



## Application Form

Please take the completed application with the following documentation to the Nursery:

Proof of your home address  Proof of your child's date of birth

### NOTES

- Admission to a particular primary school is not determined by attendance at a particular nursery.
- The Local Authority (LA) works closely with nurseries to ensure that information received is correct. Any parent giving incorrect information may have their offer of a place withdrawn.

### NAME OF CHILD

Family Name: ..... First Name(s): .....

Home Address: .....

Postcode: ..... Nationality: .....

Male:  Female:  Date of Birth: .....

Is the child Looked After (i.e in the care of a local authority/fostered)? **YES/NO**

Are you eligible for maximum Working Families Tax Credit or in receipt of unemployment benefit or income support? **YES/NO**

Does your child have any of the following:

- Special Educational Needs (as identified by a relevant education professional)? **YES/NO**
- A severe and long-term medical need? **YES/NO**

If you have answered yes to either of the above, you **must** provide further information on the back of this form or on a separate sheet, together with copies of all relevant supporting documentation. You should also provide contact details of the relevant professional(s), e.g. your child's medical consultant or paediatrician, whom we will contact for additional information.

**SIBLINGS** – If there are other children who have attended/will be attending the nursery school when this child starts, please complete this section.

Name: ..... Date of Birth: .....

Name: ..... Date of Birth: .....

### YOUR DETAILS

Title: Mr/Mrs/Miss/Ms/Dr First Name: ..... Family Name: .....

Signature: ..... Date of Birth\*: .....

National Insurance Number\*: ..... National Assylum Seekers Reference: .....

Relationship to child: .....

Address: (if different from section 1): .....

..... Postcode: .....

Mobile telephone no: ..... Home/Other contact no: .....

Email address: .....

Other Adult(s) with Parental Responsibility for the child. (Having parental responsibility for the child, means assuming all the rights, duties, powers, responsibility and authority that a parent of a child has by law). **(All adults with parental responsibility should sign this form, where possible.)**

Title: Mr/Mrs/Miss/Ms/Dr First Name: ..... Family Name: .....

Signature: ..... Date of Birth\*: .....

National Insurance Number\*: ..... National Assylum Seekers Reference: .....

Relationship to child: .....

Address (if different from section 1): .....

Postcode: ..... Mobile telephone no: .....

Home/Other contact no: ..... Email address: .....

**HOURS REQUIRED**

I wish to apply for: **15/30/Other** ..... hours per week at Colleges. **Preferred start date:** .....

Are you applying for a 2 year old funded place? **YES/NO**

If so, please provide your unique reference code here: .....

Please indicate in the grid below which sessions you require. We cannot guarantee that you will be offered the sessions you have requested but we will do our best to meet your needs.

Time	Session	Costs per session		Mon	Tues	Weds	Thurs	Fri
		2 year old	3 year old					
08.45 - 11.45	Morning	£28.55	£26.75					
11.45 - 12.45	Lunch (care & food)	£11.00	£11.00					
12.45 – 15.45	Afternoon	£28.55	£26.75					

**REGISTRATION FEE**

If you are paying for a 2 year old place, you will be required to pay a registration fee of **£75.00**. Funded 2 year olds do not need to pay any registration fee. If your 3 year old child accesses any additional sessions over and above their free 15 hours, you will be required to pay a registration fee of **£75.00**. If your child is eligible for two year old funding, you can use this to cover up to 5 sessions (not including lunch).

The UK General Data Protection Regulation (UK GDPR), provisions of the Data Protection Act 2018 (DPA 2018) and the Education (School Records) Regulations (1989) protect this strictly confidential personal data, stored on the school’s student records database.

The sections marked \* are non-compulsory. If supplied, this information will be shared with Education Welfare Benefit Service, Cambridgeshire County Council, and other relevant bodies administering public funds, who collect and use information about you so that we can provide your child(ren) with entitlement to education benefits under The Education Act 1996.

By signing this form, I confirm I understand that data will be shared as appropriate to enable: determination of the support available; verification of any entitlement to Free School Meals/Pupil Premium; prevention and detection of fraud in connection with any claims; periodic checks by the Education Welfare Benefit Service to confirm entitlement to education benefits.

Full details about how we use this data and the rights you have around this can be found in our Data Policy on our website, [www.colleges.cambs.sch.uk](http://www.colleges.cambs.sch.uk) where you will also find our Privacy Notices. If you have any data protection queries, please contact our Data Protection Officer whose contact details are on our Privacy Notice.

**ADMISSIONS APPLICATIONS FROM OUTSIDE THE UK**

Date of arrival in the UK: ..... Length of stay in the UK: .....

Reason for being in the UK: .....

**HOW DID YOU HEAR ABOUT US? (please circle any that apply):**

Nursery Website County Council Website Leaflet Word of Mouth Other:

**OFFICE USE ONLY:** Date Application received:.....