



## **Application for Admission to Hillside Primary School Nursery**

### **About School Nursery Classes and Funding**

Your child can stay in a school nursery class until the September following their 4th birthday. All children are entitled to free part-time early education from the beginning of the term following their 3rd birthday. The entitlement is for up to a maximum of 15 hours per week for 38 weeks of the year. The 15 free hours can be claimed for the morning or afternoon sessions but must be claimed at the beginning of each term. Funded hours are then fixed for the whole term and cannot be changed.

You may be entitled to 30 hours free early years education; you will need to check your eligibility and apply through [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### **Application to Hillside Primary School Nursery**

Hillside Primary School Nursery is open Monday – Friday from 08.30am to 3.15pm, during term time. To apply for a place at Hillside Primary School Nursery please complete the details requested overleaf and bring the completed form to the school office together with your child's birth certificate. If you have any queries please do not hesitate to contact us, either by telephone or e-mail.



**Hillside Primary School** is committed to protecting the privacy and security of personal information. Privacy notices describe how we collect and use personal information about pupils and parents/carers, in accordance with the General Data Protection Regulation (GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989. Copies of the Privacy Notices are held on [the school website](#) or ask for a copy from the school office.

**CHILD'S DETAILS**

(Please write as it appears on child's birth certificate)

Legal Forename .....

Middle name (s) .....

Legal Surname.....

Gender (please tick) Male  Female

Date of Birth .....

Home Address.....

Postcode .....

|  |   |
|--|---|
| Is your child adopted?<br>YES / NO   | This is my catchment school:<br>YES / NO  |
| Is your child subject to a Child Arrangement Order, Special Guardianship Order or Residence  | Does your child have a Statement of Special Educational Needs or an Education, Health and Care plan? YES/NO |
| Is the child a looked after child (child in care): YES/NO<br>If you have ticked Yes, please tick this box to confirm if you have attached evidence: <input type="checkbox"/> |   |

**Sibling DETAILS – Please specify any family links within the school**

|      |               |             |
|------|---------------|-------------|
| Name | Date of birth | Male/Female |
| Name | Date of birth | Male/Female |
| Name | Date of birth | Male/Female |



**EMERGENCY CONTACT INFORMATION**

Please provide details of **2 parents/guardians/contacts** below and place them in the order you wish them to be contacted in case of an emergency. **Please ensure your contacts sign in the correct area indicated, failure to do so will inhibit us from using the information.** Please tell us if the information changes; we need to be able to contact you quickly in an emergency.

**EMERGENCY CONTACT 1**

Title..... Forename .....Surname.....

Relationship to child .....

Parental responsibility (Please circle) YES/NO      Date of Birth .....

Mobile number ..... Work/Other number.....

Home address

.....

..... Postcode .....

Home email .....

**Contact's signature** .....

**EMERGENCY CONTACT 2**

Title..... Forename .....Surname.....

Relationship to child .....

Parental responsibility (Please circle) YES/NO      Date of Birth .....

Mobile number ..... Work/Other number.....

Home address

.....

..... Postcode .....

Home email .....

**Contact's signature** .....



It is not mandatory for you to complete the following sections and the decision regarding allocating a place is not dependent on the information you provide. The reasons why we ask for the information is provided below:

What is your first language?.....  
Are you fluent in English? YES / NO  
*(We ask this question to understand if any translations are required so we can try to assist your family if necessary)*

Does your child have Special Educational Needs or Disabilities? YES / NO  
*(We ask this question so we can be prepared to obtain further information to support your child when you first meet with Nursery teachers)*

What is your Religion? .....  
*(We ask this to be aware of different cultures, beliefs and celebrations within your family and our community)*

Please provide your National Insurance Number or National Asylum Support Service (NASS)  
**(a)** NI or NASS Number .....  
Parent's Name.....  
Date of Birth...../...../.....  
**(b)** NI or NASS Number .....  
Parent's Name .....  
Date of Birth...../...../.....  
Joint family income £16,190 or less YES/NO (Please circle as appropriate)  
*(We ask you to provide this information so we can check whether your child is eligible for £1,320 of Pupil Premium Funding for the school)*  
**Funding code** .....

**SERVICE CHILDREN IN SCHOOL**

Schools are now required to indicate whether a child has a parent(s)/guardian(s) currently serving in regular military units of any of the armed forces, and designated as Personnel Category 1 or 2. Please could you indicate if your child is a 'service child in education' or if you have served in the last 3 years by circling as appropriate below.

Yes

No

I do not wish a service children indicator to be recorded



## Nursery Hours

Please indicate below, which sessions you require from September. We also need confirmation of your 30 hour code if this is how you are planning on funding additional sessions.

Please tick which sessions you require.

|   | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--------|---------|-----------|----------|--------|
| <b><u>Morning Session</u></b><br>8.30am<br>-<br>11.30am<br>(£15 if not entitled to funding)   |        |         |           |          |        |
| <b><u>Lunch Time</u></b><br>11.30am<br>-<br>12.15pm<br><b>£4 for everyone</b>                 |        |         |           |          |        |
| <b><u>Afternoon Session</u></b><br>12.15pm<br>-<br>3.15pm<br>(£15 if not entitled to funding) |        |         |           |          |        |

30 Hour Code – from [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

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Please name any additional settings that your child is/will be attending:

|                                     |        |
|-------------------------------------|--------|
| Will you be splitting your funding? | YES/NO |
|-------------------------------------|--------|

If you are not claiming funded hours, the cost for a single session is £15.00.

Lunch supervision is £4 per session and cannot be claimed as part of your 30 hours.



**Withdrawal of Consent**

You have the right to change your mind in relation to any of the consents that you provided above at any time. To withdraw your consent to any of those provided above, please put this in writing to the school office. Once we have received notification that you have withdrawn your consent we will no longer process this information for the purpose or purposes you originally agreed to. Further information about your rights are recorded in our Parents/Carers Privacy Notice and Pupil Privacy Notice.

I understand that where the processing of personal data is based on my consent, I have the right to withdraw this consent at any time.

Yes  No

**DETAILS OF ANY OTHER ADULTS WITH PARENTAL RESPONSIBILITIES, as per the Education Act 1996 (eg parent not living with pupil)**

Under the 1989 Children Act all parents have the right to receive information about their child's educational progress.

Name .....

Address.....

..... Mobile Number

.....

Email .....

The information I have given is true to the best of my knowledge and belief. I understand that if a place is offered on the basis of any false information given by me, the place can be withdrawn at any time by the Local Authority. I authorise the school to claim for the sessions indicated above.

Signature of Parent/Carer ..... Date .....

**NB:** Admission to Nursery Class does not guarantee a full-time place in the school to which the nursery is attached. A separate application for a full time place in the school must be made. Your child can stay in a school nursery class until the September following their 4th birthday, when a reception class place will be offered.

