

**LIDEN ACADEMY NURSERY/PRE-SCHOOL ADMISSION FORM**  
**APPLICATION FOR A NEW NURSERY PLACE**

**OFFICE USE ONLY**

Date Received .....

Date Offer Made .....

REQUESTED START DATE .....

(Please enter above the date you would like your child to start at Liden Academy Nursery – termly starts only - January, April or September)

*Exceptional circumstances may be considered – please call the school office to discuss*

**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 entitle them to a place at Liden Academy ie 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)

For information on Government funded hours, please see attached appendix, our Nursery Prospectus, our school website ([www.liden.excalibur.org.uk](http://www.liden.excalibur.org.uk)) and Childcare Choices website (<https://www.childcarechoices.gov.uk>) for further information. These hours can be used for morning and/or afternoon sessions Unfunded sessions are charged at £5.00 per hour (£15 per session). Full day sessions are available – please select morning and afternoon.

**\* For students staying all day, School Dinners can be ordered in advance at a cost of £1.60 per meal. You will need to book and purchase these on our MyChildAtSchool 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 <b>only</b> .	<p><b>FOR MULTIPLE NURSERY PROVISION</b></p> <p><input type="checkbox"/> I will be applying for/receiving funding for my child's place at Liden Nursery and at (enter provider name)</p> <p>.....</p> <p>tel. ....</p> <p>Please state number of weekly hours claiming at each</p> <p>Liden ..... Other .....</p>
<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 Funded Nursery space (2 yrs old) Please complete one of the validation code boxes below, as appropriate, for 2 year old funding, if known

**On economic grounds**

**New 2yr old funding for working families wef April 2024**

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15hr Funded Nursery space (3-4 yrs old)

30hr Funded Pre-School space (3-4 yrs old)

**3 year old 30hr funding for working families**

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Funding will be available from .....(enter date)

Please provide any funding confirmations either from Swindon Borough Council (on economic grounds for 2 yr olds) or from Childcare Choices (for Working families – 15hrs for 2 yr olds OR 30 hrs for 3 yr olds).

NOTE: Universal 15 hr funding is automatically available from the term following your child’s 3<sup>rd</sup> birthday

Please provide the following Parent/Guardian details in order to validate funding claims with SBC and to facilitate checks for any additional funding to be used to support a child’s early year’s development (known as EYPP).

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

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

**6. 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

**7. 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

**8. Parent/Guardian Contact Details**

**Dated:** .....

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

**Address:**.....

**Contact No:** ..... **Email:** .....

Should you have any queries, please see the attached appendix, consult our Nursery Prospectus, visit our school website ([www.liden.excalibur.org.uk](http://www.liden.excalibur.org.uk)), email [admin@liden.excalibur.org.uk](mailto:admin@liden.excalibur.org.uk) or visit the school office. Should you like to view the nursery/school, please contact us: tel 01793 531025

## APPENDIX

### ENROLLMENT

Places are available for children from 2 to 4 years. In line with Swindon Borough Council's funding terms, 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,).

Placements are usually fulfilled at the beginning of a term. Exceptions may be considered by the Early Years Lead. Applications should be made to the school office before the school half term prior to your required Nursery start date. There is a Nursery Welcome pack available from the school office with additional forms to accompany your application. All forms must fully completed and returned to the school office before any place offer can be made.

### NURSERY FEES

#### FUNDED

If you are looking for a funded place, these may be available from the term following your child's 2<sup>nd</sup> or 3<sup>rd</sup> birthday (as appropriate), and must be applied for and confirmed prior to your child starting at the Nursery. Visit <https://www.childcarechoices.gov.uk> to check eligibility and to apply. Hours shown below are weekly.

#### 2 year old possible funding available upon application

- 15hrs on economic grounds – usually based upon benefits already being claimed and/or household income.
- 15hrs for working families - based on family income and/or circumstances and is associated with a minimum level of earnings/hours worked.

#### 3 to 4 year old funding available

- 15hrs - An automatic entitlement known as Universal funding, available from the term following a child's 3<sup>rd</sup> birthday.
- Possible top up (additional to Universal funding) of 15hrs for working families upon application – based on family income and/or circumstances and is associated with a minimum level of earnings/hours worked.

All application-based funding must be applied for during the term before funding is to be used. If funding has been agreed, you will be provided with a code. Please enter this code on the Nursery application form, along with your Parent/Guardian National Insurance Number(s) and Date of Birth, and also provide a copy of any funding notification you have received, for validation purposes with Swindon Borough Council (SBC). Funding can be used across multiple childcare providers but the total ie 15 or 30 must not be exceeded.

#### 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 instalments or a single lump sum, electronically by BACs transfer, Childcare Tax Vouchers, or the Government Tax Free Childcare scheme – see [www.gov.uk/tax-free-childcare](http://www.gov.uk/tax-free-childcare) to check if you are eligible. **NOTE:** Late fees are charged where children are collected 10 minutes after usual session finish time.

#### 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 for Nursery children during school term time must be notified in writing to the School Office in advance. These will continue to be charged for at the usual rate. Note: if your child is funded, SBC will not fund any single period in excess of 4 weeks and you will be required to self-fund in order to keep your nursery place open.

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** - Monday to Friday. 7.30am to 9.00am chargeable at £5 per day. Various and drinks are available. Bookings are made electronically on our MyChildAtSchool system and must be booked in advance (cut-off is Wednesday prior to when the club is required). No refunds are given for days unattended/no longer required.

**WHAT HAPPENS NEXT** – Applications/change requests will be reviewed after the half term holiday prior to your requested start date. You will be contacted to confirm requirements followed by an invitation to a meeting with Nursery Room Leaders to discuss your child's needs. Proving all needs are met and funding is in place, a Session Letter will be issued confirming attendance information. For funded provision, a 'Parental Declaration Form for Early Education and Childcare Entitlements' form, accompanied by a 'Swindon Borough Council Early Years and Childcare Privacy Notice' will be provided for completion and return to the 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.