to the school. The school has this code verified with Trafford's Early Years Team in order to secure funding.

It is recommended that you make your initial application for a code as soon as possible, as this can take some time to receive, and if unable to produce a code for the commencement of nursery you would be required to pay any additional costs above the 15 hour free provision, or reduce the hours requested for nursery for your child.

You need to apply for the code every three months and, after the initial application, you will receive reminders to do this before the previous code runs out. If a code is not obtained, or renewed, you may be liable for further payment for a place following the schools checks.

Please do not hesitate to contact Mrs Sykes or Mrs Moss in the school office should you require any further information.

Yours sincerely

Mrs Sykes
Business Manager

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