



# Stamford Green

## Primary School and Nursery



### Nursery Application Form – September 2024

Governors will consider application forms received by the closing date in accordance with the Nursery Admissions Policy. All application forms must be returned by **9.00am** on **Monday 15 January 2024**. Applications received after the deadline will be considered at the discretion of the Governing Body.

You will receive an email confirmation for receipt of this form within five working days. If you do not receive an email please contact the School Office. You will be notified in writing if your child has been allocated a Nursery place on or before Friday 3 May 2024.

Please only use this form for Nursery applications. Applications for a place in Reception, or other year groups, must be made through the Surrey County Council website. [www.surreycc.gov/admissions.co.uk](http://www.surreycc.gov/admissions.co.uk)

#### Child's Details

Legal Surname

Legal

Forenames

Preferred Name

Gender

Date of Birth

Previous

Nursery

(if applicable)

#### Contact Details

Address

(Including  
postcode)

Please provide a utility bill, council tax bill or bank statement, not more than 6 months old, as proof of address. This will be destroyed once your application has been processed.

## Parents'/Legal Guardians' Details

1. Name (Including title)

Address

(If different from child's)

Telephone No.

(Home)

Telephone No.

(Mobile)

Email\*

2. Name (Including title)

Address

(If different from child's)

Telephone No.

(Home)

Telephone No.

(Mobile)

Email

**\*Please note we must have your e-mail address because all school letters are sent out by e-mail. Otherwise please check the website or come to the office to collect letters. This email address will be the primary contact for all Nursery related communication.**

If parents are separated or divorced, the Department of Education (Pupil's Registration (Amendment) Regulations 1988) requires us to ask for the name of the person who has care and custody of the pupil (if different from above please indicate who and their contact details).

Parents/others who have parental responsibility are: In England and Wales, if the parents of a child are married to each other at the time of birth, or they have jointly adopted a child, then they both have parental responsibility. Parents do not lose parental responsibility if they divorce; this applies to both the resident and non-resident parent. This is not automatically the case for unmarried parents. According to current law, a mother always has parental responsibility for her child. A father, however, has this responsibility only if he is married to the mother when the child is born or has acquired legal responsibility for his child through one of these three routes: 1. (from 1 December 2013) by jointly registering the birth of the child with the mother, 2. By a parental responsibility agreement with the mother or 3. By a parental responsibility order made by a court. Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies.

## **Admissions Criteria** (Please refer to the Nursery Admissions Policy)

Please confirm the priority level of your application.

### **Priority A: Looked after and previously looked after children**

Yes

No

If you have answered yes, please provide details on a separate piece of paper, as per the Admissions Policy.

### **Priority B: Social or medical need**

Yes

No

If you have answered yes, please provide details on a separate piece of paper and include supporting evidence, as per the Admissions Policy.

### **Priority C: Child of Staff Member**

Yes

No

### **Priority D: Sibling Details**

Yes

No

Please provide details of the youngest sibling who will still be attending Stamford Green Primary School in September 2024.

If you have applied for a Reception place for 2024 please supply your child's name here.

First Name

Surname

Date of Birth

Current Class  
(If applicable)

Parents/Carers will be informed of the outcome of their application by Friday 3 May 2024 using the Published Admissions Criteria determined by the Governors.

# Preferences for Nursery Sessions

Please complete either section 1 or section 2 on the pages below

## 1. Nursery Admissions for two year olds

Four (full time equivalent) 2 year old places will be available in our Nursery and these will be reserved, initially, for families who are eligible for FEET funding. If further spaces are available other 2 year old children will be considered. Children aged 2 years old from working families (who meet the criteria) will be eligible for 570 hours of early education and childcare per year. Funding commences in the term after they turn 2 years old. We will be offering this entitlement as 15 hours per week for 38 weeks per year, in line with the academic year.

To check if you are eligible for FEET funding please visit [www.surreycc.gov.uk/feet](http://www.surreycc.gov.uk/feet). To check if you are eligible for the working family's 15 hours funding please visit the government's online checker: <https://www.gov.uk/childcare-calculator>.

- I am eligible for FEET Funding – **Yes / No**
- I am eligible for 15 hours of funding as a working family – **Yes / No**

If you are not eligible for FEET funding or working family funding, the fees for a 2 year old at Nursery will be charged at £8.50 per hour (subject to review).

