

Primrose Hill Primary School

Princess Road, Regent's Park, London NW1 8JL

Tel: 020 7722 8500

admin@primrosehill.camden.sch.uk

www.primrosehill.camden.sch.uk



Application for 2YO

Please bring a utility bill, council tax bill and child's birth certificate AND eligibility letter (if applicable) with you when applying.

Child's details:

<u>Child's family name:</u>	<u>Child's first name:</u>	<u>Date of birth:</u>	<u>Gender:</u>
			Male Female
<u>Full address:</u>			<u>Postcode:</u>
<u>Previous/Current school attending:</u>			

Parent/Carer 1 details:

<u>Parent/Carer 1 title:</u>	<u>Full name:</u>	<u>Contact number:</u>
Mr/Mrs/Ms/Miss/Dr		
<u>Email Address:</u>		

Parent/Carer 2 details:

<u>Parent/Carer 2 title:</u>	<u>Full name:</u>	<u>Contact number:</u>
Mr/Mrs/Ms/Miss/Dr		
<u>Email Address:</u>		

Priority reasons for admission

Please indicate if any of the following apply: You will need to provide evidence as appropriate

- Does the child have a brother or sister already at the school? Yes No
- Does the child have an EHCP or SEN? If 'yes', please attach any reports. Yes No
- Are there any other special educational, medical or social factors that we should know about? If 'yes', please explain below. Yes No

Signature of Parent/Carer: _____

Date: _____

Ethnic Background

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth. Please tick one box only to indicate the ethnic background of the child. Please also tick whether the form was completed by a parent.

White: British ☐ Irish ☐ Traveller of Irish Heritage ☐	Mixed: White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐ Any other mixed background ☐
Any other White background: Greek ☐ Greek Cypriot ☐ Turkish ☐ Turkish Cypriot ☐ Albanian ☐ Kosovan ☐ White European ☐ White Other ☐	Asian or Asian British: Indian ☐ Pakistani ☐ Bangladeshi ☐ Asian or Asian British other ☐ African: Somali ☐ Nigerian ☐ Congolese ☐ Any other Black African ☐
Black or Black British: Caribbean ☐	Chinese: ☐
Any other ethnic background: Latin American ☐ Kurdish ☐ Any other ethnic background ☐	I do not wish an ethnic background be recorded ☐ This information was provided by the parent ☐

(Any information you provide will be used solely to compile statistics on the experiences of pupils from different ethnic backgrounds to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time, the information will be passed onto the Local Education Authority and the Department for education and Skills (DfE) to contribute to local and national statistics. The information will also be passed onto future schools, to save it having to be asked for again).

Additional Info Required for Nursery Places (2 year olds)

You may be aware about the funding eligibility changes that government has implemented in May 2017.

We offer only 15 hours a week for 2 year olds. You have 2 options regarding the timetable, these are:

Option 1:	Option 2:
<i>5x mornings (Mon-Fri) 8:45 – 11:45</i>	<i>5x afternoons (Mon-Fri) 12:45 – 3:45</i>

You can state your preference for which option you'd like, however we allocate the spaces subject to availability.

Preference: _____

Funding

There are two ways in which you can fund your child's place, please check and see which one is right for you:

1. You may be entitled to **free part-time childcare for your 2 year old**. For eligibility please go to <https://forms.camden.gov.uk/cus/servlet/ep.app?ut=X&type=84839445895&auth=204> alternatively, you can go to Camden's website and search 'Childcare' then press 'apply'.
2. Your other option is that you can pay for their place **which is a fee of £97.50 per week. Payment should be made in advance, £390.00 monthly or £1170.00 termly.** You will need to fill out the **Top-Up Agreement Form** attached to this application.

Please tick one of the following that applies to you:

1. I **AM** eligible for 15 hours free local offer funded by Camden.
(Option 1 – eligibility letter required). ☐
2. I am **NOT** eligible for free 15 hours. I will pay for my child's space.
(Option 2 – Please fill in the Top-Up agreement on the next page) ☐

Declaration:

I (name) _____ understand that, once I have taken up my place at a nursery, if I wish to leave I will have to give 6 weeks' notice before I can take up my entitlement at a new childcare provider.

I have read and understood the terms and conditions of the contract **(please tick)**. ☐

Parent/Carer _____
(Full name, please use capital letters)

Signed: _____ Date: _____

Top Up Fee Agreement Form

CHILD'S FAMILY NAME: _____

DATE OF BIRTH: _____

CHILD'S FIRST NAME: _____

☐ BOY

☐ GIRL

ADDRESS: _____

POSTCODE: _____

Parent(s)/Carer(s) with whom child lives:

FAMILY NAME: _____ FIRST NAME: _____

HOME TELEPHONE: _____ MOBILE: _____

EMAIL ADDRESS: _____

Terms and Conditions:

- ☐ Will pay a month's fee in advance (£390) to secure your child's place in the Nursery.
- ☐ Commit to this arrangement on a term by term arrangement.
- ☐ Would give **six weeks' notice** in writing prior to 31st Dec, 31st April and 25th July (of particular academic year), if you wish to change to 15 hours only or if your circumstances change.
- ☐ You understand that you **MUST** pay for the rest of the term, even if you take your child out of Nursery.
- ☐ You will pay monthly (£390) or a term in advance for each term (x12 weeks £1170).

First payments must be paid by no later than your child's first day at nursery. You are liable to pay for places regardless of any missed days or holidays taken.

You can pay via debit/credit card online through SchoolMoney. Once your child is on roll, you will receive the link where you have to register and make payment.

Parent/Carer's Signature _____

Parent/Carer's full name _____

(Please write your name in capital letters)

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Primrose Hill Primary School Nursery Terms & Conditions (Tadpoles & Froglets)

Terms and conditions of the contract:

- On the acceptance of the offer for the place at Primrose Hill Nursery, we will claim for funding; therefore, you must give **six weeks' notice** if you are planning to move your child/ren to another provision.
- Once you have accepted the place with us but you change your mind and decide to move your child/ren to another provision, you must tell them that you have to give us **six weeks' notice**.
- You must notify us in writing if you are moving your child/ren into another provision.
- Part-time to full-time spaces (and vice versa) are subject to availability and you must apply in writing.
- We allocate morning or afternoon part-time spaces subject to availability.

Fees and Payments

If you are paying for your child's place:

- Fees are payable on or before the 1st day of each month via your child's SchoolMoney account.
- If fees are not paid by the 8th day of each month, **an administration fee of £12.50** will be added to your account as a late fee. If fees are not paid by the 15th of the month, **an additional £12.50** will be added (binging the late payment fee total up to £25.00) and so on for the weeks after, up to a maximum of £100 .00
- If your fees are more than 1 month in arrears, your child's nursery fee place may be withdrawn.
- Termly Fees must be paid monthly (3 x £390) or a term **in advance** (£1,170), before the beginning of the term.
- No refunds are given for any days' your child misses when the nursery is open. This includes sickness absences or holiday you choose to take during term time.
- You **MUST** pay for the whole term, even if you take your child out of Nursery.
- If your child attends another provision, please make sure that you notify them in line with their Terms and Conditions before accepting a place in our provision.**

Agreed to all T&C ☐

Full Name _____ Child's name & DOB _____

Signature _____ Date _____