THE HOWARD PRIMARY SCHOOL

The Square, Elford, Tamworth, B79 9DB

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NURSERY BOOKING FORM FOR ACADEMIC YEAR 2025-2026

Child's Full Name: _____Child's DOB: _____

I wish to make an application for my child to join the Nursery class at The Howard Primary School in:

	January 2026 – Spring Term	Child must be three years old by 31st December 2025
	April 2026 – Summer Term	Child must be three years old by 31st March 2026

If my application is successful I would like my child to attend the sessions indicated below, (please place a tick in the boxes that apply).

	Monday	Tuesday	Wednesday	Thursday	Friday
8.45am – 11.45am **(3 hours)**					
11.45am – 2.45pm **(3 hours)**					
2.45pm – 3.15pm **(half an hour)**					

PLEASE NOTE THAT A PLACE IN THE HOWARD'S NURSERY IS NOT A GUARANTEE OF A PLACE IN THE HOWARD'S RECEPTION. YOU WILL STILL HAVE TO APPLY FOR A RECEPTION PLACE.

Booked hours are set for each term and cannot be changed until the following term.

Before and after school clubs are available – please contact the school office for more information.

30 Hours Free Childcare

All 3 and 4-year-olds in England are entitled to 15 hours a week of free early education. If their parents are living and working in England, 3 and 4 year-olds may be entitled to 30 hours free childcare. To check if you are eligible and to apply: https://www.gov.uk/apply-30-hours-free-tax-free-childcare

PLEASE NOTE THAT YOU MUST HAVE APPLIED FOR YOUR 30-HOUR CODE BEFORE THE BEGINNING OF THE TERM THAT YOUR CHILD STARTS NURSERY. IF YOU DO NOT APPLY IN TIME YOU WILL NOT GET FUNDING UNTIL THE FOLLOWING TERM.

When your child turns 3	When they can get 30 hours from	Recommended time to apply
1 September to 31 December	Term starting on or after 1 January	15 October to 30 November
1 January to 31 March	Term starting on or after 1 April	15 January to 28 February
1 April to 31 August	Term starting on or after 1 September	15 June to 31 July

If your child is attending Nursery at more than one setting please indicate how many free hours you will be claiming at The Howard: _____

Please select one of the options below by placing a tick in the box next to the most appropriate statement.

I am only eligible for **15 hours free childcare** and agree to pay for any extra hours booked for   ☐
my child @ £6.25 per hour. (Please note that all charges may be subject to inflationary rises.)

I am eligible for **30 hours free childcare** and agree to pay for any extra hours booked for my   ☐
child @ £6.25 per hour. (Please note that all charges may be subject to inflationary rises.)

If you have already applied for your 30 hour funding please provide your 11 digit reference number:

Please provide your National Insurance Number and date of birth, (this is required to claim your child's funding):

Parent 1 – Name _____ NI No. _____ DOB _____

Parent 2 – Name _____ NI No. _____ DOB _____

Child's Full Address:

_____

_____

_____

_____

Please give the name of your child's current Nursery if attending:

_____

_____

_____

Medical, Dietary or Learning Needs
Please provide details of any specific needs that your child has that we may need to be aware of. Please include details of any medication, additional support etc. that your child will need access to.

_____

_____

_____

_____

_____

Extra funding is available to support some 3 and 4 year old children in funded childcare places.

Eligibility
Three and four year olds will be eligible if their parents are in receipt of one of the following benefits.

Economic criteria
- Income support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Park VI of the Immigration and Asylum Act 1999
- the guaranteed element of Stats Pension Credit
- Child Tax Credit (Provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit and have net annual household earnings below £7,400 (this means your take home pay from any paid employment, after Income Tax and NI contributions have been deducted).

Non-economic criteria
In addition, a child will be eligible if they:
- have been looked after by the local authority for at least one day
- have been adopted from care
- have left care through special guardianship; and
- are subject to a child arrangement order.

Applications for non-economic criteria will need to be made using only the EYPP paper claim form, (below). Please make sure you also include any relevant documents to verify the child's status. Without these we will be unable to process your claim.

How do I apply?

Childcare providers will identify families who could be eligible based on the **economic** criteria. Providers offering funded places will submit EYPP claims via the EY Portal by completing the Carer Details section, (on behalf of the parent), against the child claim. The parent's national insurance number will be required for economic claims.

Once a provider starts receiving EYPP funding for a particular child, they will not lose it while the child is taking up the funded entitlement for 3 and 4 year olds.

For **non-economic claims**, i.e. looked after child, left care or children under a special guardianship or child arrangement order, please complete the following EYPP Claim Form at:
https://www.staffordshire.gov.uk/Children-and-early-years/Childcare-providers-and-professionals/Early-Years-Pupil-Premium/Claim-form.aspx and submit to eeac@staffordshire.gov.uk along with accompanying evidence.

Please send your completed form to The Howard Primary School,The Square, Elford, Tamworth, B79 9DB or email to: howardoffice@tssmat.staffs.sch.uk

Signature:	**(Parent/Guardian)**
Name:	**(Block Capitals)**
Contact number:	
Email address:	
Date:	