Churchtown Primary Nursery

Churchtown Primary School

St Cuthbert’s Rd

Southport

PR9 7NN

**Expression of Interest to Churchtown Primary Nursery**

Thank you for your interest in applying for a place at Churchtown Primary Nursery. Please visit our website at [www.churchtown.org.uk](http://www.churchtown.org.uk)or follow us on Churchtown Primary School facebook page for further information about our nursery. The prospectus, school, policies, newsletters, most recent Ofsted inspection and much more can be found on these sites.

Alternatively, our office staff are always happy to answer your questions either by email office@churchtown.org.uk or telephone 01704 508500.

We are a vibrant, inclusive and family orientated school with a strong community ethos. The excellent start begins at Churchtown Primary Nursery and continues through the school with staff providing a happy, supportive and purposeful environment. Our nursery is pleased to be able to offer places for children from 2 to 4 years of age.

This form is an expression of interest form. It gives you information on our admissions procedures and the different services we offer in our Nursery. To express an interest using this form please:

1. Complete the child’s personal details form
2. Complete the tables with the preferred sessions that you would like your child to attend
3. Sign to confirm that all information supplied in the expression of interest is correct and accurate.

*School will acknowledge the receipt of your expression of interest and send you an offer letter if spaces are available.*

**Nursery Admissions**

20 places are available in Snowdrops, the 2-year-old room, for any child in the term following their second birthday.

50 nursery places are available in Buttercups, the 3-4-year-old room, for any child in the term following their third birthday.

Admission to Churchtown Primary Nursery does not guarantee a place in Reception.

We welcome parents/guardians to express an interest for a place following the birth of their child.

**Churchtown Primary Nursery services offered**

**SNOWDROPS ROOM (2-year-old room)**

1. **2 year old - 15 hours free entitlement**

Currently the criteria for 2-year-olds in England to get free early education and childcare is the following:

All two years old who are looked after by the Local Authority (LA)

Those two year olds whose parent/carers are in receipt of one of the following:-

* Income Support
* Income based job seeker’s allowance (JSA)
* Income related Employment and Support Allowance (ESA)
* Support through part 6 of the Immigration and Asylum Act
* The guaranteed element of State Pension Credit
* Child Tax Credit and have an annual income not over £16,190
* Working Tax credits and have annual gross earnings of no more than £16,190 per year Universal Credit
* If the child has a current statement of special educational needs (SEN) or an education, health and care plan
* If the child is eligible for Disability Living Allowance;
* If the child has left care through special guardianship, child arrangements order or through an adoption order

If you meet the eligibility criteria, your child would be eligible for funding from the term after their 2nd birthday. For more information and how to apply: [www.sefton.gov.uk/2yearolds](http://www.sefton.gov.uk/2yearolds)

For more information on any of the entitlements, please contact us:

[2yearolds@sefton.gov.uk](mailto:2yearolds@sefton.gov.uk)

or call 0151 933 6021 (Mon-Thurs 9am-5pm or Fri 9am-4pm)

**Working parents**

If you are working more than 16 hours per week at national minimum wage, and earn less than £100,000 net income per year, you may be eligible for 15 hours childcare for your 2 year old. Working parents need to apply for a code via the Childcare Choices website which also gives more information about eligibility: [www.childcarechoices.gov.uk](http://www.childcarechoices.govt.uk/)

**BUTTERCUPS ROOM (3 & 4 year old room)**

Every parent with children aged three and four years old is eligible for the basic free childcare entitlement from the term following their child’s third birthday. This is called the Universal Free Entitlement and gives 15 hours nursery education per week. Children of working parents may also be eligible for 30 hours free provision.

1. **3 & 4 year olds free entitlement – 15 hours.**

All children are eligible for 15 hours per week free entitlement from the term after their third birthday.

1. **3 & 4 Year olds - 30 free hours**

30 free hours will be available to families where both parents are working (or the sole parent is working in a lone parent family), and each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW), and less than £100,000 per year. Working will include employed and self-employed persons. Parents do not necessarily need to actually work 16 hours a week, but rather their earnings must reflect at least 16 hours of work at NMW or NLW. This includes those parents on zero contract hours who meet the criteria.

