



St. Joseph's Catholic Primary and Nursery School

Holloway, Malmesbury, Wiltshire, SN16 9BB

Tel: 01666 822331; Email: admin@st-josephs-malmesbury.wilts.sch.uk

Website: www.st-josephs-malmesbury.wilts.sch.uk

Working parents: Apply for your childcare code by 31 August to start using your 15 or 30 hours from September

ST JOSEPH'S NURSERY APPLICATION FORM

Personal Details

Child's Name:

DOB:

(Please submit your child's Birth Certificate with this application)

Parent/Guardian Contact Details

Name:

Relationship to child:

Home address:

Contact number:

Email:

Siblings

Does your child have a brother/sister at St Joseph's Catholic Primary School?

Yes ☐

Sibling/s Name: _____

No: ☐

Is the child a Catholic? ☐ If yes, you must provide a copy of a certificate of baptism.

Sessions Required

Please select below your 1st and 2nd session preferences (a minimum of 2 sessions are required) Preferred start date _____

	This is only an indication of place requirements and is NOT a booking form.
Morning (am) Session 09.00am -12noon First Preference	Mon <input type="checkbox"/> Tue <input type="checkbox"/> Weds <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> (please select)
Morning Session 09.00am -12noon Second Preference	Mon <input type="checkbox"/> Tue <input type="checkbox"/> Weds <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> (please select)
Possible ad-hoc requirements Lunch Session 12:00 – 13:00 (Top Up payment from morning session)	Mon <input type="checkbox"/> Tue <input type="checkbox"/> Weds <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> (please select)
Cooked Lunch (£2.00 and ordered via parent pay) See Note below	Mon <input type="checkbox"/> Tue <input type="checkbox"/> Weds <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> (please select)
Afternoon Session 12noon – 3.00pm Includes the Lunchtime session First Preference	Mon <input type="checkbox"/> Tue <input type="checkbox"/> Weds <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> (please select)
Afternoon Session 12noon – 3.00pm includes the Lunchtime session Second Preference	Mon <input type="checkbox"/> Tue <input type="checkbox"/> Weds <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> (please select)

Note: A cooked lunch is not part of our lunch provision. It is our expectation that parents will provide an appropriate healthy lunch each day. Where parents elect not to do this, children in the nursery can access a hot school meal. We request that parents book these through the school's parent pay and meal ordering App.

You can use your funded hours for all sessions (see attached Appendix or our website for further information on funding). Unfunded sessions are charged at £7.50 per hour (£22.50 per session) for 3 to 4 year olds. £7.50per hour (£22.50 per session)

for 2 year olds.

Full day sessions are available for 2 year olds and 3 and 4 year olds.

School lunch needs to be ordered 1 week in advance on a Monday. Menus are available on our website and ordering is made via parentpay. Alternatively, please bring a packed lunch.

Funding

Please confirm below which funding option will apply to you upon a place being offered/accepted for your child on the requested date – See Appendix attached for further information regarding funding.

Self-Funded place

Self-Funded Nursery space (2 year old)

☐

Self-Funded Nursery space (3-4 years old)

☐

Funded place

15 hours Funded Nursery space (3-4 years old)

☐

15 hours Funded Nursery space (2 year old)

☐

30 hours Funded Nursery space (3-4 years old)

☐

Funding will be available from _____ (enter date – also attach confirmation email for 30 hours)

Please provide the following Parent/Guardian details in order to validate claims and share information with Wiltshire Council Early Years.

Parent 1 Name: _____ NI no: _____ DOB: _____

Parent 2 Name: _____ NI no: _____ DOB: _____

Please provide 2 year old funding application reference number _____

Please complete the 11 Digit Validation Code below for 30 hours funding:

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(this will have been provided by Childcare Places if you have been accepted for 30 hours funding – refer to attached Appendix for further information –copy of confirmation email showing funding to and from dates is also required)

Previous Nursery Settings

Please indicate below previous nursery settings attended:

Nursery Name: _____

Dates attended From: _____ To: _____

Special Education Needs/Medical Needs: Please use separate sheet if necessary

My child has an EHCP of Special Educational Needs (SEND)
(please provide details)

