

Saint Francis

St Francis Church of England Voluntary Aided Primary School

Aiken Road, Taw Hill, Swindon, Wiltshire, SN25 1UH

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Nursery Application Form

Applications for Nursery places are assessed using the current St Francis Admissions Policy

Child's Details					
Child's Surname		Child's Forename			
Gender Male/Female		Date of Birth	__/__/__	Birth Cert. Seen	OFFICE USE ONLY []
Child's Permanent Home address					
				Postcode	
Name of first parent / carer living at child's permanent address					
Title	Name	Surname			Relationship to child
Home phone			Work phone		
Mobile phone			Email		
Name of second parent / carer living at child's permanent address					
Title	Name	Surname			Relationship to child
Home phone			Work phone		
Mobile phone			Email		

Does your child have sibling (brother, sister or others living as a brother or sister in the same family unit at your address) who is attending St Francis CE Primary School?

Name of Sibling(s)	Date(s) of birth	Year group

Does the child have a Statement of Special Educational Needs that names the school / nursery?	YES / NO (please circle)
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Is the family a regular attendee of a church which is a member of "Swindon Churches Together", as detailed in the current Admissions Policy (available from the school office or website). If yes, please complete and attach the NURSERY SUPPLEMENTARY INFORMATION FORM.	YES/NO (please circle)
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Sessions required (Please select one from the first preference column and one from the second preference column – preferences will be allocated based on admissions criteria – See appendix for session descriptions)					
First Preference			Second Preference		
Full time 30 hours - Monday to Friday 8:30 till 3:20 Including a lunch club £13.75 per week (11:30 -12:20)*			Full time 30 hours - Monday to Friday 8:30 till 3:20 Including a lunch club £13.75 per week (11:30 -12:20)*		
Part time 15 hours – Monday to Friday AM – 8:30 till 11:30		WITHOUT LUNCH CLUB	WITH LUNCH CLUB (£13.75 per week - 11:30-12:20) Please provide a packed lunch	Part time 15 hours – Monday to Friday AM – 8:30 till 11:30	
Part time 15 hours – Monday to Friday PM – 12:20 till 3:20		WITHOUT LUNCH CLUB	WITH LUNCH CLUB (£13.75 per week 11:30-12:20) Please provide a packed lunch	Part time 15 hours – Monday to Friday PM – 12:20 till 3:20	

* This can include a 15 hour funded place and self funded 20 hours

Please note:
We are **unable** to guarantee that we will be able to provide your preferred sessions. You can use your funded hours for morning and afternoon sessions (see Appendix for further information on funding). Unfunded sessions are charged at £15 per session. The lunch club is £2.75 per session.

Childcare placements			
I will be applying for/receiving funding for my child's place at St Francis CE School Nursery ONLY			
FOR MULTIPLE PROVISION			
I will be applying for funding for my child's place at St Francis CE School Nursery and at			
Providers name		Phone number	

FUNDING					
Please confirm below which funding option/s will apply to you upon a place being offered/accepted for your child					
30 hour funded Nursery place		15 hour funded Nursery place		30 hour Nursery Place (15 hour Funded Nursery place + 15 hours paid)	
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
PLEASE PROVIDE THE 11 DIGIT VALIDATION CODE FOR 30 HOUR FUNDING					

I confirm that the information given on this form is correct. I understand that any offer of a place made on the basis of false information may be withdrawn, even if my child has started at the nursery. I understand that I shall be responsible for all transport costs and arrangements to ensure my child's regular and punctual attendance at St Francis CE Primary School Nursery if a place is offered.

Signature of Parent / Carer	PRINT NAME	Date

APPENDIX

Enrolment

Places are available for children from 3 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 3rd birthday and must be applied for and confirmed prior to your child starting at the Nursery.

3 to 4 year olds (15 hours 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 (30hours funded) - 30hr funding may available to working parent(s) meeting specified criteria – visit the Government website at <https://www.gov.uk/apply-30-hours-free-tax-free-childcare> 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.

REMINDER: You must apply for 30hr funding via the Childcare parenting website, www.childcarechoices.gov.uk. This must be applied for the term prior to the start of the funded period i.e. if your child turns 3 from 1st January to 31st March or your circumstances change within this period and you believe you may be eligible, applications for 30hr funding must be made by 15th March for funding to be available from the beginning of the following term i.e. April. Should you have any queries regarding any Government funding, please visit the www.childcarechoices.gov.uk website.

Self-funded

Nursery Fees will be applicable for children enrolled prior to any funding start date.

Fees are payable termly. 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.

Holidays/Absences

All St Francis CE Primary School and Nursery Teacher Training Days, School Holidays and Bank Holidays also apply to Nursery, and are not charged for.

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.

Sessions

We offer 5 possible types of sessions

1. 30 hours fully funded (check eligibility) – 8:30am till 3:20pm. Session 1 is 8:30 till 11:30, then lunch club £13.75 per week, then session 2 is 12:20 till 3:20 – Bring a packed lunch **
2. 15 hours funded AM session - 8:30am till 11:30am
3. 15 hours funded AM session - 8:30am till 11:30am then lunch club £13.75 per week – Bring a packed lunch**
4. 15 hours funded PM session - 12:20pm till 3:20pm
5. 15 hours funded PM session – 11:30am -12:20pm lunch club £13.75 per week** then 12:20pm till 3:20pm – Bring a packed lunch

** We accept payment through tax free childcare and Childcare Vouchers for all paid for sessions including lunch club