TO FIND OUT IF YOU ARE ELIGIBLE USE THE CHILDCARE CHOICES WEBSITE:

[Childcare Choices | 30 Hours Free Childcare, Tax-Free Childcare and More | Help with Costs | GOV.UK](https://www.childcarechoices.gov.uk/)

**Admissions Criteria**

1. Children in the care of the Local Authority
2. Children with siblings attending the school at the time of admission
3. Children who attend our Under 3’s care service at the time of admission. Should places be filled within this category, children who have attended for the longest period of time will receive priority. *(Applies only to Buttercups Room)*
4. Children who live closest to the nursery school, based on the proximity of their home address to the school. Distance will be measured on an ordinance survey map as a straight line.
5. Children who take up the full offer (15 hours or 30 hours)
6. Ten per cent of places for any admission date to be filled at the discretion of the Headteacher and governing body, e.g. Children Looked After, Special Educational Needs

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| A. **Child’s Personal Details** | | | | | |
| Legal Forename: | | | Legal Surname: | | Child’s Date of Birth: |
| Preferred Name (to be used on all labels) | | | First Language: | | Gender: |
| Ethnicity: | |
| Address:  Postcode: | | | | | |
| B. **Parent / Carers Details**  You must provide details of all those with Parental Responsibility (PR) for the child, and all other adults with whom the child lives, i.e., parent’s partner, in order for your form to be processed. Due to General Data Protection Act (GDPR) you must also gain consent from these individuals for us to hold their information. | | | | | |
| Name(s) of parents / carers with Parental Responsibility for the child | | | | | |
| Name: | Address: | Phone: | | DOB: | |
| Email: | | NI No: | |
| Name: | Address: | Phone: | | DOB: | |
| Email: | | NI No: | |
| Name(s) of other adults whom the child lives | | | | | |
| Name: | Phone: | Relationship to Child: | | Consent: Yes / No | |
| Name: | Phone: | Relationship to Child: | | Consent: Yes / No | |
| C. **Admission Details** | | | | | |
| Has your child attended any other nursery previously Yes / No | | | | | |
| Name of Nursery: | | Date of Notice: | | Child’s UPN (if known): | |
| Other Children at home/school | | | | | |
| Name(s) | | Date(s) of birth: | | School(s) attending: | |
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| Does your child or family have any additional support from other professionals?  For example, physiotherapy, early help, etc. | | | | | |
| Please provide contact details of professionals: | | | | | |
| Is the child now, or have they ever been, the subject of a Local Authority Care Order? | | | | | |
| *Please ensure you bring the adoption, Child Arrangement or Special Guardianship Order (AO, CAO / SGO) to the school office when returning this form*  **Local Authority name:**  **Date in care: Date care ended:**  (if applicable) | | | | | |

Please complete the following tables with the preferred sessions that you would like your child to attend.

The following options are dependent on your entitlement:

* Option 1: 2 year old provision - 15 hours free entitlement
* Option 2: 3 & 4 year old provision -15 hours universal free entitlement
* Option 3: 3 & 4 year old provision - 30 hours extended entitlement, if eligible

*Please note: It is essential that you produce your eligibility code the term before you wish your child to start. The Local Authority verify this prior to your child being offered a place.*

**Option 1** – **2 year old provision** - 15 hours free entitlement, where no charge is applicable. Please indicate sessions required by adding an X (cross) to the table below X and totalling your hours.

**I would like to opt for 51 weeks: I would like to opt for term time only (38 weeks)**

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| --- | --- | --- | --- | --- | --- |
| **2 year-old provision**  15 hour free entitlement offer | Monday | Tuesday | Wednesday | Thursday | Friday |
| **Option 1:**  10 hours x 1 day  *(Incl. Breakfast, lunch and tea)*  5 hours x 1 day  *Breakfast & lunch inc or Tea inc* | *7.30-5.30*  *7.30-12.30*  *Or*  *12.30-5.30* | *7.30-5.30*  *7.30-12.30*  *Or*  *12.30-5.30* | *7.30-5.30*  *7.30-12.30*  *Or*  *12.30-5.30* | *7.30-5.30*  *7.30-12.30*  *Or*  *12.30-5.30* | *7.30-5.30*  *7.30-12.30*  *Or*  *12.30-5.30* |
| Total hours used |  |  |  |  |  |

