

APPLICATION FOR A NEW NURSERY PLACE

OFFICE USE ONLY

Date Received
 Date Offer Made

REQUESTED START DATE
 (Please enter above the date you would your child to start at Liden Nursery)

SEE ATTACHED APPENDIX FOR FURTHER INFORMATION

1. Place Required for

CHILD'S NAME: D.O.B
 (Please submit your child's Birth Certificate with this application)

PLEASE NOTE – Places allocated to children at Liden Academy Nursery do NOT automatically transition to Liden Academy – Early Years (Reception class). You will still need to apply to Swindon Borough Council for a place at Liden Academy from age 4/5.

2. Siblings

Does your child have a brother/sister already attending Liden Academy?

Yes Name: No

3. Sessions Required

Please select below your 1st and 2nd session preferences (a minimum of 2 sessions are required).

Morning (am) Session 9:00am – 12.00 noon First Preference	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri (please select)
Morning Session (am) 9:00am – 12.00 noon Second Preference	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri (please select)
Afternoon Session (pm) 12:00 noon – 3:00pm First Preference	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri (please select)
Afternoon Session (pm) 12:00 noon – 3:00pm Second Preference	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri (please select)

If funded, you can use these hours for morning and/or afternoon sessions (see attached appendix or our website for further information on funding). Unfunded sessions are charged at £5.00 per hour (£15 per session).
 Full day sessions are available – please select morning and afternoon.

*** For children staying all day, school dinners can be ordered in advance at a cost of £1.50 per meal. You will need to book and purchase these via the online ParentPay system. Your user access letter will be issued to you 2 weeks after your child starts nursery. You will therefore need to provide a packed lunch in the initial weeks.**

4. Nursery Placements

Please tick one of the following

<input type="checkbox"/> I will be applying for/receiving funding for my child's place at Liden Nursery only .	<p style="text-align: center;">FOR MULTIPLE NURSERY PROVISION</p> <input type="checkbox"/> I will be applying for/receiving funding for my child's place at Liden Nursery and at (enter provider name) tel. Please state number of weekly hours claiming at each Liden Other
<input type="checkbox"/> I will not be applying for/receiving funding for my child's place at Liden Nursery	

5. Funding

Please confirm below which funding option will apply to you upon a place being offered/accepted for your child on the requested date – see Appendix attached for further information regarding funding.

SELF FUNDED

- Self-Funded Nursery space (2-3 years old) Self-Funded Pre-School space (3-4 years old)

FUNDED

- 15hr Fuded Nursery space (2 yrs old)

Please complete the validation code below for 2 year old funding, if known

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- 15hr Fuded Nursery space (3-4 yrs old) 30hr Fuded Pre-School space (3-4 yrs old)

Please complete the 11 Digit Validation Code below for 30hr funding:

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- Funding will be available from(enter date)

Please also attach confirmation email for 30hrs if available - this will have been provided by Childcare Places if you have been accepted for 30hr funding – refer to attached Appendix for further information

Please provide the following Parent/Guardian details in order to validate funding claims with SBC:

Parent 1: Name:**NI no:**.....**DOB:**.....

Parent 2: Name:**NI no:**.....**DOB:**.....

6. Nursery Breakfast Club (See attached Appendix for further information)

Please indicate below if you are interested in Breakfast Club. This is NOT a booking form (see Appendix)

Nursery Breakfast Club	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri (please select)
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7. Current Provision. Please state any current childcare arrangements below.

<input type="checkbox"/> Nursery	Details
<input type="checkbox"/> Playgroup/Pre-school	Details
<input type="checkbox"/> Any Other Childcare	Details

8. Special Educational Needs/Medical Needs. Please use separate sheet if necessary

<input type="checkbox"/> My child has an EHCP of Special Educational Needs (SEND)	Please provide details
<input type="checkbox"/> My child has Special Educational Needs but does not have an EHCP.	Please provide details
Does your child have any medical conditions or allergies that we should be aware of? Yes / No	Please provide details

9. Parent/Guardian Contact Details

Dated:

Name:..... **Relationship to Child:**

Address:.....

