





Nursery Application Form

This form must be returned by 15th January should you want your child to start at the following September

We have more than one intake for our nurseries so please contact the Academy office for more information about this or any other start date.

You should not assume that a place has been reserved for your child just because you have provided us with a completed form

 <p>We offer full time and part time places (including the Government offer for 30 hours childcare) for children aged 3 years and over</p>	 <p>We offer either AM or PM part time places for children aged 3 years and over</p>
Please see Appendix 1 for more details	

The completed form should be returned to the academy office **with documentation to confirm your child's date of birth and address** (see below)

Child's details

First name:		Surname:	
Gender (please tick):	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of birth:
Child's address at the time of this application:			
Postcode:			

Please note that this must be the address where the child normally lives.

If the address where they live is different from the parent / carer address or if parents share custody, please give details below: -

Two proofs of address must be submitted with this form

One of these must be a notification of Child Benefit from HMRC (unless you are subject to immigration control)

The other should be either a Council tax document, a utility bill or a mortgage/ rent agreement (less than 3 months old)

1st Parent / Carer details

<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	First Name	Surname
Relationship to child		Mother <input type="checkbox"/>	Foster carer <input type="checkbox"/>	Other (please specify) <input type="checkbox"/>	
		Father <input type="checkbox"/>	Social worker <input type="checkbox"/>		
Contact telephone	Mobile:		Home:		
E-mail address:					

2nd Parent / Carer details

<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	First Name	Surname
Relationship to child		Mother <input type="checkbox"/>	Foster carer <input type="checkbox"/>	Other (please specify) <input type="checkbox"/>	
		Father <input type="checkbox"/>	Social worker <input type="checkbox"/>		
Contact telephone	Mobile:		Home:		
E-mail address:					

Children with additional needs

	Yes	No
Does your child have an existing Education, Health and Care Plan (EHCP)?	<input type="checkbox"/>	<input type="checkbox"/>
Is an assessment of your child's needs currently in progress?	<input type="checkbox"/>	<input type="checkbox"/>
If you answer 'yes' to any of the above, please attach details when returning form.		

	Yes	No
Does your child have any other needs you feel we should know about?	<input type="checkbox"/>	<input type="checkbox"/>
If 'yes', please give details below		

Children in care

	Yes	No
Is your child in the public care of the local authority?	<input type="checkbox"/>	<input type="checkbox"/>

If, 'yes', please specify: -

Local Authority name			
Social worker name		Telephone:	

Please also provide a letter from the Social Worker confirming the legal status of the child and the local authority the child is in the care of. The letter should also provide the reasons for the preference of school.

Current Early Years Provider / Pre School Provision (if applicable)

Playgroup		Nursery	
Hours attended per week:			
Is there any other information you can provide so that we can plan for your child's smooth entry into one our academy nurseries?			

Preference

Please indicate your preference by ticking the box below: -

<input type="checkbox"/>	Our joint Cuckoo Hall and Woodpecker Hall Academy Nursery (See Appendix 1)
<input type="checkbox"/>	Our Kingfisher Hall Academy Nursery (See Appendix 1)

Successful applicants will be contacted to discuss available days / times

Declaration and signature of parent / carer

I confirm that I have received and read the admissions criteria for a nursery place in one of our academies and I understand the way in which places will be allocated.

I certify that I am the person with parental responsibility for the child named above and that the information given is true to the best of my knowledge and belief. I understand that false or deliberately misleading information given on this form or in supporting information may render this application invalid. I understand that the academy may check any of the information provided.

Signature	Date
-----------	-------	------	-------

Information supplied will be used for registered purposes and in line with GDPR and the Data Protection Act 2018

Appendix 1

Nursery provision at our Kingfisher Hall Academy site

We offer **either** morning or afternoon sessions Monday to Friday

Times
<u>Mornings (Mon – Fri): -</u> 8.20 am – 11.30 am
<u>Afternoons (Mon – Fri): -</u> 12.15 pm – 3.15 pm

Weekly sessions				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.20 am – 11.30 am	8.20 am – 11.30 am	8.20 am – 11.30 am	8.20 am – 11.30 am	8.20 am – 11.30 am
12.15 pm – 3.15 pm	12.15 pm – 3.15 pm	12.15 pm – 3.15 pm	12.15 pm – 3.15 pm	12.15 pm – 3.15 pm

Nursery provision at our joint Cuckoo Hall and Woodpecker Hall Academy site

We offer **either full days or 'part days'**.

Child care hours can be made from a combination of both which allows for a flexible provision

Times
<u>One full day (10 hours) is: -</u> 8.00 am – 6.00pm
<u>Part days are: -</u> Session 1 8.15 am – 11.15 am Session 2 11.45 am – 3.00 pm Session 3 3.00 pm – 6.00pm

Weekly sessions				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.15 am – 11.15 am	8.15 am – 11.15 am	8.15 am – 11.15 am	8.15 am – 11.15 am	8.15 am – 11.15 am
11.45 am – 3.00 pm	11.45 am – 3.00 pm	11.45 am – 3.00 pm	11.45 am – 3.00 pm	11.45 am – 3.00 pm
3.00 pm – 6.00 pm	3.00 pm – 6.00 pm	3.00 pm – 6.00 pm	3.00 pm – 6.00 pm	3.00 pm – 6.00 pm

The gaps in between sessions will accommodate crossover time and children having their packed lunches or snacks **which you will need to provide for them.**

For example: -

If you wish to take 15 hours of free childcare, you will need to take any 5 sessions across the week

If you are eligible for the 30 hours you will take any 10 sessions across the week.

There is also the option to buy extra sessions at £15 each.

OFFICE USE ONLY

Documents seen:	Proof of address: <input type="checkbox"/>	Proof of date of birth: <input type="checkbox"/>	
-----------------	--	--	--

Date received:	Distance from academy:
----------------	------------------------

<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Signature</div> <p style="text-align: center; font-size: small;">(Head teacher or their representative)</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Date</div>
---	--