My child has Special Educational Needs but does not have an EHCP
(please provide details)

Does your child have any medical conditions or allergies that we should be aware of? Yes/No
(Please provide details on the Entry Health Questionnaire)

NOTES:

- Please note that this application form does not guarantee a place. Places will be allocated according to our Nursery admissions policy.
- Places allocated to children at St Joseph's Nursery do NOT automatically entitle them to a place at St Joseph's Catholic Primary and Nursery School. You will need to apply to Wiltshire Council for a place at St Joseph's Catholic Primary and Nursery School from age 4/5 in the usual round of admissions.
- GDPR privacy notice is available on the website: www.st-josephs-malmesbury.wilts.sch.uk

Parent Signature: _____

Parent Name: _____ Dated: _____

ADDITIONAL INFORMATION

Places are available for children from 2 to 4 years.

15 HOURS FUNDING

If you are looking for a funded place, these may be available from the term following your child's 2nd or 3rd birthday (as appropriate), and must be applied for and confirmed prior to your child starting at the Nursery.

2 yr old (15hrs funding) – Working parents of 2 year olds will be able to access 15 hours childcare. Parents of disadvantaged 2 year olds are entitled to 15 hours per week childcare based upon benefits being claimed and/or household income email

<https://www.wiltshire.gov.uk/child-care-free-early-education-funding-for-2-year-olds>

You can find out information about how to apply via the governments [Child Care Choices](#) website

If funding has been agreed, please notify us of the Parent/Guardian National Insurance Number(s) and Date of Birth and funding code on the application form, for validation purposes with Wiltshire Council.

3 to 4 year old (15hrs funded) – Children are automatically entitled to 15 hours free funding per week, applicable from the term following their 3rd birthday.

30 HOURS FUNDING

<https://www.wiltshire.gov.uk/child-care-free-early-education-for-3-and-4-year-olds>

The government has announced that some families will benefit from 30 hours of free childcare a week. Please click here to take a look at the government website for further information.

Who's eligible for the funding?

It's designed for working families with 3 or 4 year olds, where both parents live and work in the UK. So, you and your partner will both need to earn the equivalent of 16 hours a week at the national minimum wage or living wage and no more than £100,000 a year each.

What funding will I actually get?

You'll be entitled to up to 30 hours of funded childcare a week (1,140 hours per year).

When can my funding start?

You can claim up to 30 hours of free childcare from the start of the term after your child turns 3. Terms follow the school year. For example, if your child's birthday is in July, provided you are eligible for 30 hours you'll get the funding from September.

What's the difference between the existing 15 hour scheme and this one?

Families with 3 and 4 year olds already get 15 hours of funded childcare per week in term time. That's a universal scheme, so everyone can benefit, whether they're working or not. The new scheme is just for working families, and it increases funding from 15, to 30 hours.

When should I apply?

You'll be eligible for funding from the start of the first term after your child's 3rd birthday. To make sure you get your code as soon as possible, you'll need to apply before the end of the previous term. You don't have to wait until then though. You can apply for your code up to 16 weeks before their third birthday, and it's a good idea to do it early, just in case you need any help. If you do, just ask us.

How do I apply?

Just go to [childcarechoices](#) to apply. Once you're done, they'll send you a code, which you'll need to give to us so we can set your funded hours up.

Do I need to apply again for the next term?

Yes. The way the scheme's set up, you'll be asked to confirm you're still eligible every three months. It only takes a minute or two to do, and you'll be sent a reminder when it's time.

Do I have to use all of my hours?

Not at all. Just use the hours you'd like to.

Is the funding just available in term time?

Yes, the scheme only gives you funding for the 38 weeks of term time.

Like a bit more detail?

You can find out more about the funding at the [Child Care Choices](#) website or call the government's Childcare Service Helpline on 0300 123 4097.

For all funded nursery provision, Parents/Guardians will be issued a 'Parental Declaration Form for Early Education and Childcare. These will require completion and must be returned to the school office at least 2 weeks prior to the child's start date. Failure to return forms may result in a nursery place being deferred or your application being put on the waiting list.

