St Peter's C of E (Aided) Primary School
Little Green Lane, Farnham, Surrey, GU9 8TF
☎: 01252 714115 Fax: 01252 721215
✉: info@stpeters-farnham.surrey.sch.uk
www.stpeters-farnham.surrey.sch.uk
Head Teacher: Mrs Sarah Dunning MEd ALCM

Effective from 1 September 2026

Application for Admission to Green Shoots Nursery

nursery@stpeters-farnham.surrey.sch.uk

- Please note that completing this form does not guarantee a place.
- 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: September / January *(please delete as appropriate)* **We do not offer an April intake** 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:		

Does your child have a sibling in St Peter's School or Green Shoots Nursery at the time your child starts? If so please provide details of name and year group.
Does your child have Additional or Special Needs? Please give details of the professionals involved e.g. Speech & Language Therapist, Portage, Educational Psychologist, Children's Services.
Does your child have any medical conditions including allergies or intolerances?
Are there any dietary requirements?

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

If yes, please contact base@stpeters-farnham.surrey.sch.uk to register your interest and confirm that you would like to be added to their waiting list

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.

Effective from 1 September 2026

Green Shoots Nursery - Terms and Conditions
Parent copy

Please read these terms and conditions carefully in conjunction with the Nursery Admissions Policy.

Admission
You must complete a Nursery application form before we can consider offering a place at the Nursery. Places will be offered in accordance with the published admissions policy for the academic year of admission. The maximum number of places available is 28. The Governing Body seeks to administer a nursery admissions policy that is balanced and fair, and reflects the diversity and needs of our local community, whilst ensuring the financial viability of the nursery for the benefit of the children who attend. We have therefore reserved a number of places for 15h and 30h FEE children, 15h FEET children, paid-for additional sessions and places for two and a half year olds.

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.

Sessions:
Places are available during core hours as follows:
- 5 days per week funded by extended free early education (FEE 30 hours) for eligible 3- and 4-year olds
- 2.5 days per week funded by free early education (FEE 15 hours) for eligible 3- and 4-year olds
- 2.5 days per week funded by free early education for 2 and a half year olds (FEET)
- Additional 3 hour sessions self-funded.

All children attending Green Shoots Nursery must attend for a minimum of 5 sessions per week.

Eligibility:
3 and 4-year-old children are eligible for admission at the beginning of the first term following their third birthday. 2-and-a-half-year-old children are eligible for admission at the beginning of the first term after they have turned 2 and a half. If a place is offered to you and you do not accept the place within the above deadline, we reserve the right to offer the place to another child.

Reception Class:
Please note that there is no automatic admission into the Reception class of St Peter's Primary School for children attending Green Shoots Nursery. Parents must reapply for a Reception place when their child approaches statutory school age and applications must be made through Surrey County Council's Co-ordinated Admissions Scheme by their published deadline.

Waiting List:
We will accept names onto the waiting list at any time, and will consider these in line with the Admissions Policy at the time the child becomes eligible to attend nursery.

Additional Fees and Invoices:

- All 3-4-year-old 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 £8.50 per hour. All additional sessions/days purchased must be booked and paid for in advance.
- Parents must be registered on the SCOpay system in order to make a payment. Please speak to someone in the school office if you cannot login.
- Billing / balance notifications will be sent at the end of the month for the following month. Payment must be made by the 14th of each month. Continual late payment may result in your child being removed from the Nursery register. Payment can be made via SCOpay, using childcare vouchers or via the tax-free childcare system. Please ask for further details.
- Prices are reviewed annually and published separately. Please ask if you require a copy.
- We are unable to change or refund any bookings for additional hours once the term has started.
- Money is not refundable for absence due to illness or other family commitments. Money is refundable however for reasons caused by the school or nursery e.g. school closure.
- One month's notice of cancellation of a regular booking must be given.
- You will be charged a late fee of £25 for every 10 minutes after the agreed finish time of either 12.00pm or 3.00pm.
- School meals must be paid for in advance.

30 Hour Extended Entitlement Eligibility Code

You are responsible for confirming and reconfirming your eligibility code for 30 hours funded childcare every three months and at least two weeks before the validity end date. You must do this even if nothing has changed to ensure that the code remains valid. If a code is no longer valid, your child will revert back to the universal 15 hours funded early education entitlement and we will allocate a 15 hours FEE place block

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.

Effective from 1 September 2026

Green Shoots Nursery - Terms and Conditions
To be returned to nursery

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

Child's name			
Signature			
Print Name		**Date**	
Please return your completed form to Green Shoots Nursery			