Please return this form to the School Office on completion

NURSERY WAITING LIST APPLICATION FORM
ST JOHNS COMMUNITY PRIMARY SCHOOL AND NURSERY

1. Entry onto the Nursery waiting list does not guarantee your child a place at Nursery. We advise that there is no automatic transfer from the Nursery to St John's Community Primary School. Please read the Admissions Policy as this explains how the admissions process works and how places are offered in the event of oversubscription.

2. For the purpose of our waiting list we require the minimum amount of information to hold until such time as places are allocated. Once your child has been offered a place a full application form will be given to you for all your details. The information below is held until Nursery places are agreed at which time, if you no longer need a space or are unfortunate enough not to be allocated one, this information will be destroyed and not held for any longer than necessary.

Details of the child to be placed on our waiting list We require this information to allow us to register your child with the Nursery					
Forename (as on Birth Certificate)	Other names (also known as)	Surname (Legal, not Preferred)			
If appropriate, underline the forename by which your child is known		Date of Birth			
Current Home Address (including Post Code)					
		Gender (please ✓)			
		M		F	
Parent/carer name					
Contact Telephone number					
Email address					
Parent / carer signature					

I would like my child to be considered for the following sessions from the term after their third birthday.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 8.45am – 11.45am					
Lunch 11.45am – 12.15pm					
Afternoon 12.15pm – 3.15pm					

ADMISSIONS POLICY

Children may be admitted, if places exist, the term after their third birthday.

The Nursery is open all day Monday – Friday, term time only.

Session 1: 8.45am – 11.45am.
Lunch cover: 11.45am – 12.15pm. (There is a £3.00 charge per day for lunch cover if all funded hours have been taken)
Session 2: 12.15pm – 3.15pm.

Each child is entitled to 5 x 3 hours (15 hours) free government funded sessions.

If you would like your child to attend for extra sessions there are two ways to enable your child to attend for up to 30 hours:-

1) Parents can apply directly to HMRC and, if they are eligible, will be issued with a voucher code to give to school – this needs to be done every three months. You will be eligible if both parents are working (or sole parent in a lone parent family) and each parent/carer earns between, on average, a weekly minimum equivalent to 16 hours at national minimum wage and less than £100,000 per year. Please go to www.childcarechoices.gov.uk and follow the instructions to check your eligibility.

2) Parents can pay for the extra sessions at a cost of £18.00 per 3 hour session. An invoice will be raised half-termly and must be paid for in advance.

Our Nursery has up to 26 places are available each session with a number of places allocated for children who have special needs. Where appropriate, additional support may be available for children who require it.

If more places are required than are available the following Local Authority criteria for admissions will be applied:

1. Children with a statement of special educational needs naming the Nursery.
2. Children in public care who are due to access three and four year old funding.
3. Children who are due to access three and four year old funding who are living in the area served by the School and Nursery and who have a brother or sister attending the School.
4. Children who are due to access three and four year old funding who are living in the area served by the School and Nursery.
5. Children who are due to access three and four year old funding living outside the area served by the School and Nursery and who have a brother or sister attending the School.
6. Children who are due to access three and four year old funding living outside the area served by the School and Nursery.

Nursery children can also access our After School Club which runs Monday – Thursday until 5.45pm at a cost of £12.00 per session.