



Leppington, Bracknell, Berks, RG12 7WW
 Phone: 01344 455815 Fax: 01344 306573
 Headteacher: Michael Dillon



Nursery Application Form

Please note: This is an application for Nursery only. You will need to make a separate application to Bracknell Forest Local Authority for a place at Birch Hill Primary School.

Session preferences: Please tick preferred sessions (We have a limited number of spaces for those parents eligible for the 30 hours Nursery funding. Please contact the school office if you are interested in 30 hours).

| Day | Morning session (9.00-12.00) | Afternoon session (12.00-3.00) |
|-----------|------------------------------|--------------------------------|
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |

| | |
|---|------------------------------|
| Details of Child: | |
| Legal surname : | Legal forename: |
| Middle names(s): | Gender: Male / Female |
| Date of birth:(Please include birth certificate) | |
| Address: | Postcode: |
| Previous pre-school attended (if applicable): | |
| Does your child have a Special Education Need and /or Education Health Care Plan? (EHCP) Yes/No | |

Please give the name of any older siblings, or family members living in the same family unit, who will be attending Birch Hill School at the time of the applicant's admission:

Name: _____ DoB: _____

Name: _____ DoB: _____

Name: _____ DoB: _____

Does your child have any medical conditions or allergies that we should be aware of? Yes / No
 If yes, please give details:

| | |
|--|---|
| Is this child looked after by (in the care of) the Local Authority? Yes / no | If yes, please state the name of the Local Authority: |
|--|---|

| Details of Parents/Guardians: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-------------------------|-----------------|-----------------|---|--|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|---|--|--|---|---|--|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|----------------------------|--|----------------|--|
| Mother Title: | Father Title: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Surname: | Surname: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Forename: | Forename: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address: | Address: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Postcode: | Postcode: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Telephone number: | Telephone number: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Email: | Email: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>National Insurance Number: <i>If you are on low income, and/or in receipt of any benefits, your child may be entitled to Early Years Pupil Premium funding. Please provide your National Insurance Number for the Local Authority to check eligibility. (Confidential)</i></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 50%; padding: 5px;"><i>Parent 1</i></th> <th style="width: 50%; padding: 5px;"><i>Parent 2</i></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">/</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table> </td> <td style="padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">/</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table> </td> </tr> <tr> <td style="padding: 5px;">National Insurance Number:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Date of Birth:</td> <td style="padding: 5px;"></td> </tr> </tbody> </table> | | <i>Parent 1</i> | <i>Parent 2</i> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">/</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table> | | | / | | | | | | | | | | | | | | | | | | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">/</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table> | | | / | | | | | | | | | | | | | | | | | | National Insurance Number: | | Date of Birth: | |
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| Date of Birth: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

ETHNIC ORIGIN – Please circle one code only

| | |
|----------------------------|------|
| BRITISH | WBRI |
| IRISH | WIRI |
| ANY OTHER WHITE BACKGROUND | WOTH |
| WHITE/BLACK CARRIBBEAN | MWBC |
| WHITE/BLACK AFRICAN | MWBA |
| WHITE/ASIAN | MWAS |
| ANY OTHER MIXED BACKGROUND | MOTH |
| INDIAN | AIND |
| PAKISTANI | APKN |
| BANGLADESHI | ABAN |
| ANY OTHER ASIAN BACKGROUND | AOTH |
| BLACK CARRIBBEAN | BCRB |
| AFRICAN | BAFR |
| ANY OTHER BLACK BACKGROUND | BOTH |
| CHINESE | CHNE |
| ANY OTHER ETHNIC GROUP | OOTH |

FIRST LANGUAGE

English

Other – please specify which language is spoken at home

.....

Please indicate whether English is a second language

Yes No

COUNTRY OF ORIGIN

.....

DATE OF ARRIVAL IN UK

.....

RELIGION – Please tick

| | |
|----------------|-----|
| CHRISTIAN | CHR |
| HINDU ... | HIN |
| JEHOVAH | JEH |
| JEWISH... | JEW |
| METHODIST | MTH |
| MUSLIM. | MUS |
| NO RELIGION | NON |
| ROMAN CATHOLIC | ROC |
| SIKH . | SIK |
| UNCLASSIFIED | UNC |
| UNITED REFORM | URC |
| OTHER.... | OTH |

Terms and Conditions

Fees and Charges

Confirmation of session fees will be given with your offer letter. We do not offer discounts for siblings.

If parents access hours above the free entitlement they will be charged per hour at a rate set by the school. Parents will be notified of the charge when the child's hours are confirmed.

The Free Entitlement (Early Education Funding)

The local authority provides funding so that a child can access 15 hours free entitlement for 38 weeks a year from the term after their third birthday. The funding will continue until the term after a child's fifth birthday or until the child takes up place in a reception or year one class at a maintained school.

We will need to see a copy of your child's Birth Certificate to confirm that your child is eligible for the free entitlement. We will ask you to fill out a Parent Declaration form each term by a given date in order to receive your funding for the next term.

Holiday and Sickness

You must still pay fees even if your child does not attend on a particular session (e.g. family holiday; child sickness). This is because their space is still kept for them and we still have to pay staff wages and other costs.

Price Increases

Our fees are reviewed by the Senior Leadership Team every spring. It is likely that they will increase by a small amount each year and this increase will come into force each September. If you will still be paying fees at the time of the increase you will be given at least 28 days' notice of this. Fees will not normally increase at any other time of the year. If we have to increase fees during the year for reasons beyond our control, parents will always be given 28 days advance notice of this.

Invoicing

Parents who do not yet receive the free entitlement or are purchasing additional hours will receive an invoice from us before the beginning of each half-term period. A half-term period is usually between five and seven weeks. The invoice will show clearly what the charges are in relation to. Fees are payable in advance and are due before the first day of the period they relate to (the first day of each half term). You will always be given a minimum of three weeks to pay your invoice. Please pay by cheque, via internet banking or through employer childcare voucher systems (please ask for details).

Payment Difficulties

If you are experiencing financial difficulties then you must speak to Mrs Light, School Business Manager, as soon as you can. We may be able to arrange for you to pay in installments. There are sometimes additional ways that we can help you. Speak to the Nursery teacher and bring details and proof of your current financial situation.

Notice of Termination

Four weeks (term time) written notice (NOT including half terms, breaks, etc.) must be given to the Nursery teacher (other than those children leaving to start statutory school at the age of five) or a notice payment of £150 will be required as agreed in the *Notice of Termination* policy. This payment is always enforced and legal action is taken where necessary.