

**Expression of Interest to Northbrook Primary Academy Nursery**

Thank you for your interest in applying for a place at Northbrook Primary Academy Nursery. Please visit our website [www.northbrookpa.org](http://www.northbrookpa.org) , where you will be able to access information about the school, our policies, newsletters, most recent Ofsted inspection and much more.

At Northbrook, our children’s happiness, well-being and achievements are at the HEART of everything we do. We provide a safe and supportive environment and pride ourselves on our warm, nurturing and family-orientated atmosphere. The excellent start to your child’s educational journey begins at our new and exciting Northbrook Nursery, where we are offering places for children aged 3–4-years from September 2025.

This form is an expression of interest form. It gives you information on our admission procedures.

To express an interest using this form please:

1. Complete the child’s personal details form.
2. Indicate on the tables which sessions you would like your child to attend.
3. Sign to confirm that all the 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**

The pre-school is for any child in the term following their third birthday.

**Northbrook Explorers** (Nursery: 3 and 4 year olds)

Every parent with children aged 3 & 4 years old is eligible for the basic free childcare entitlement. 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.

**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.

**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 and self-employed persons. Parents do not necessarily need to actually work 16 hour 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

<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 live closest to the Nursery, based on the proximity of their home address to the school. Distance will be measured on an Ordnance Survey map as a straight line.
4. Children who take up the full offer (15 hours or 30 hours)
5. Ten per cent of places for any admission date to be filled at the discretion of the Headteacher, e.g. Children Looked After, Special Educational Needs.

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| --- | --- | --- |
| **Child’s Personal Details** | | |
| Legal forename: | Legal surname: | Child’s date of birth: |
| Preferred name (to be used on all labels): | First language: | Gender: |
| Address:  Postcode: | | Ethnicity: |

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| --- | --- | --- | --- |
| **Parent / Carer’s 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 with whom the child lives: | | | |
| Name: | Phone: | Relationship to child: | Consent: Yes / No |
| Name: | Phone: | Relationship to child: | Consent: Yes / No |

|  |  |  |
| --- | --- | --- |
| **Admission Details** | | |
| Has your child attended any other nursery / childcare setting 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):** | | |

**Below are the options available for 15- or 30-hours free childcare. Please indicate which is your preferred choice. *It is essential that you produce your eligibility code before your child starts. This is verified prior to your child being offered a place.***

|  |  |  |
| --- | --- | --- |
| **Option** | **Timings** | **Preference (please tick)** |
| Option 1: 15 hours | 5 x mornings 8.45 – 11.45 |  |
| Option 2: 15 hours | 5 x afternoons 12.15 – 3.15 |  |
| Option 3: 30 hours | Monday – Thursday 8.45 – 3.15  Friday, 8.45 – 12.45 |  |

In addition to the core 15- or 30-hour sessions, the options below are available to purchase as additional provision. This is based purely on space once both 15-hour and 30-hour places have been allocated for all children. Please indicate on the table below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Breakfast Club (7.30-8.45) | £5 |  |  |  |  |  |
| Morning Session, (8.45 – 11.45) | £17.50 |  |  |  |  |  |
| Lunch Session (11.45 – 12.15) | £2.80 |  |  |  |  |  |
| Afternoon Session (**15 hours only**)  (12.15 – 3.15) | £17.50 |  |  |  |  |  |
| Single Afternoon Session (**30 hours only**)  (12.45 – 3.15) | £15.00 |  |  |  |  |  |
| After School Club (3.15 – 5.55) | £8 |  |  |  |  |  |
| Extra full day  (8.45 – 3.15) | £38 |  |  |  |  |  |

**Please note – the 15- and 30-hour free entitlement is for 38 weeks of the year (term time only).**

**Sessions required during school holidays will be charged as listed above.**

**The nursery will be closed during the Christmas school holidays.**

Please indicate if you require sessions during the school holidays.

I confirm that all information supplied above is correct and accurate. I understand that I am legally obliged to provide all information requested.

I consent to all other information provided being processed by Northbrook Primary Academy for the purpose of Safeguarding, to secure funding and to administrate my child’s placement and 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 the sight of the relevant original documents, i.e. birth certificate and / or adoption, child arrangement or special guardianship order (AO, CAO / SGO)