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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

Our Nursery Class runs every morning, Monday to Friday, from 8.45am to 11.45am.

The following sessions are available as optional extras (see Nursery Agreement, on the back page). 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 schools' packed lunch policy.

Personal Details of Pupil

Legal Surname			
First name			
Middle name(s)			
Preferred first name			
Date of birth		Male <input type="checkbox"/>	Female <input type="checkbox"/>

Home details

Address House number and street name			
Town		Postcode	

Name of **PLAYGROUP/NURSERY** or **PREVIOUS SCHOOL** attended if relevant:

Playgroup/Nursery/Previous school name and address	
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The Glory of God is a Human Being Fully Alive!



Emergency Contact Information

Please enter contact details **in the order you wish them to be contacted** in the event of an emergency;

Contact 1

Title	Mr	Mrs	Ms	Miss	Other (please specify)	
Full Name						
Address if different from pupil address						
Contact 1 telephone numbers:					Tick priority contact number	
Tick priority contact number						
Home					<input type="checkbox"/>	Relationship to child
Mobile					<input type="checkbox"/>	
Work					<input type="checkbox"/>	
Email						
Additional information (if any)						

Contact 2

Title	Mr	Mrs	Ms	Miss	Other (please specify)	
Full Name						
Address if different from pupil address						
Contact 2 telephone numbers:					Tick priority contact number	
Tick priority contact number						
Home					<input type="checkbox"/>	Relationship to child
Mobile					<input type="checkbox"/>	
Work					<input type="checkbox"/>	
Email						
Additional information (if any)						

Contact 3 (optional)

Title	Mr	Mrs	Ms	Miss	Other (please specify)	
Full Name						
Address if different from pupil address						
Contact 3 telephone numbers:					Tick priority contact number	
Home					<input type="checkbox"/>	Relationship to child
Mobile					<input type="checkbox"/>	
Work					<input type="checkbox"/>	
Email						
Additional information						

Does your child have any Special Educational Needs?

No <input type="checkbox"/>	Yes <input type="checkbox"/>	EHCP <input type="checkbox"/>	Under any other services, e.g. Edwin Lobo, <input type="checkbox"/> Speech and Language, etc.
If yes, please give details below and continue on a separate page if necessary:			
NB Staff to inform SENDCO if yes is ticked so a meeting can be held regarding the child's needs.			

Are you eligible for 30 Hours Funding and/or Tax-Free Childcare?

(If you are unsure, please check at www.beststartinlife.gov.uk)

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

Additional information

Religion (If Catholic, please provide evidence in the form of a baptismal certificate).		
Language spoken at home	English <input type="checkbox"/>	Other <input type="checkbox"/>
If other, what are those languages?		
What language does your child speak?		
Ethnic Group (Please tick one of the boxes below)		Court Orders
White	- British <input type="checkbox"/>	Are any court orders applicable to your child? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give further details below
	- Irish <input type="checkbox"/>	
	- Traveller of Irish Heritage <input type="checkbox"/>	
	- Gypsy/Roma <input type="checkbox"/>	
	- Italian <input type="checkbox"/>	
	- White other <input type="checkbox"/>	
Mixed	- White and Black Caribbean <input type="checkbox"/>	
	- White and Black African <input type="checkbox"/>	
	- White and Asian <input type="checkbox"/>	
	- Any other Mixed background <input type="checkbox"/>	
Asian or Asian British	- Indian <input type="checkbox"/>	
	- Pakistani <input type="checkbox"/>	
	- Bangladeshi <input type="checkbox"/>	
	- Any other Asian background <input type="checkbox"/>	
Black or Black British	- Caribbean <input type="checkbox"/>	
	- African <input type="checkbox"/>	
Chinese		<input type="checkbox"/>
Any other ethnic background		<input type="checkbox"/>
Prefer not to say		<input type="checkbox"/>

Does your child have any relatives currently at St. Mary's or St. Vincent's?

No <input type="checkbox"/>	Yes <input type="checkbox"/>	Relationship (e.g. brother, cousin, etc.):
		Year group (if known):

Medical Information

Practice name			
Practice address			Telephone number
Does your child have any HEALTH problems?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please give details (eg: Asthma; Allergy etc.) and any emergency procedures that need to be followed if relevant:			
Any other information relating to your child's health that you feel the school should be aware of:			
Dietary Needs (if any)			
Dental Practice address and telephone number:			

I agree that the information given in this form is accurate and will endeavour to inform the school of any changes to the details given at the earliest opportunity.

Signature of parent/carer: _____

Print name: _____ Date: _____

**Please provide evidence to support your application.
We will take a copy of these documents.**

- Birth certificate
- Passport
- Proof of address (e.g. Utility Bill/Tenancy Agreement)
- Baptismal certificate
- Visa/residence permit

Data Protection Act 1998

Please note that personal details supplied on this form will be held and/or computerised by St Mary's Catholic Primary School for Education purposes. The information will be disclosed and held by the Local Education Authority, the DfES (Department for Education and Skills), the QCA (Qualifications and Curriculum Authority) and the Connexions Service where children are aged 13 or above. Full details of the purposes and use made of the information provided are outlined in the letter accompanying this form.

Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes.



Nursery Agreement

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.

In addition to this core provision, we also offer Lunch (11.45am - 12.20pm) and Afternoon (12.20pm - 3.20pm) 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 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.

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 (monthly if paying with TFC), 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.