



# Warren Wood Primary School and The Evergreen Centre

## Nursery Application Form

Child's Full Name:	Date of Birth:  Male <input type="checkbox"/> Female <input type="checkbox"/>
Parent/Carer Full Name:	
Home Address:    Postcode:	Home Telephone Number:   Mobile Number:  Email Address:
Please list the names of any siblings who currently attend Warren Wood Primary School:	
Please list any medical or Special Educational Needs that we need to be aware of:	

## Funding:

What type of funding are you looking to use?

15 hour

30 hour

*(please tick one of the above options)*

### 15 hour funding

- Please note that all children eligible to attend Nursery receive 15 hours universal free funding.

### 30 hour funding

- To be eligible to receive 30 hour funding, please note that you must be a lone parent working 16 hours or more per week or 2 parents must be working 16 hours or more per week.
- To check your eligibility to see if you are eligible to receive 30 hours free funding, please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).
- Please note that if you are eligible for this type of funding, you must supply your 30 hour code and National Insurance number to Miss Green, Office Manager and Admissions Officer as soon as you have applied for this. Please note that you are responsible for refreshing your code at several points throughout the year. Your code will never change, just be refreshed to check that you continue to be eligible to receive this funding. If you do not refresh your code and it expires, you will then have to pay for any extra sessions once 15 hours free funding has been used if you wish for your child to continue to attend Nursery for more than 15 hours.
- Please note that with 30 hour funding, due to the length of the school day, you will incur a charge of 3.75 extra hours per week as the school day is 6.75 hours and your 30 hour code only covers you for 6 hours a day. An invoice will be sent to your termly for this extra charge, charged at £5.30 per hour. Fees will be added to your ParentPay account termly.

### Extra sessions if on 15 hour funding:

- If you would like extra sessions and your child is only on 15 hour funding, these will be charged at £5.30 per hour once you have used your 15 free hours. Fees will be added to your ParentPay account termly.

If you have already applied for your 30 hour code, please list the following below:

30 hour code: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

*(this must be the National Insurance Number that is registered to your 30 hour code)*

**Sessions:**

Please tick the days of the week / sessions that you would like your child to attend Nursery for. We will do our very best to accommodate these for you:

	AM Sessions (8.30am to 11.30am)	PM Sessions (12.30pm to 3.30pm)	All Day (8.30am to 3.15pm)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

**Educational Settings:**

Please list any playgroups or Nursery settings that your child has ever attended (*please leave blank if this is not applicable to your child*):

Name of educational setting	Date From	Date To

**Attendance:**

Please note that Nursery children are expected to attend all their booked sessions that have been asked for on a weekly basis unless there is a valid reason for their absence.

Should your child not attend all their booked sessions for three consecutive weeks, their place in our Nursery will be reviewed as we are an oversubscribed Nursery.

**Next steps:**

Please note that children are admitted into our Nursery the term after their third birthday.

We have three intakes a year: September, January, March/April depending when Easter falls. You are welcome to submit an application at any point to put your child on our waiting list.

Please email your completed application form to: [admissions@warrenwoodprimary.co.uk](mailto:admissions@warrenwoodprimary.co.uk) or alternatively please post to Miss Green, Office Manager and Admissions Officer, Warren Wood Primary School, Arethusa Road, Rochester, Kent, ME1 2UR. You will receive an email confirmation from Miss Green to confirm we have received your application successfully and to clarify any information if needed.

We look forward to welcoming you and your child to Warren Wood Primary School. Please do not hesitate to contact us if you require any further information.

**Parent/Carer Name:** \_\_\_\_\_  
(please print)

**Signed:** \_\_\_\_\_  
(parent/carer)

**Date:** \_\_\_\_\_

School Office use only – Term Starting Nursery	
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