Contact No: **Email:**

APPENDIX

ENROLLMENT

Places are available for children from 2 to 4 years. There are 3 Nursery School Terms across the School Academic year as follows:

- April to end July (Summer Term),
- September to end December (Autumn Term),
- January to end of March (Spring Term).

These are in line with the terms for which Swindon Borough provide Nursery funding. The majority of placements are usually fulfilled at the beginning of a term, although limited places may still be available during mid-term.

NURSERY FEES

FUNDED

If you are looking for a funded place, these may be available from the term following your child's 2nd or 3rd birthday (as appropriate), and must be applied for and confirmed prior to your child starting at the Nursery.

2 year old (15hrs funding) – Children may eligible to funding depending upon circumstances – please see Swindon Borough Council leaflet D1055/14 (Free, high quality childcare for 2 year olds), and complete 'Early Education For 2 Year Olds Application Form'. The form should be sent to the address on the form, or alternatively complete and return it to the school office where we will conduct the check on your behalf. Funding is usually based upon benefits already being claimed and/or household income. If funding has been agreed, please notify us of the Parent/Guardian National Insurance Number(s) and Date of Birth on the application form, for validation purposes with Swindon Borough.

3 to 4 year old (15 hrs funded) - Children are automatically entitled to 15 hours free funding per week, applicable from the term following their 3rd birthday.

3 to 4 year olds (30hrs funded) - 30hr funding may be available to working parent(s) meeting specified criteria –visit the Government website at www.gov.uk/browse/childcare-parenting/financial-help-children for further information, and to complete an application. This must be applied for during the term before funding is to be used. If funding has been agreed, you will be provided with an 11 digit code. Please enter this code on the Nursery application form, along with the Parent/Guardian National Insurance Number(s) and Date of Birth, and a copy of the notification you have received confirming the funded period. This is for validation purposes with Swindon Borough Council.

For all funded nursery provision, Parents/Guardians will be issued a Liden Academy School Parental Agreement and a 'Parental Declaration Form for Early Education and Childcare'. These will require completion and must be returned to the school office at least 2 weeks prior to the child's start date. Failure to return forms may result in a nursery place being deferred or your application being put on the waiting list.

Should you have any queries regarding any Government funding, please visit the www.childcarechoices.gov.uk or www.gov.uk/help-with-childcare-costs

SELF FUNDED

Nursery Fees will be applicable for children enrolled prior to any funding start date. Fees are payable monthly. Invoices will be issued termly at the beginning of term, and will identify payment dates and fees due. These will also confirm sessions being charged and/or funded. Invoices will NOT be issued if you are fully funded. You have the option to pay monthly or a single lump sum, electronically through our ParentPay system, Childcare Tax Vouchers, or the Government Tax Free Childcare scheme – see www.gov.uk/tax-free-childcare to check if you are eligible. Alternative arrangements can be made by contacting the school.

HOLIDAYS/ABSENCES

All Liden Primary School Teacher Training Days, School Holidays and Bank Holidays also apply to Nursery, and are not charged for. Any holidays arranged by parents for Nursery children during school term time must be notified to the School Office in advance. These days will continue to be charged for at the usual rate.

Note: if your child is funded, the Borough will not fund any single period in excess of 4 weeks. Please ensure you advise the school office in advance of potential absences of this duration.

If self funded, absences due to sickness and/or medical appointments, including hospitalisation, will still require payment of fees for the duration of the absence. If funded, and you believe the absence may be in excess of 4 weeks, please advise the school office as soon as possible.

BREAKFAST CLUB - available Monday to Friday from 7.30am to 9.00am and is charged at £5 per session. Various foods eg toast, crumpets, pancakes and fruit and drinks (milk or water) are available. Completed booking forms, available from our website, are required by the indicated cut-off date, whereby an invoice will be raised for payment on our Parent Pay system. No refunds are given for days unattended/no longer required.