

Primrose Hill Primary School

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

Tel: 020 7722 8500

admissions@primrosehill.camden.sch.uk

www.primrosehill.camden.sch.uk



Application for 2YO

When applying, please also provide a utility bill (either water or energy bill), council tax bill and the child's birth certificate

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>Child's nationality:</u>	<u>Child's country of birth:</u>		
<u>Full address:</u>			<u>Postcode:</u>
<u>Previous/Current school attending:</u>			

Parent/ Guardian/ 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/ Guardian/ 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) _____

2. 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/Guardian/ Carer: _____ Date: _____

Funding

There are currently two ways in which you can fund your child's place:

1. You may be entitled to a **childcare support for your 2 year old** either through:
 - a) **Camden Council:** For eligibility check, please go to <https://families.camden.gov.uk/support-for-parents/early-years-and-childcare/help-with-childcare-costs/>
 - b) **UK Government:** For eligible working families, please go to <https://www.childcarechoices.gov.uk/15-and-30-hours-childcare-support/working-families>
2. You can **pay for a full time or part time place**. A full time place is £200 per week, £800 per month or £2400 termly in total. A part time place is a fee of £100 per week, £400 monthly or £1,200 termly. Payments should always be made in advance.

Please select one of the following that applies to you:

FULL-TIME Space (8.45am – 3.30pm)

1. ☐ **I AM/ WILL Be** eligible for 30 hours per week via the Government Child Care Support (**Eligibility Code** required)
My 11 Digit Code _____ NI _____
2. ☐ **I AM/ WILL BE** eligible for 15 hours per week via local offer funded by Camden Council (**Eligibility letter** required) and I will pay for the additional 15 hours (the **Top-Up Agreement Form** attached to this application required).
3. ☐ I am **NOT** eligible for free childcare. I will pay for my child's full-time space (the **Top-Up Agreement Form** attached to this application required).

PART-TIME Space: please select one of the following sessions:

- a) ☐ **AM (8.45am – 11.45am)**
 - b) ☐ **PM (12.30pm - 3.30pm)**
1. ☐ **I AM/ WILL BE** eligible for 15 hours per week via local offer funded by Camden Council (**Eligibility letter** required).
 2. ☐ I am **NOT** eligible for free 15 hours. I will pay for my child's part time space (the **Top-Up Agreement Form** attached to this application required).

Declaration:

I (name) _____, as a parent, guardian or carer, have read and understood the terms and conditions and 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.

Signature: _____

Date: _____

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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 (bringing the late payment fee total up to £25) and so on for the weeks after, up to a maximum of £100.
- 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/£800) or a term **in advance** (£1,200/£2400), 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.**

☐ I have read and understood the Nursery Terms and conditions (Please tick)

Full Name _____ Child's name & DOB _____

Signature _____ Date _____

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Top Up Fee Agreement Form

CHILD'S FAMILY NAME: _____ DATE OF BIRTH: _____

CHILD'S FIRST NAME: _____ ☐ BOY ☐ GIRL

ADDRESS: _____

POSTCODE: _____

Parent/Guardian/ Carer 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/£800) 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 (£400/£800) or a term in advance for each term (£1,200/£2400).

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.

☐ **I have read and understood the above terms and conditions (Please tick)**

Parent/Guardian/ Carer's Signature _____

Parent/Guardian/ Carer's full name _____

(Please write your name in capital letters)