



Knebworth Primary School  
 Swangley's Lane  
 Knebworth  
 Hertfordshire  
 SG3 6AA  
 01438 812184

## Knebworth Primary and Nursery School

### NURSERY APPLICATION FORM 2018/19

PLEASE USE BLOCK CAPITALS		
<b>Child's details:</b>		
<b>First Name</b>		
<b>Middle Name</b>		
<b>Family Name</b>		
<b>Date of Birth</b>	/ /	<b>Male / Female</b>
<b>NHS Number</b>		
<b>Child's permanent address at time of application</b>		
<b>Address</b>		
<b>Special Educational Needs? (EHCP plan of Statement of Educational needs)</b>	YES / NO	
<b>Children in Public Care</b>	YES / NO	
<b>Social/Medical Need</b>	YES / NO	
<b>Name of sibling, if any, at Knebworth Primary School</b>		
<b>Early Years setting your child currently attends (if any)</b>		
PLEASE COMPLETE EITHER BOX A (15 HOURS APPLICATION) <u>OR</u> BOX B (30 HOURS APPLICATION)		

**BOX A – 15 HOURS ONLY**

Children allocated **15** hours will be expected to attend **5 mornings (8:45 -11:45)**.

If you do not meet the 30 hour entitlement criteria, we are offering the option of paying for the afternoon sessions, with the same flexibility as children on 30 hours.

8:45 am – 2:45 pm paying for the extra 3 hours (£16.50)

8:45 am – 3:15 pm pay for the extra 3.5 hours (£19.25)

To allow for further flexibility and to hopefully support parents with older and younger children, parents will have the option to pay for lunch until 1:00 pm at a cost of £6.85 per day, with the children bringing in a packed lunch from home.

**BOX B – 30 HOURS ONLY**

Children allocated **30** hours will attend **8:45 – 2:45 term time only**.

The school only offers **25 x 30 hour places**. Admissions criteria will apply if oversubscribed.

For those staying all day, taking up the 30 hours provision, there is the option of paying from 2:45 pm until 3:15 pm so that the nursery children finish at the same time as the rest of the school. This will be at a cost of £2.75 per session.

Payment will need to be made in advance of the sessions and will be booked for half a term in advance. This will allow for the class teacher to plan appropriately for the pupils we are expecting.

**IF ELIGIBLE, HMRC CODE MUST BE PROVIDED BEFORE 6<sup>TH</sup> JULY 2018.**

Pupils **cannot** be admitted for 30 hours childcare without this code as proof of eligibility and until the code has been verified by the school). If you do not provide an HMRC code, or are not eligible but still require a 30 hour place, you agree to pay a charge of \*£5:00 per hour and must be paid half-term in advance. Further details will be supplied when you are allocated a place.

If not allocated a 30 hour place, will you accept a 15 hour place: YES / NO

I would like me child to stay until 3:15 at a cost of £2.75 per session.

If entitled to 30 hours, but wish to split the provision with another setting or childminder, please add details of the other provider below:

Provider:

Contact Number:

PLEASE COMPLETE DETAILS OF ALL ADULTS WHO HAVE PARENTAL RESPONSIBILITY FOR YOUR CHILD		
	Parent/Carer details 1	Parent/Carer details 2
<b>Title</b>		
<b>Forename</b>		
<b>Surname</b>		
<b>DOB</b>		
<b>NI Number</b>		
<b>Address</b>		
<b>Email address (print clearly)</b>		
<b>Contact Numbers</b>	Home: Mobile: Work:	

### DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information will be held securely and will be used only for local authority purposes.

I agree to Knebworth Primary and Nursery School using this information to consider my application for a nursery place. I understand that, if any part of this completed application form is found to be false, the offer of a place will be withdrawn.

I understand that the completion of an application form does not guarantee a place in the nursery class.

I understand that, if offered a place in the nursery class, I will have to apply separately for a place in Reception.

If applying for a 30 hour session, I agree to provide the HMRC code no later than 6<sup>th</sup> July 2018. If I do not provide an HMCR code, but still wish for my child to attend for 30 hours, agree to pay a charge of \*£5.50 per hour and must be paid half a term in advance.

\*Prices subject to change

<b>Signature of parent/carer</b>	Date ...../ ...../.....	
<b>FOR OFFICE USE ONLY</b>	<b>Date Received</b>	
	<b>Late Application</b>	
	<b>Distance</b>	
	<b>Type of Claim</b>	

**PLEASE RETURN THE COMPLETED APPLICATION FORM BETWEEN 1<sup>ST</sup> JANUARY AND 16 MARCH 2018:**

**BY HAND OR POST:      Knebworth Primary and Nursery School  
    Swangleys Lane  
    Knebworth  
    Hertfordshire  
    SG3 6AA**

**EMAIL: signed and scanned copy to:    [admin@knebworth.herts.sch.uk](mailto:admin@knebworth.herts.sch.uk)**

**ALLOCATIONS WILL NOT BE MADE UNTIL FRIDAY 20<sup>TH</sup> APRIL 2018**