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Growing in faith: loving and learning together with Jesus

Headteacher: Mrs A Dowling, BA Ed (Hons) NPQH

St. Mary's Catholic Primary School St. Vincent's Catholic Primary School

Nursery Application Form – Moving Up From Pre-School

Personal Details of Pupil:

First name	
Surname	
Date of birth	

As your child turns / has turned 3 during this academic year, they will finish Pre-School in July and move up to our nursery class from September.

Our Nursery class runs every morning, from 8.45am to 11.45am, Monday to Friday, during term time. Nursery children are expected to attend every day, in preparation for transitioning to full time education when they reach Reception age. These sessions are funded by the government and are free to all 3/4 year olds.

Please confirm your intentions at the end of this academic year:

My child will stay on at St Mary's and attend nursery class every morning, Monday to Friday:	
My child will leave St Mary's at the end of this academic year, and will attend nursery elsewhere:	

In addition to the morning sessions, the following sessions are available as optional extras (see Nursery Agreement, attached). **Please select any that you would like your child to attend:**

	Lunch * (11.45am-12.20pm)	Afternoon (12.20pm – 3.20pm)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

* Parents/carers must provide a packed lunch for their child in accordance with the school's packed lunch policy.

30 Hours Funding and/or Tax Free Childcare

Funding is available for working families to cover up to 30 hours per week childcare. If you think you might be entitled, and are not currently claiming as a working parent, please go to www.beststartinlife.gov.uk for more information and to apply.

Eligibility Code:	
National Insurance Number:	
Tax Free Childcare Reference:	

Signature of parent/carer: _____

Print name: _____ Date: _____



The Glory of God is a Human Being Fully Alive!





Nursery Agreement

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In addition to this core provision, we also offer Lunch and Afternoon sessions as an optional extra, to enable a full time, rich nursery experience.

Intake

Children may attend our nursery from the September following their third birthday, and stay until they start Reception the following academic year. (Reception applications must be made through your local Authority no later than the mid-January deadline - please check the Council website for exact dates.) Children aged 2-3 may attend our Pre-School, which should be applied for separately.

Lunch

Parents/carers must provide a packed lunch in accordance with the school's Packed Lunch Policy. Nursery children will eat together in the Nursery classroom.

Funding and Tax-Free Childcare

30 Hours Funding and Tax-Free Childcare is available to working parents and can be used to help cover the cost of the optional extra sessions. For more information about these schemes, and to apply, visit www.beststartinlife.gov.uk. Please provide the school with your Eligibility Code, National Insurance number and TFC Reference if you will be using these schemes.

Please note, morning and afternoon sessions run for 3 hours each, with lunches running for 35 minutes. If attending 'full time', your child's hours will amount to 32 hours, 55 minutes. In this instance, Lunch sessions are invoiced as below.

Invoicing and Payments

Optional extra sessions are charged at:

Lunch - £3

Lunch & Afternoon - £18

Fees will be invoiced half-termly and will offer the option to pay either by weekly instalments or in one lump sum. Payments must be made by the dates specified on the invoice.

Invoices will be sent through ParentMail and payments should be made through the ParentMail app.

Outstanding Fees

If you have difficulty paying fees, please inform the office immediately. After 7 days of non-payment, you will receive a formal reminder that fees are outstanding. Should fees continue to be unpaid, we may reconsider your child's place and will regrettably be forced to commence legal proceedings.

Notice

For budget planning and staffing, any requests to increase, decrease or change sessions must be applied for via the relevant form (please ask at the office). One month's notice is required of your child reducing their sessions. Fees will remain payable until the end of the notice period.

Refunds

No refund is made for sickness or absence from the Nursery.

Closure

In the event of the Nursery being forced to cancel sessions, the Nursery will endeavour to give as much notice as is reasonably possible. The Nursery reserves the right to offer replacement sessions in lieu of refunds.