In adddition to the above core 15 hour sessions, the options below are available to purchase as additonal provision. This is based purely on space once 15 hours have been allocated for all children. Please indicate by placing a X (cross) in the table below

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| --- | --- | --- | --- | --- | --- | --- |
| **2 year-old provision**  Additional Sessions - 15 hour free entitlement offer | | Monday | Tuesday | Wednesday | Thursday | Friday |
| Additional morning session (7.30-12.30)  *Breakfast & lunch inc* | £34 | *7.30-12.30* | *7.30-12.30* | *7.30-12.30* | *7.30-12.30* | *7.30-12.30* |
| Additional afternoon session (12.30-5.30)  *Tea inc* | *£32* | *12.30-5.30* | *12.30-5.30* | *12.30-5.30* | *12.30-5.30* | *12.30-5.30* |
| Extra extended day  (7.30-5.30)  *Breakfast & lunch & tea inc* | *£60* | *7.30-5.30* | *7.30-5.30* | *7.30-5.30* | *7.30-5.30* | *7.30-5.30* |

**Please note – the 15-hour entitlement sessions and additional sessions are contracted for 51 weeks per year. For 38 weeks of the year, the 15 hours are part of the free entitlement. There will be a cost for 13 weeks of the year for the 15 hours sessions, in addition to any additional sessions for the full 51 weeks, which you will be invoiced for.**

**Option 2** **– 3 & 4 year old provision** - 15 hours universal free entitlement, where no charge is applicable. Please indicate sessions required by adding an X (cross) to the table below X and totalling your hours.

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| **3 &4 year-old provision**  15 hour universal free entitlement offer | Monday | Tuesday | Wednesday | Thursday | Friday |
| **Option 1:**  3 hours x 5 days = 15 hrs  Morning Session | *8.30-11.30* | *8.30-11.30* | *8.30-11.30* | *8.30-11.30* | *8.30-11.30* |
| Total hours used |  |  |  |  |  |
| **Option 2:**  3 hours x 5 days = 15 hrs  Afternoon Session | *12.30-3.30* | *12.30-3.30* | *12.30-3.30* | *12.30-3.30* | *12.30-3.30* |
| Total hours used |  |  |  |  |  |
| **Option 3:**  7 hours x 2 days (14 hrs) +  1 x 1hr @ breakfast club or after school club | *8.30-3.30*  *7.30-8.30*  *Or*  *3.30-4.30* | *8.30-3.30*  *7.30-8.30*  *Or*  *3.30-4.30* | *8.30-3.30*  *7.30-8.30*  *Or*  *3.30-4.30* | *8.30-3.30*  *7.30-8.30*  *Or*  *3.30-4.30* | *8.30-3.30*  *7.30-8.30*  *Or*  *3.30-4.30* |
| Total hours used |  |  |  |  |  |

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| **3 &4 year-old provision**  Additional Sessions - 15 hour universal free entitlement offer | | Monday | Tuesday | Wednesday | Thursday | Friday |
| Breakfast Club (7.30-8.30) | £4.00 | *7.30-8.30* | *7.30-8.30* | *7.30-8.30* | *7.30-8.30* | *7.30-8.30* |
| Additional morning session (8.30-11.30) | £17.50 | *8.30-11.30* | *8.30-11.30* | *8.30-11.30* | *8.30-11.30* | *8.30-11.30* |
| Additional lunch session (11.30-12.30) | £5 | *11.30-12.30* | *11.30-12.30* | *11.30-12.30* | *11.30-12.30* | *11.30-12.30* |
| Additional afternoon session (12.30-3.30) | £17.50 | *12.30-3.30* | *12.30-3.30* | *12.30-3.30* | *12.30-3.30* | *12.30-3.30* |
| After school club  (3.30 – 5.55) | £11.50 | *3.30-5.55* | *3.30-5.55* | *3.30-5.55* | *3.30-5.55* | *3.30-5.55* |
| Extra full day  (8.30 – 3.30) | *£40* | *8.30-3.30* | *8.30-3.30* | *8.30-3.30* | *8.30-3.30* | *8.30-3.30* |

