

Nursery Booking Form



Child's Full Name: _____

Child's Date of Birth: _____

Address: _____
_____ Postcode: _____

Applicant's Name: _____

Email: _____ Tele No: _____

Relationship to child: Mother/Father/Other (please specify): _____

Does your child have any needs that you would like to make us aware of? If so, please provide some brief details: _____

Hours required per week: _____ to start with effect from: _____

Session times are: 8.45 – 12.00 **morning (AM)**, 13.30 – 15.25 **afternoon (PM)** or **All Day** 08.45 – 13.25 which, also covers lunchtime between 12.25 – 13.25. If your hours are not funded (see over for FUNDING ELIGIBILITY) the cost is £4.50 per hour and is invoiced termly.

Please indicate the sessions you would like to book:

Monday: AM/PM/All Day

Tuesday: AM/PM/All Day

Wednesday: AM/PM/All Day

Thursday: AM/PM/All Day

Friday: AM/PM/All Day

Bookings are made for a minimum of one term. Terms dates run from September – December, January – April, May – July. Please note that all sessions booked are charged and payable even if your child does not attend.

NB: only All Day children need to bring a packed lunch or they can opt for a school meal, which needs to be pre-ordered via the Swift Kitchen app. AM or PM only session children just need to bring a water bottle. Fruit and milk will be provided to all children.

It is very important that children are collected promptly at the end of their session.

Please advise if your child will be attending any other childcare setting/s (Nursery/Childminder/Day-Care/etc):

Setting Name: _____ Hours attended: _____ Funded hours: _____

Signed: _____ Date of Application: _____

Print Name: _____

Our Nursery is part of Holbeton Primary School and is a term-time ONLY setting, please see term dates on our website www.holbeton.devon.sch.uk.

Please return your completed form to: Holbeton Primary School, Holbeton, PL8 1LT or by email to admin@holbeton.devon.sch.uk.

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FUNDING AGE GUIDELINE FOR STARTING AT HOLBETON SCHOOL: Child born between the following dates will be entitled to Early Years Funding: – from the term following their 3rd birthday.

1st April to 31st August (Autumn term) child would start in September.

1st September to 31st December (Spring term) child would start in January.

1st January to 31st March (Summer term) child would start in April.

For useful information and/or to check funding eligibility, go to: www.childcarechoices.gov.uk

NURSERY FUNDING ELIGIBILITY EXPLAINED:

3 – 4 Year Old “Universal Funding” (15 hours per week)

Universal Funding of 15 hours of nursery sessions per week from 3-years-old is available automatically, and will commence with effect from the term following the child’s 3rd birthday (see Funding Age Guideline below). This funding will continue until the child starts at school.

Please be aware that ‘15 hours funding per week’ is to a maximum of 570 hours annually. Due to school term lengths, some children may exceed this maximum based on the session days they attend and will, therefore, become liable to fees for the hours that are in excess of their funding eligibility. Holbeton School will endeavour to inform any parent whose child may exceed these hours in advance in order that the excess sessions can be withdrawn or fees agreed for the difference.

Holbeton School will claim this funding direct. Fees for sessions booked in excess of funded hours will be invoiced termly and are charged at £4.50 per hour.

3- & 4-Year-Olds - “Working Entitlement Funding” (30 hours per week) Applications for Working Entitlement Funding need to be made via HMRC, and eligibility criteria applies. Working parents who qualify will receive an additional 15 hours of funded nursery sessions on top of the Universal Funding entitlement of 15 hours per week (totalling 30 hours of funding per week). It is the responsibility of the parent to apply for this funding before the cut-off dates for each term. If you do reach the qualifying criteria for this funding, you **MUST** advise Holbeton School of the 11-digit Eligibility Code when it is issued, along with your National Insurance number. Holbeton School will be unable to claim funding unless this information has been provided and confirmed. All successful funding applications will have an expiry date - you will need to reconfirm your eligibility for Extended Entitlement before the expiry date (but you will only need to advise Holbeton if you become ineligible). Please be aware that ‘30 hours funding per week’ is to a maximum of 1140 hours annually as per explanation above for ‘15 hours funding per week’

Shared Funding If you choose to place your child with more than one nursery setting, it is important that you decide which setting should claim the main funding (funding hours can be shared). You must then advise each setting of the hours they should claim. Failure to do this may result in all settings applying for full funding – and, consequently, any fees subsequently incurred will be backdated and invoiced to you. NB: Holbeton School is a term-time only setting – for full details of our current term dates please see our school website: www.holbeton.devon.sch.uk.

*** Please note, there is NO session provision for children under the age of 3 at Holbeton School.** The following is for information only.

Children aged 9months and up – “Working Entitlement Funding” *

Eligible working parents with children from 9 months old will be able to access up to 15 hours per week of funded childcare. If you believe that you reach the qualifying criteria, go to www.childcarechoices.gov.uk for further information on how to apply.

“Targeted” 2-Year-Old Funding *

A 2-year-old can get funded childcare if the parent/carer lives in England and is in receipt of qualifying benefits, or criteria. A 2-year-old funding application can be made, and eligibility checked, online via the Devon Citizens Portal, or by phone: 0345 155 1013. Parents will need their National Insurance Number or National Asylum Support Number (if applicable) in order to make an application.