



St Peter's C of E (Aided) Primary School
 Little Green Lane, Farnham, Surrey, GU9 8TF
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 ✉: info@stpeters-farnham.surrey.sch.uk
www.stpeters-farnham.surrey.sch.uk
Head Teacher: Mrs Sarah Dunning MEd ALCM



Application for Admission to Green Shoots Nursery

nursery@stpeters-farnham.surrey.sch.uk

- Please note that completing this form does not guarantee a place.
- You will be notified by the school if you have a place within 2 weeks of receiving your application form.
- If you believe you meet the criteria for 30 hours free entitlement for 3-4 year old children, you must obtain an 11-digit eligibility code from HMRC - see <https://www.surreycc.gov.uk/people-and-community/families/childcare/paying/30-hours-funded-childcare-for-working-parents> for details of how to apply. We need this code before we can offer a 30-hour place in the nursery.
- Please complete this form in block capitals and sign it.
- Please contact the school if you have any queries concerning completion of this form.

1. Child's Details		
Child's Last Name:		
Child's First and Middle Names:		
Child's Date of Birth:	/ /	Gender: Male / Female
When would you like your child to start at Green Shoots nursery?	Month: Autumn / Spring / Summer term <i>(please delete as appropriate)</i> Year: _____	
How old will your child be when they start?	Years	Months
Child's Home address: (this must be the child's normal place of residence and not a relative or carer's address)	Postcode	

2. Parents / Guardians / Carer's Details		
Title:	Mr / Mrs / Miss / other:	Mr / Mrs / Miss / other:
Last Name:		
First Name:		
Relationship to Child:	Mother / Father / Stepparent / Foster Parent / Social Worker / Other family member / Other Contact / Other Relative - Please provide details	Mother / Father / Stepparent / Foster Parent / Social Worker / Other family member / Other Contact / Other Relative - Please provide details



Address: (if different from that of the child given overleaf)		
	Postcode	Postcode
Daytime telephone number:		
Mobile telephone number:		
Email address:		
Additional or Special Needs / Medical / Dietary / Allergy information:		
Any additional information you would like to share:		

Childcare provision required					
Please tick which sessions you require for Green Shoots Nursery:					
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 9.00 – 12.00					
Afternoon 12.00 – 3.00					
I am interested in Nursery Breakfast and After School provision subject to availability					YES / NO
Please tick which sessions you would require for Breakfast and After School provision					
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 7.45 – 9.00					
Afternoon 3.00 – 4.30					
Afternoon 3.00 – 5.45					
Is your child attending another nursery at present? Will you be leaving this nursery if you are successful in your application to Green Shoots nursery? Please give details of this and funding being claimed if applicable.					



Additional information needed for children claiming 30 hours free childcare

The Government has currently indicated eligible families are those where both parents are working, or the sole parent is working in a lone parent family, and each is earning on average a weekly minimum wage equivalent to 16 hours at National Minimum or Living wage, (i.e. equating to about £5,500 per annum) and less than £100,000 per year. Additional information can be found on the Surrey County Council website. <https://www.surreycc.gov.uk/people-and-community/families/childcare/paying/30-hours-funded-childcare-for-working-parents>.

All children who receive the extended free entitlement provision at Green Shoots Nursery for 30 hours per week are allocated a core offer of 15 hours which will be reverted to in the event of a child's eligibility for this entitlement ending. At this point in time parents will either have the option to directly fund the additional 15 hours per week themselves (refer to the Terms and Conditions document) or reduce their child's nursery provision to the core offer of 15 hours.

Parent / Carer National Insurance Number

If applicable, 30 hours eligibility code (11 digits)

Parent / Carer Declaration and Signature

I wish to apply for a place at Green Shoots Nursery.

I certify that I am the person with parental responsibility for the child named in Section 1 and that the information given is true to the best of my knowledge and belief.

I understand that if I give any false or deliberately misleading information on this form and/or supporting documents, or withhold any relevant information, this may lead to the withdrawal of an offer of a nursery school place for my child. I understand that the school reserves the right to amend its provision of nursery.

Signature of Parent / Carer:

Date:

Further Information

Definitions

FEE – Free Early Education – universal entitlement of 15 hours per week for all three- and four-year olds.

FEET – Free Early Education for Two Year Olds – offer of 15 hours per week for eligible two-year olds.

Extended Entitlement / 30 hours – offer of an additional 15 hours per week (in addition to the universal offer of 15 hours per week) for eligible three- and four-year olds.

Personal Information Policy

We respect your rights and are committed to ensure that we protect your details and the information about your dealings with us. In accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR), we will use your information for the purpose of processing your application for a nursery place. We may share your information (but only the minimum amount of information necessary and only where it is lawful to do so) with Surrey County Council and other agencies (including schools, other councils, central government departments, law enforcement agencies, statutory and judicial bodies, contractors that process data on our behalf and medical advisors). We may also use and disclose information that does not identify individuals for research and strategic development purposes. You can find out more about how we manage your data on our website.



Green Shoots Nursery - Terms and Conditions

NAME OF CHILD	
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Admission

A completed Nursery Terms and Conditions form must be completed and returned prior to your child joining our nursery. Without this information we will not be able to accept your child into the nursery.

Additional Fees and Invoices

All children are entitled to a 15 hours universal offer funded by the Government. If parents wish to purchase additional hours these can be booked in blocks of 3 hours, at a charge of £6.50 per hour. All additional sessions/days purchased must be booked and paid for in advance of the term you wish them to commence and will be for a FULL TERM. Please note that we cannot guarantee availability of additional sessions for the full school year and they will be allocated on a first come, first served basis. The school will need to review the purchase of additional sessions/ days each term and in accordance with our waiting list for funded places. If payment has not been received, then your child will not be able to stay for any additional hours. We are unable to change or refund any bookings for additional hours once the term has started. School meals must be paid for a half term in advance.

All payments whether for additional hours, extended day care or school meals will be paid on-line via the school's SCOPay system

Opening Times

The Nursery sessions run from 9:00am – 3:00pm for a full day. Half day sessions are 9:00am —12:00 or 12:00 —3:00pm. The Nursery is open during term time only and will be closed during all school holidays, including INSET days.

Personal Property and Belongings

The nursery cannot be held responsible for any loss or damage to a child's property or belongings. Every reasonable effort will be made to ensure that no such damage is incurred. Please ensure that your child's clothing is clearly labelled, and we suggest that all personal toys, books and equipment are left at home.

Accidents and Illness

The nursery reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and asked to sign an accident record form. Staff are able to administer **prescribed medicines only** if parents have completed a Medicine Consent Form.

We may require parents to collect their child from Nursery in the event of illness or if they require medical attention that cannot be provided by the school first aid. If a child has had sickness or diarrhoea the school have a 48-hour exclusion policy from the last bout of illness. Parents must inform the Nursery if their child is suffering from any illness, sickness or allergies before attending the nursery and also if their child will be absent due to any illness on that day.

Agreement

These Terms and Conditions represent the agreement and understanding between the parents (including other carers) and the Nursery. We reserve the right to update / amend these Terms and Conditions at any time. One months' notice will be given of any changes made.

I have read and understand the Terms and Conditions and agree to be bound by them.

Signature			
Print Name		Date	
Please return your completed form to St Peter's School Office			