Please indicate your preferred attendance model:

Our ref	Detail	Please state 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> choice below
<b>2MF</b>	<p><b>5 Days</b> Monday to Friday - 8.40am – 3.10pm including 'Afternoon Club' from 2.40pm – 3.10pm for £4.25 per day (subject to review) to ensure that the Nursery is in line with the school day.</p> <p>Children will need to bring their own packed lunch or pay in advance for a school meal.</p>	
<b>2MW</b>	<p><b>2.5 Days – Starting Monday morning</b> Monday and Tuesday - 8.40am – 3.10pm including 'Afternoon Club' from 2.40pm – 3.10pm for £4.25 per day (subject to review) to ensure that the Nursery is in line with the school day. <b>and</b> Wednesday 8.40am – 11.40am.</p> <p>Children will need to bring their own packed lunch or pay in advance for a school meal on Mondays and Tuesdays.</p>	
<b>2WF</b>	<p><b>2.5 Days – Starting Wednesday afternoon</b> Wednesday 12.10pm – 3.10pm <b>and</b> Thursday and Friday – 8.40am – 3.10pm including 'Afternoon Club' from 2.40pm – 3.10pm for £4.25 per day (subject to review) to ensure that the Nursery is in line with the school day.</p> <p>Children will need to bring their own packed lunch or pay in advance for a school meal on Thursdays and Fridays.</p>	

Please note that the Afternoon Club is not compulsory.

## 2. Nursery Admissions for three and four year olds

### Early Education and Childcare Entitlement

Currently, 3 and 4 year olds are entitled to 570 hours of early education and childcare per year, known as the **universal entitlement**. At our Nursery, this is offered as 15 hours per week for up to 38 weeks of the academic year. Children aged 3 and 4 years old from working families (who meet the criteria) will be eligible for the **extended entitlement** of 1140 hours per year. We will be offering this extended entitlement as 30 hours per week for 38 weeks per year, in line with the academic year. This extended entitlement is optional so parents are able to choose between the universal or extended entitlement for their child/ren (subject to availability of spaces).

You will be able to check if you can receive the 30 hours **extended entitlement** through the government's online checker: <https://www.gov.uk/childcare-calculator>

Primarily the criteria are:

- Both parents are working and earning between £6,000 (approx) and £100,000 each per year.
- In the case of a single parent family, the sole parent is working and earning between £6,000 (approx) and £100,000 per year.

More information can be found here:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/615804/30\\_ho urs\\_free\\_childcare.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/615804/30_ho urs_free_childcare.pdf)

**Please indicate your preferred attendance model:**

Our ref	Detail	Please state 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> choice below
<b>4MF</b>	<p><b>5 Days</b> Monday to Friday - 8.40am – 3.10pm including 'Afternoon Club' from 2.40pm – 3.10pm for £3.75 per day (subject to review) to ensure that the Nursery is in line with the school day.</p> <p>Children will need to bring their own packed lunch or pay in advance for a school meal.</p> <p>If you are not eligible for the extended entitlement the additional hours not funded by the universal entitlement will be charged at £7.50 per hour (subject to review).</p> <p><b>If you have selected this option please indicate if you will be eligible for the extended 30 hour entitlement: YES / NO</b></p>	
<b>4MW</b>	<p><b>2.5 Days – Starting Monday morning</b> Monday and Tuesday - 8.40am – 3.10pm including 'Afternoon Club' from 2.40pm – 3.10pm for £3.75 per day (subject to review) to ensure that the Nursery is in line with the school day. <b>and</b> Wednesday 8.40am – 11.40am.</p> <p>Children will need to bring their own packed lunch or pay in advance for a school meal on Mondays and Tuesdays.</p>	

4WF	<p><b>2.5 Days – Starting Wednesday afternoon</b>  Wednesday 12.10pm – 3.10pm  <b>and</b>  Thursday and Friday – 8.40am – 3.10pm including 'Afternoon Club' from 2.40pm – 3.10pm for £3.75 per day (subject to review) to ensure that the Nursery is in line with the school day.</p> <p>Children will need to bring their own packed lunch or pay in advance for a school meal on Thursdays and Fridays.</p>	
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Please note that the Afternoon Club is not compulsory.

Working families of 2 – 4 year olds must apply for eligibility codes in the term **before** you wish your funded entitlement to commence. Without a code you will not be able to claim the entitlement and you will be liable for any fees incurred.

**Terms and conditions as well as welcome event details will be sent to parents once their nursery place has been allocated and accepted.**

**I certify that the information I have given on this form is correct to the best of my knowledge.  
I understand that any place offered may be withdrawn if I deliberately give false information.  
I understand that the school reserves the right to amend its nursery provision.**

**Signed:** ..... **Date:** .....

**Personal Information Policy** – We respect your rights and are committed to ensuring that we protect your details and the information about your dealings with us. In accordance with the Data Protection Act 1998, we will use your information for the purpose of processing your application for a nursery place. We may share your information (but only the minimum amount of information necessary and only where it is lawful to do so) with the Council, other schools, central government departments, law enforcement agencies, statutory and judicial bodies, community service providers, contractors that process data on our behalf and medical advisors. We may also use and disclose information that does not identify individuals for research and strategic development purposes.

**Thank you for your time in completing this form**