SELF FUNDING

Nursery Fees will be applicable for children enrolled prior to any funding start date. Invoices will be issued and will identify payment dates and fees due. These will also confirm sessions being charged and/or funded. Invoices will NOT be issued if you are fully funded.

Fees will need to be paid in advance for the term and before the session starts in a lump sum.

One terms notice should be given in writing to cancel self-funded provision

TERMS AND CONDITIONS

Payment for Sessions Booked Attended and Penalties

- **All bookings must be made using the nursery booking form** above and **include payer's signature.**
- We require one terms notice of booking or cancellation.
- It may be possible to book "additional Ad-hoc places, including the lunch time session at short notice. These will depend on staffing ratios on the day and cannot be guaranteed. **Payment to be made at time of booking.**
- **All bookings must be accompanied by the correct payment with the exception of late Ad-hoc bookings which must be paid by 09:00 on the day. Exceptions for childcare voucher payments need to be agreed in advance with an agreed scheduled payment date.**
- Method of payment is electronically using ParentPay or agreed childcare voucher provider.
- Failure to settle all fees and/or penalties when due may result in St Joseph's Catholic Primary School and St Joseph's Nursery taking action (including legal action) to recover all outstanding debts. The use of the nursery facilities will also be withdrawn.
- Due to staffing arrangements, attendance is charged for **the whole session booked**, even if the child is collected earlier than the session end time.

Changes to booked sessions

Sessions booked and paid for cannot be refunded except in the following circumstances:

- Closure of the nursery due to unforeseen circumstances.
- When a child misses five or more consecutive sessions due to illness (medical certificate required). Refunds will be payable after the second day of illness.
- Refunds will not be given for any dates not attended.

Booking additional/occasional sessions

- All Ad-hoc sessions are subject to availability and are dependent on staffing ratios
- No parent/carer should consider a booking as accepted until the Nursery Manager has confirmed the booking and it has been paid for in full.

Responsibility for Payment

The responsibility for payment of all fees, charges and penalties lies at all times with the person who has made the booking.

Failure by the St Joseph's Nursery to make a written or verbal request for payment of fees does not constitute an excuse or reason for late or non-payment.

Penalties for non-payment of Top Up charges

It is the responsibility of all parents/carers collecting children to do so promptly at the end of the session. Failure to do so will expose the parent/carer to the payment of a financial penalty and will

constitute a breach of the terms and conditions, entitling St Joseph's Nursery to exclude the child from subsequent Top Up sessions.

Penalties for Late Collection

- There is a late penalty charge of £4.00 for any child collected 5 minutes after the official session has ended and £4.00 charged for each additional 5-minute period. This charge will cover the costs of 2 X members of staff to supervise your child.
- This penalty must be paid before the child is able to return to the nursery. Where the penalty is outstanding, and further sessions have been booked and paid for by the parent/carers, St Joseph's Nursery reserve the right to exclude the child, until the penalty is paid, without issuing a refund for sessions unattended.

Childcare Vouchers—Tax Credit Scheme

We are able to accept payment by childcare vouchers. Please contact the school office, who will confirm agreement for voucher provider and terms of use.

Registration

Data held on the nursery's data base will be used to obtain personal information, emergency contact details, medical information, special dietary requirements, allergies etc. If there is additional information deemed necessary for nursery staff to be made aware of, please notify the Nursery Room Leader in writing.

Sickness Policy

- Any child who has suffered from diarrhoea, sickness, high temperature/fever must be kept away from the nursery for a period of 48 hours after such condition has ceased.
- Should any child suffer any illness whilst at the nursery, staff will use contact information provided and ask the parent/carer to come and collect the child as soon as possible.

Note: See "Changes to booked sessions" above for details on Ad-hoc and Top Up payment refunds.

Collecting Children

Parents/carers collecting children will be expected to sign a register. Children will not be allowed to leave with anyone not known by nursery staff or by anyone not expected. If pick up plans change the nursery will need to be informed immediately (Tel. 01666 822331).