



Liden Academy
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 www.liden.excalibur.org.uk



OFFICE USE ONLY
 Date Received
 Date Offered

Liden Academy Nursery
Session Change Form

Please use this form to request a change to your child's current Nursery Sessions, including giving notice of termination of their Nursery place, if applicable.

1. Change Required For:

CHILD'S NAME: **D.O.B**

Effective Change Date being requested:

2. Sessions Currently Attending

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

3. Session Changes Required

- a) **Change** around of existing sessions being attended at Liden Academy Nursery.
- b) **Additional** sessions required at Liden Academy Nursery
- c) **Now Funded in full or part** where previously paid for some or all sessions

Please confirm below the sessions (including those already attended, that you would now like to be considered. It may not always be possible to accommodate your exact requirements, however, we will do our very best to be able to offer what you are looking for.

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

Please confirm below any flexibility you have with your requirements, should we unable to accommodate your choices above. Are there any alternative sessions you might consider?

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- d) **Notice of Session Cancellation** (please tick if appropriate)

(Use this form to give Notice in writing for cancellation of some or all sessions, to be received by the school office at least 1 calendar month before the cessation is to happen)

I hereby give 1 calendar month's notice that I wish to reduce my child's Nursery Sessions as above	<input type="checkbox"/> (Please tick if appropriate) Effective Date
I hereby give 1 calendar month's notice that I wish to cancel all of my child's Nursery Sessions	<input type="checkbox"/> (Please tick if appropriate) Effective Date

If your child is leaving Liden Academy Nursery, please provide details of where they will be receiving Nursery provision:

My child is transferring to: **NURSERY** or **CHILDMINDER**

NAME (of Nursery/Childminder)

CONTACT No:

CONTACT NAME (if at Nursery)

4. Funded Placements

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's change of session at 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 3rd birthday.
- 30 hrs - Possible top up of 15 hrs to add to Universal funding - 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 indicate if funding is relevant below and enter this code as indicated, along with your Parent/Guardian National Insurance Number(s) and Date of Birth. Please 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.

Please confirm below which funding option will apply to the changes requested for your child on the

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

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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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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). In doing so you are giving permission for Liden Academy to share this information with SBC.

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

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

5. Self Funded Placements

Will you be self-funding some or all of your child's nursery place?

Yes / No

If you would like to increase the number of hours your child attends nursery, and you will be self-funding, **please confirm below** the total number of hours you will be self-funding :

I confirm that I will pay for a total of sessions per week, for provision of my child's place at Liden Academy Nursery. Fees will be charged at the rate of £15 per session.

6. Signatory

NAME: **DATE:**

SIGNED: **RELATIONSHIP (to child):**

Contact telephone number