

# WHITEKNIGHTS PRIMARY SCHOOL



## Application for a Nursery Place

### Child's Details (Please print in CAPITAL LETTERS)

Child's Surname (Legal Surname):

Child's Forename (Legal Forename(s)):

Child's preferred name:

MALE/FEMALE delete as appropriate

Date of Birth :

Home Address:

Postcode:

Home Telephone:

Is your child resident at more than one address? Yes/No

If yes, what percentage of time does the child spend at the declared home address? %

Main Email Address for correspondence:

### Parent / Carer Details (Primary Contact)

Title: Mr/Mrs/Miss/Ms/Other

Name:

Address:

Home Telephone:

Work Telephone Number:

Mobile no.:

Email Address:

Relationship to child:

### Parent / Carer / Relative Details (Secondary Contact)

Title: Mr/Mrs/Miss/Ms/Other

Name:

Home Telephone:

Mobile no.:

Work Telephone Number:

Address (if different to above):

Email Address:

Relationship to child:

### Siblings

Does your child have any older siblings in the same family, who will be attending and continuing to attend Whiteknights Primary School in September 2017? Yes / No

If yes, please give details

Name(s):

Date(s) of Birth:

### Category of Application

Is your child 'looked after' or previously looked after (in the care of a Local Authority)? Yes/No

Does your child have a Statement of Special Educational Needs or an Education, Health and Care Plan? Yes/No

Does your child have identified additional needs not covered by a Statement of Special Educational Need or an Education, Health and Care Plan? Yes / No

**Existing / Previous Setting Details**

Name of Setting and Address:

Telephone Number:

Dates Attended From: To:

**Military Families**

Are you or have you been a military family? Yes/No

**Early Years Pupil Premium**

Does your child currently receive Early Years Pupil Premium (EYPP)? Yes/No/Not Sure

**Sessions**

All eligible three and four year olds will be entitled to 15 hours free early education per week, for 38 weeks (term time) per year. At Whiteknights Nusrery, this is currently offered as a minimum of five x 3 hour education sessions per week. You can choose from morning or afternoon sessions or a mix of all day, some morning / afternoon education sessions. The morning education session run 8.30am-11.30am and the afternoon sessions 12.30pm - 3.30pm.

Please tick the number of sessions (a minimum of five education sessions) you would like by ticking the appropriate boxes. Please note that if your preferred sessions are full, you may be offered alternative sessions.

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club (7.40-8.30)					
Morning Education Session (8.30-11.30)					
Lunch Club (11.30 -12.30)					
Afternoon Education Session (12.30-3.30)					
After School Club (3.30-6.00)					

Please note charges apply for Breakfast Club, Lunch Club, Afterschool Club and additional education sessions beyond the free entitlement of five 3 hour education sessions.

The 15 hours free entitlement is only for educational sessions, NOT breakfast, lunch or after school club.

**Charges**

Additional Education Session (3 hours) Morning or Afternoon	£12.00
Breakfast Club (inc. Breakfast)	£4.25
Lunch Club (packed lunch provided by parent)	£4.50
After School Club (including a High Tea)	£10.00

The education sessions that are allocated will remain the same for the academic year.

You may change clubs on a termly basis, if required.

I confirm that all details provided above are accurate and accept that it is my responsibility to inform the Nursery if any of these details change. I agree to the Terms and Conditions stated on this application form.

**SIGNED:**

**Parent/Carer**

**Date:**

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority, School Nurse team and with the DCSF.

### Where did you hear about Whiteknights Nursery?

Please tick the option that applies:

- Local Paper
- Leaflet
- Poster
- Word of Mouth
- School Website
- Radio
- Social Media
- Whiteknights Primary School
- Other, please state:

For Office Use Only:

Date form submitted:

Additional notes:

**Whiteknights Nursery**  
**Terms and Conditions**  
**September 2016 – July 2017**



Any changes to this application form must be notified in writing to the Nursery Manager.

**Fees and Payment**

Even if for unavoidable reasons your child is absent for an education session and/or club he/she is expected to attend, we are obliged to charge a full fee for the session.

Booked sessions are invoiced termly in advance and can be paid half termly or termly by cash, cheque, BACS or childcare vouchers (details on invoice).

Fees will be reviewed annually by Whiteknights Nursery. Parents/carers will be provided with a minimum of half a term's notice, by letter, detailing any changes to fees.

**Late Collection Fee**

This will be charged at the rate of £5 per 15 minutes or part thereof. This will be invoiced to you and will be payable on receipt of invoice.

**Payment of Invoiced Fees**

If a child's fees have not been paid within 7 working days of receiving the invoice, and a childcare voucher payment schedule has not been agreed, a verbal reminder will be given to the parent/carer by the Nursery Manager. If the amount is outstanding 7- 14 days from the invoice being issued, a reminder letter will be issued. If the amount is still outstanding 21 days after the issue of the invoice, a cancellation of place will be issued. The place will then be offered to a child on the waiting list.

Staff will not enter into any negotiation with parents about fees; any request for special terms, etc. will be referred to the Headteacher or School Business Manager.

Whiteknights Nursery will be happy to sign forms relating to the childcare tax credit element of the Working Families Tax Credit. However, failure to take up places will result in the Nursery notifying the Inland Revenue.

**Cancellations / Attendance**

Notice to quit must be supplied by a parent/carer termly in advance, in writing, to confirm the intention to cease using Whiteknights Nursery.

If any child is unable to attend a session the parent/carers **must** notify the Nursery Manager in advance. This is to ensure that Nursery staff have an up to date record of the number of children they are expecting. Any costs incurred regarding staff time or telephone usage locating parents/carers to gain an update on a child's attendance will be charged to the parent/carer.

Session fees are non-refundable; however in the event of Whiteknights Nursery being closed a refund will be offered to all users where a fee has been paid.

**Collection**

If a person other than those stated on the registration form is to collect a child, Whiteknights Nursery must be notified in advance by the Parent / Carer.

All children must be collected by 6.00pm. If this is not possible, due to traffic problems for example, Whiteknights Nursery must be notified as soon as possible. A late collection fee will be charged from 6.00pm. If a child has not been collected by 6.30pm, and no notification has been given, Whiteknights Nursery will contact Social Services.