

# 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](http://www.primrosehill.camden.sch.uk)



## Application for 3-4YO

**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

1. Does the child have a brother or sister already at the school? Yes  No

Name and Class (if yes) \_\_\_\_\_

22. Are there any Special Educational Needs, Medical or Social factors that we should know about? If 'yes', please explain below and provide evidence as appropriate. 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.

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

(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 (3-4 year olds)**

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

Every 3 and 4 year old is entitled to free 15 hours.

Some families may be entitled to 15 additional hours, the options to fund this are as follows:

<u>Option 1:</u> <u>Department of Education</u> <u>Additional 15 hours funded</u>	<u>Option 2:</u> <u>Camden Offer</u>	<u>Option 3:</u> <u>Payment</u>
An additional 15 hours funded by the government: <ul style="list-style-type: none"> <li>Either parent or the sole parent in a one parent family must be working.</li> <li>Each parent must have a weekly minimum income equivalent to 16 hours at the national</li> </ul>	An additional 15 hours funded by Camden: <ul style="list-style-type: none"> <li>Children who have been eligible for a two year old place whether you took it up or not.</li> <li>Looked after children.</li> <li>Children with a statement of</li> </ul>	An additional 15 hours can be funded by payment: <ul style="list-style-type: none"> <li>You can pay the additional 15 hours if you wish which is a fee of £100.00 a week or £1,200 per Term</li> </ul>

<p>minimum wage to £120 per week, £6,000 per year for parents over 25 years old, or £112.80 per week or £5,800 per year for parents between 21-24 years old.</p> <ul style="list-style-type: none"> <li>Neither parent must have an income of more than £100,000 per year.</li> </ul>	<p>Special Education Needs or an Education Health Care Plan (EHCP).</p> <ul style="list-style-type: none"> <li>Families in receipt of Disability Living Allowance.</li> <li>Children for whom there is a special guardianship arrangement.</li> </ul>	
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For Option 1, you will need to provide proof of eligibility. To facilitate this, HM Revenue & Customs have launched a new eligibility checker website: <https://www.childcarechoices.gov.uk/>

Parents need to check their eligibility on the portal '30 hours' free childcare'. Eligible parents will be given an 11 digit code which they need to provide to school along with their National Insurance Number and the child's date of birth.

For Option 2, Parents MUST show proof of their eligibility for extended hours. You can apply at Camden Enhanced Team: <https://www.camden.gov.uk/free-early-education-childcare>

In addition to these options, we offer Top-Up places. For Option 3, parents must complete the Top-Up Agreement Form and adhere to the terms and conditions which is attached to this application.

Please tick the funding option you are taking up:

- 15 hours + 15 hours (30 hours total) funded by the Department for Education for eligible working parent(s)  
 11 Digit Code \_\_\_\_\_ NI \_\_\_\_\_
- 15 hours + 15 hours (30 hours total) local offer funded by Camden Enhanced scheme (Eligibility letter required)
- I am **only eligible for 15 hours** nursery education but wish to pay a 15 hour Top – Up fee £100 per week. (Signed Top Up agreement form required)
- I am **only eligible for 15 hours** nursery education and **only** wish to take up these 15 hours

### 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 (£400) 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 31<sup>st</sup> Dec, 31<sup>st</sup> April and 25<sup>th</sup> 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 (£400) or a term in advance for each term (x12 weeks £1,200).

**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 8<sup>th</sup> 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 15<sup>th</sup> 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 £400) or a term **in advance** (£1,200), 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 \_\_\_\_\_