

**COMMON APPLICATION FORM FOR ALL
MAINTAINED EARLY YEARS SETTINGS**

WOKINGHAM BOROUGH COUNCIL - PEOPLE'S SERVICES

APPLICATION FOR A FOUNDATION ONE (F1) PLACE

This form must be retained by the Setting and made available to the local authority on request.

Name of Setting: **HIGHWOOD PRIMARY SCHOOL**

Child's name in full:.....

Child's date of birth:.....

Child's gender: MALE / FEMALE (please delete as appropriate)

Child's permanent home address:.....

.....

.....Post Code.....

Name of First Parent/Carer living at the home address above:

TitleForename.....Surname.....

Relationship to ChildHome Telephone.....

Alternative Work or Mobile contact numbers

Email.....

Is your child resident at more than one address? **YES / NO**

If yes, what percentage of time does the child spend at the declared home address?%

Name of Second Parent/Carer (if applicable):

TitleForenameSurname

Relationship to Child

Address, if different to above

.....

Post Code: Contact Telephone number:.....

Email.....

Personal information contained in this form is subject to the Data Protection Act 1998 and will be used by the Authority for the purpose of early years' admissions. Data may be exchanged with other local authorities, schools or governmental agencies where necessary as part of the admissions process.

To help us ensure your application is dealt with appropriately and efficiently please complete the following:

Does your child have a Statement of Special Educational Needs or an Education Health and Care Plan? **YES / NO**
If yes please enclose supporting documentation from a professional person e.g. Educational Psychologist

Is your child 'Looked After' or previously looked after (in the care of) a Local Authority **YES / NO**
If yes please enclose supporting documentation such as confirmation from the authority with parental responsibility/adoption order/residence order, special guardianship order

Does your child have any older siblings in the same family unit already attending and continuing to attend this Nursery, or linked school? If yes please give details:

Name(s).....

Date(s) of Birth.....

Setting/School

Declaration:

I certify that the information I have given on this form is correct and that I am the person with parental responsibility for the child named above. I agree that the information I provide may be shared as part of the admissions process. I confirm that, to the best of my knowledge, the declared address will continue to be the child's residence beyond admission to the setting/school. I understand that any place offered may be withdrawn if I give false or misleading information.

Signature of Parent/Carer.....Date.....

SETTING USE ONLY

Birth Certificate seen by:

Date:

INFORMATION FOR PARENTS

All eligible three and four year olds will be entitled to 15 hours free early education per week, for 38 weeks (term time) per year. In our school this is currently offered as 5 x 3 hour sessions per week. You can choose from either morning or afternoon places. The morning sessions run from 8.45am to 11.45am. The afternoon sessions run from 12.30pm to 3.30pm. Subject to availability there may be an opportunity to do a combination of morning and afternoon sessions as well as purchasing additional sessions above the free entitlement.

You may choose to take up fewer than five sessions/15 hours per week. The notes on the next page explain your child's entitlement in more detail.

Please tick the number of sessions you would like by ticking the appropriate boxes. Please note that if your preferred sessions are full, you may be offered alternative sessions.

Preferred number of sessions up to a maximum of five

Monday	Tuesday	Wednesday	Thursday	Friday

I would like morning / afternoon sessions (please circle one)

Signed: _____ (Parent/Carer) Date: _____

YOUR CHILD'S ENTITLEMENT TO FREE EARLY LEARNING AND CARE

All eligible three and four year olds are currently entitled to 15 hours free early learning and care per week, for 38 weeks per year.

An additional 15 hours of free childcare per week (up to 570 Free Hours) is available for families where both parents are working (or the sole parent is working in a lone-parent family), and each parent earns the equivalent of 16 hours a week at the national minimum or living wage, and earns less than £100,000 a year. At the point of drafting this policy the full national entitlement is expected to be the subject of further legislation, which may affect the entitlement

1. The entitlement is to the free hours and holds no monetary value. The setting attended by your child will receive a subsidy to enable a free entitlement place to be available, if your child attends the setting for only the free entitlement of 15 hours per week, you will not pay any fees or charges of any kind.
2. If, however, your child attends for longer than 15 hours per week, then you can be charged for the extra hours of childcare or additional services (Unless taking the additional 15 hours entitlement for children of working parents)
3. If you take up extra childcare over and above your child's free entitlement, you will only ever be charged for the extra hours. You will not be asked to pay for the free entitlement within the fees and have this amount 'refunded' at a later date.
4. If your child attends for more than 38 weeks per year, the setting will charge for the extra weeks.
5. You are under no obligation to take up extra hours or weeks over and above your child's free entitlement.

It is generally regarded as good early year's practice that your child attends only one setting for their free entitlement as this is believed to be in the best interests of a child, and all settings should be able to offer the 15 hours. However we are aware, that sometimes this is not possible due to individual circumstances. For example, this could be when a parent has work or other commitments on certain days and therefore needs to access full-time childcare on those days. If you need to access the entitlement at more than one setting, please discuss with your intended providers and complete the section below which should be signed by you and the Headteacher or Foundation Stage Co-ordinator, and forward a copy to:

Wokingham Early Years & Childcare Team
Children's Services,
Wescott Annexe,
Wescott Road,
Wokingham
RG40 2ER.

I wish to access my free entitlement at more than one setting for the reasons given below (continue on a separate sheet if necessary), and I have discussed this with the Headteacher/Foundation Stage Co-ordinator and the other provider and they understand my reason for splitting my entitlement.

Reasons:

My child also takes up _____(enter number) hours of the free entitlement at:

_____ (enter other provider name)

Parent/carer: _____ Date: _____

Headteacher or Foundation Stage Co-ordinator: _____