In adddition to the above core 15 hour sessions, the options below are available to purchase as additonal provision. This is based purely on space once both 15 hour and 30 hour places have been allocated for all children. Please indicate by placing a X (cross) in the table below X

**We run a holiday club. This is open every holiday apart from the week between Christmas and New Year. It runs from 8.00- 4.00pm every day. I would like the option to buy into Holiday Club**

**Option 3** – **3 & 4 year old provision -** 30 hour extended entitlement, where no charge is applicable, please indicate sessions required by adding an X (cross) to the table below X and totalling your hours.

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| --- | --- | --- | --- | --- | --- |
| **3 &4 year-old provision**  30 hour extended entitlement | Monday | Tuesday | Wednesday | Thursday | Friday |
| 7 hours x 4 days = 28 hrs  School day session | *8.30-3.30* | *8.30-3.30* | *8.30-3.30* | *8.30-3.30* | *8.30-3.30* |
| Total hours used |  |  |  |  |  |
| 1 hr x 2 days = 2 hours  Breakfast Club session | *7.30-8.30* | *7.30-8.30* | *7.30-8.30* | *7.30-8.30* | *7.30-8.30* |
| Total hours used |  |  |  |  |  |
| 2 hrs x 1 day = 2 hours  After school club session | *3.30-5.30* | *3.30-5.30* | *3.30-5.30* | *3.30-5.30* | *3.30-5.30* |
| Total hours used |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **3 &4 year-old provision**  Additional Sessions - 30 hour extended entitlement | | Monday | Tuesday | Wednesday | Thursday | Friday |
| Breakfast Club (7.30-8.30) | £4.00 | *7.30-8.30* | *7.30-8.30* | *7.30-8.30* | *7.30-8.30* | *7.30-8.30* |
| Additional morning session (8.30-11.30) | £17.50 | *8.30-11.30* | *8.30-11.30* | *8.30-11.30* | *8.30-11.30* | *8.30-11.30* |
| Additional lunch session (11.30-12.30) | £5 | *11.30-12.30* | *11.30-12.30* | *11.30-12.30* | *11.30-12.30* | *11.30-12.30* |
| Additional afternoon session (12.30-3.30) | £17.50 | *12.30-3.30* | *12.30-3.30* | *12.30-3.30* | *12.30-3.30* | *12.30-3.30* |
| After school club  (3.30 – 5.55) | £11.50 | *3.30-5.55* | *3.30-5.55* | *3.30-5.55* | *3.30-5.55* | *3.30-5.55* |
| Extra full day  (8.30 – 3.30) | *£40* | *8.30-3.30* | *8.30-3.30* | *8.30-3.30* | *8.30-3.30* | *8.30-3.30* |

In adddition to the above core 30 hour sessions, the options below are available to purchase as additonal provision. This is based purely on space once both 15 hour and 30 hour places have been allocated for all children. Please indicate by placing a X (cross) in the table below X

**We run a holiday club. This is open every holiday apart from the week between Christmas and New Year. It runs from 8.00- 4.00pm every day. I would like the option to buy into Holiday Club**

I confirm that all information supplied above is correct and accurate. I understand that I am legally obliged to provide all information requested in areas of the form that are highlighted in yellow.

I consent to all other information provided being processed by Churchtown Primary School for the purpose of Safeguarding, to secure funding and to administrate my child’s placement & development at the setting. I understand that the information provided may be shared with other relevant professionals for these purposes only, and that it will be held securely on site for a period of 12 months from the date of my child leaving the school. I understand that, whilst I may withdraw my consent at any time by informing the school in writing, this may affect my child’s placement.

**Signature of Parent/Guardian: Date:**

\*Admission forms will not be accepted without sight of the relevant original documents, i.e birth certificate and / or Adoption, Child Arrangement or Special Guardianship Order (AO, CAO / SGO)