

Thank you for your enquiry. Please complete this form and return to nursery, keeping the second page for your records.

Child's details		FOR OFFICE USE:
Full name of child:		Date received:
Date of birth:		N0 / N1 / N2:
Boy / Girl:		2Help:
Home address:		
Parent / carer details		
Name of parent / carer with parental responsibility, with whom the child normally lives:		
Relationship to child:		
Email address:		
Telephone number:		
Preferred start date:		

In **pre-school** (starting the September after a child is 3), the curriculum for the 15 funded hours is delivered in a two and a half day, split week structure. All children in their pre-school year will therefore choose as a minimum either Option A: start of week (Monday am+pm, Tuesday am+pm, Wednesday am), or Option B: end of week (Wednesday pm, Thursday am+pm, Friday am+pm). If you need additional sessions (up to full time), you can book these as required, subject to availability.

Sessions requested: ☐ Pre-school class

☐ Option A: start of week ☐ Option B: end of week ☐ Option C: full time

(Please tick any additional sessions requested in the table below.)



Monday			Tuesday			Wednesday			Thursday			Friday		
Am	L	Pm	Am	L	Pm	Am	L	Pm	Am	L	Pm	Am	L	Pm
8.45 - 11.45	11.45 - 12.15 £5.00	12.15 - 3.15	8.45 - 11.45	11.45 - 12.15 £5.00	12.15 - 3.15	8.45 - 11.45	11.45 - 12.15 £5.00	12.15 - 3.15	8.45 - 11.45	11.45 - 12.15 £5.00	12.15 - 3.15	8.45 - 11.45	11.45 - 12.15 £5.00	12.15 - 3.15
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

☐ I believe I meet the eligibility criteria and will be applying for 30 hours funding. Please visit <https://beststartinlife.gov.uk/>

For **2 / 3 year olds**, children can choose a minimum of two sessions a week, up to full time, subject to availability. We recommend that all children claiming 2Help funding use their full entitlement of 15 hours.

Sessions requested: ☐ 2 / 3 year old class (Please tick sessions requested in the table below.)



Monday			Tuesday			Wednesday			Thursday			Friday		
Am	L	Pm	Am	L	Pm	Am	L	Pm	Am	L	Pm	Am	L	Pm
8.45 - 11.45	11.45 - 12.15 £5.00	12.15 - 3.15	8.45 - 11.45	11.45 - 12.15 £5.00	12.15 - 3.15	8.45 - 11.45	11.45 - 12.15 £5.00	12.15 - 3.15	8.45 - 11.45	11.45 - 12.15 £5.00	12.15 - 3.15	8.45 - 11.45	11.45 - 12.15 £5.00	12.15 - 3.15
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

☐ I believe I meet the eligibility criteria and will be applying for 2Help funding. Please visit <https://beststartinlife.gov.uk/>

☐ I am interested in Kids' Club wraparound care. *

NURSERY REGISTER OF INTEREST FORM – **PARENT COPY (TO KEEP FOR YOUR RECORDS)**

Please note:

- Your preferences indicated here do not guarantee a place or specific sessions. All sessions are subject to availability.
- The main time for admissions is September. Other admissions throughout the year will be considered on a case by case basis subject to space and staffing.
- We cannot reserve sessions. Places are available on a first come first served basis - children ready to start immediately will be prioritised above children who want a place in the future. However, all details are kept on file and parents will be contacted should a space become available.
- Children with 2Help funding, those living closest to the school and those with a sibling already at school will be prioritised where possible.
- Session availability will be confirmed in the half term before your start date. We will arrange a parent consultation and shorter settling in sessions so please be aware that your child will not start full days/sessions straight away.
- All hours over your 15/30 free hours (where eligible) are chargeable. Charges will be made for sessions even when a child is absent through sickness or holiday.
- We deliver all free funded entitlement hours in two three hour sessions per day. For children staying all day, the lunch time session in between costs £5.00. Children who claim less than their 15/30 hours are not charged for the lunch session.
- Our fees and session times are subject to regular review by the school Governors.
- The universal funding of 15 free hours for all children from the term after their third birthday is claimed by nursery automatically. For all other funding, parents have to apply online themselves and provide a code to nursery before their start date.
- Nursery can only claim funding at the start of each term. Any increase to hours or new claims made partway through a term cannot be funded until the following term and will be charged for.
- * Kids' Club wraparound care is available in the school for children aged three and over. Sessions run before school from 7.45am - 8.45am, and after school from 3.15pm - 4.30pm and 4.30pm - 5.30pm. Please note, we cannot guarantee Kids' Club availability, and sessions need to be booked directly with Kids' Club.

Fees:

Fees for sessions over and above the free entitlement:	£18.00
Lunch time session:	£5.00
Sundries charge for fruit, snacks and cooking ingredients:	50p per day attended.
Hot dinner, if ordered:	£2.95
Administration fee for non-funded sessions:	£10.00

For your convenience, we have online payment for nursery fees and school meals via Arbor.
More information about how to sign up will be given when you start.

An invoice will be issued every half term,
and all fees and school meals must be paid for
weekly, monthly or half termly in advance, not arrears.

We accept childcare vouchers from employers as well as
payments via the government's tax free childcare scheme.
There is a wide variety of help with childcare costs available
for working and non-working parents - you can visit
<https://beststartinlife.gov.uk/> for more information.

Contact:

01675 463672
nursery@coleshill.bdmatrix.org.uk
www.coleshill.bdmatrix.org.uk
@ColeshillCofE

DATA PROTECTION:

- In this form we collect a variety of information about you and your child. We use this information in a number of ways internally, and share some information externally.
- The school is registered with the Information Commissioner for holding and processing of personal data. All the personal information you give to us is held and processed in accordance with UK Data Protection legislation.
- Under the General Data Protection Regulation (GDPR) Article 6, as a school we have a legal basis for processing personal data as it is necessary for compliance with our legal obligations and necessary to carry out tasks in the public interest. We therefore have a statutory requirement to collect information about you and your child. We have a duty to protect this information and keep it up to date.
- We are required to share some of the data with other agencies, (including Warwickshire County Council, the Department for Education, Ofsted, Birmingham Diocesan Multi-Academy Trust and other schools or settings your child may attend). Information is also shared with those people directly concerned with your child (e.g. staff within the school, or other professionals such as Speech & Language Therapists, Health Visitors or Social Workers involved with your child).
- Please note: you have the right to withdraw or amend your consent for the sharing of personal information at any time, although we will need to have certain personal information to fulfil our legal duties.
- You can notify us of any withdrawal of/any changes to your consent in writing by contacting the Headteacher on offe@coleshill.bdmatrix.org.uk.
- For more information, please see our privacy notice on the school website, www.coleshillprimary.org.uk/gdpr.

Is your 2 year old eligible for 15 hours free?
Is your 2 / 3 / 4 year old eligible for up to
30 hours free?
Check now online at
<http://www.warwickshire.gov.uk/childcarecosts>
and let us have your code before you start.