Dear Parent

**JOINING OUR NURSERY WAITING LIST**

Our Nursery timetable is as follows:

|  |  |
| --- | --- |
| 08:45 – 11:45 | Morning nursery session led by a teacher. The cost of this is met through the 15 or 30 hours funding. |
| 11:45 – 12:45 | Lunch session. This session can be provided for an additional fee of £5.00, plus £2.75 for school lunch if required, for children who attend full time. |
| 12:45 – 15:45 | Afternoon nursery session led by a teacher. The cost of this is met through the 30 hours funding |

All children are entitled to 15 hours per week. Some families may also be eligible for 30 hours funding per week the term after their child’s third birthday. To qualify for the 30-hour placements, families need to meet the conditions set out by the government (each parent/carer earns at least £107 per week and no more than £100,000 per year).

Admissions to our Nursery follow the criteria below (as explained in our Nursery Admissions Policy):

* **Service families:** If the family has a parent/carer who is currently serving in the armed forces.
* **Age of the child:** If the child turns 4-years-old during the term that they are wishing to start. This term is known as ‘rising fours’.
* **Needs of child:** If the child is looked after by the LA, has an identified Special Educational Need or has a medical or social need.
* **Siblings:** If the child has a sibling who already attends James Wolfe Primary School.
* **Distance from the school**: Denoted by the shortest walking route to the school. (Note: as our school has two buildings, we use the LA policy - the distance from home to the former Greenwich Town Hall, Meridian House, Royal Hill (SE10). This is between our two buildings.

To apply for a place in our Nursery provision, please complete the Nursery Admission Form and we will put your child on our waiting list. If you would like information about other nurseries in our local area, please ask at our school office.

Yours sincerely,



Head Teacher

 **NURSERY APPLICATION FORM**

**CHILD’S DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Child’s name** |  | **DOB** |  |

**CONTACT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Parent/carer’s name** |  | **Telephone contact** |  |
| **Address** |  |
| **Email** |  |

**REQUESTED PLACE (please tick)**

|  |  |
| --- | --- |
| **5 half day sessions (covered by universal 15 hours)** | Please tick |
| **5 full day sessions (covered by 30-hour childcare vouchers)** | Please tick |

**If you have requested a 30-hour place, please complete the following:**

|  |  |
| --- | --- |
| I confirm that my family meets the conditions set by the government for the 30-hour child care voucher (each parent/carer earns at least £107 per week and no more than £100,000 per year). | Please sign |
| I would like to book the lunch session from 11:45 – 12:45*(note: an additional fee will be payable).* | Please tick |
| The school has a limited number of 30-hour places. Tick if you would like to be offered a 15-hour place if the 30-hour places are full. | Please tick |

**Additional information (please tick where applicable)**

|  |
| --- |
| Does your child have any medical conditions or allergies? (please specify) |
| Has your child been or is due to be, seen by any of the below services? (please tick) |
| Two-year check |  | Community Paediatrician |  | Occupational Therapist |  | Other (please specify) |
| Physical development |  | Social skills |  | Speech and Language |  |
| Do you have any other information/concerns that you would like to discuss with us? |

**OFFICE USE**

|  |  |  |  |
| --- | --- | --- | --- |
| Date form received | Siblings | Date place offered | First date to attend |