



**Application for a Nursery place for September 2024
(for birth dates between 1st September 2020 to 31st August 2021)**

Closing Date 31st December 2023

Offer Date 31st January 2024

Child's details

Surname			
Forename		Gender	
Middle name		Date of birth	
Current childcare			

Home address

Number / street			
District			
Town		Post code	

Contact details for parent/carer

Title: Mr/Mrs/Miss/Ms		Phone (day)	
Surname		Phone (evening)	
Forename		Phone (mobile)	
Email address			
Relationship to child		Do you have parental responsibility?	Yes / No

Brothers or sisters who will be attending at the same time

Name:		DOB:	
Name:		DOB:	
Name:		DOB:	
Name:		DOB:	

Additional information about your child

Does your child have an education, health and care plan?	Yes / No
Is your child "looked after" by a local authority (in care)?	Yes / No
If yes, which local authority?	

15 hours free childcare is available to all children the term after their 3rd birthday. You may also be eligible for 30 hours free childcare, follow the link below for more details and to check eligibility.

[30 hours free childcare - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Children can access the nursery provision at Bentley Heath from the term after their third birthday, contact the school office if you are interested in a mid-year start date.

Child's birthday

1st Sept – 31st December

1st Jan – 31st March

1st April – 31st August

Earliest Admission Date

Term starting on or after 1st January

Term starting on or after 1st April

Term starting on or after 1st September

Session Times and Costs

Time		Cost per session
Morning	08:45 – 11:45	£20
Lunch	11:45 – 12:15	£5*
Afternoon	12:15 – 15:15	£20

*A packed lunch must be provided, the lunch hour must be paid for and cannot be covered by the 15 or 30 hours allowance. Tax free childcare and childcare vouchers are accepted.

Please indicate which sessions you will require a place for your child. Please also indicate whether you expect this place to be funded by your childcare entitlement. If you will be receiving tax free childcare or childcare vouchers please select paid, funded only applies to the 15 or 30 hour entitlement. **A minimum of 15 hours per week must be booked.**

	Monday	Tuesday	Wednesday	Thursday	Friday
08:45 – 11:45	Paid	Paid	Paid	Paid	Paid
	Funded	Funded	Funded	Funded	Funded
	N/A	N/A	N/A	N/A	N/A
11:45 – 12:15	Paid	Paid	Paid	Paid	Paid
	N/A	N/A	N/A	N/A	N/A
12:15 – 15:15	Paid	Paid	Paid	Paid	Paid
	Funded	Funded	Funded	Funded	Funded
	N/A	N/A	N/A	N/A	N/A

Please return this application form along with evidence of your current address (e.g. Council Tax Bill) to:

FAO: Miss M Ball

office@bentleyheath.bdmat.org.uk **or by post to**

Bentley Heath CE Primary School

Widney Close

Bentley Heath

B93 9AS

Bentley Heath C E Nursery Terms and Conditions

- All fees are payable half termly, in advance.
- The invoice must be paid by the date stated on it.
- A £10.00 surcharge will be made for late payment of invoices and will be added to the next invoice.
- Failure to pay the invoice will result in the loss of the place of the child until full payment is made. If payment is not made within two weeks, the place may be withdrawn and offered to another child.
- No child will be accepted at Bentley Heath C E Primary Nursery without prior completion of the Admission forms.
- An original birth certificate or passport must be provided to confirm date of birth prior to enrolment.
- A minimum of 15 hours per week must be booked. This must comprise of 5 morning or afternoon sessions.
- Funding can be used to cover morning or afternoon sessions only. The lunchtime session of 30 minutes can only be booked as a paid session.
- The 30 hour code, plus the relevant information required for eligibility checking, must be provided when booking any sessions over or above the 15 universal hours.
- If you wish to move the funding from an existing provider to Bentley Heath this MUST be relinquished prior to admission. Any sessions which cannot be covered by funding are chargeable.
- Full fees are charged for absence and early collection of a booked session.
- We are registered to accept childcare vouchers and tax free childcare.
- Fees are charged on a “per child, per session” basis.
- Period of notice for any permanent changes to sessions or cancellation is half a term, in writing.
- Ad hoc bookings are possible at a minimum of 24 hours’ notice, subject to places being available. These sessions will be charged at £20 per session. Funded hours cannot be used to cover ad hoc bookings.
- Children must be collected at the agreed time or extra charges will be applied (£5 for every five minutes that a child is late being collected).
- If your child is to be collected by anyone other than the usual person, a phone call or conversation at drop off will be accepted as notification. An agreed password will be required upon collection.