



Application for a Preschool Place

Seedlings Preschool at Forest & Sandridge

NB. Securing a place at Seedlings Preschool does not guarantee your child a school place at Forest & Sandridge CE Primary School. All parents must follow the normal admissions application process when applying for school places.

**Please complete all sections of this form in block capitals using black ink.
Please read our preschool admissions policy (enclosed with this form) prior to filling out this form to ensure that you are fully aware of the procedures followed when allocating places in Seedlings Preschool.**

Child's Details:

Child's forenames:		Child's surname	
Date of Birth:		Gender:	Male / Female *
Child's address including postcode:		Preferred admission date:	September / January / April 20__*
Name of siblings in school:			

First Parent / Carer's details:

Parent / Carer 1 name:		Relationship to child:	
Address (if different from above):		Workplace (if applicable):	
Home phone number:		Work phone number:	
Mobile Phone number:		Email address:	

Second Parent / Carer's details:

Parent / Carer 2 name:		Relationship to child:	
Address (if different from above):		Workplace (if applicable):	
Home phone number:		Work phone number:	
Mobile Phone number:		Email address:	

Sessions Required – please give reasons for sessions required if appropriate or necessary

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 9.00-12.00 <i>Please tick as required</i>					
Afternoon 12.00-3.00 <i>Please tick as required</i>					

Lunchtime will be part of the afternoon session. You can provide your child with a packed lunch or order a hot meal at a cost of **£2.30**.

How many hours do you plan to use at Seedlings Preschool?

Universal funded hours

Extended funded hours

Parent paid

Will your child be attending an additional setting with a different Early Years provider? Yes / No *

If yes, please state which provider here: _____ how many funded hours?

* Please delete as appropriate

NB. If your preferred sessions are not available you will be offered alternative sessions which you can choose to accept or reject.

Your application will be acknowledged by email within 2 weeks of receipt.

Applications will be processed and places allocated after the relevant closing date. Once this has taken place, we will respond to you with a letter stating the sessions that you have been successful in securing and the start date. If you are offered a space then please respond immediately to secure these sessions. If you are unsuccessful in securing the sessions of your choice you will be placed on a waiting list.

Each term you will be asked to sign a form to confirm your choice of sessions.

As your child will be eligible for Free Entitlement Funding of 15 hours (all 3 and 4 year olds) you must provide proof of eligibility in the form of a birth certificate or passport before they start at Seedlings Preschool. Please bring this into the school office for checking at your earliest convenience.

Once you have secured a place we will send you more forms requiring personal information and family details. These will need to be completed prior to your child starting at Seedlings.

If you find that you no longer need the place you have been allocated, please inform us as soon as possible.

Signed: _____ (parent / carer 1) Date: _____

Signed: _____ (parent / carer 2) Date: _____

Office Use Only:

Date received:

Acknowledgment sent:

Offer/decline letter sent:

Sessions offered:

	M	T	W	Th	F
AM					
PM					

Admission date given:

All sessions as requested? Y / N

Number of funded sessions offered:

Number of non-funded sessions offered:

Welcome pack sent: