

Lydalls Nursery School and Chameleon Club Registration Form

Thank you for your interest in Lydalls Nursery School and Chameleon Club! To add your child's name to our waiting list, please complete this form and return to the office. We also require proof of address and a copy of your child's birth certificate.

Visiting Lydalls Nursery School and Chameleon Club:

office to secure a place on your chosen date:

www.lydallsnurseryschool.co.uk/registration-forms

If we are able to offer a place to your child, you will be invited to bring your child in for some "settling in" sessions where they can stay and play in nursery for a short while before their first day; further information about these visits will be provided upon acceptance of the offer you receive.

Please tick which options you are applying for:

- Chameleon Club: 2-year-olds (please complete sections **1, 2** and **4**)²
- Nursery School (please complete sections **1, 3** and **4**)
- Both (please complete all sections)

Section 1: Personal Details

| | | |
|-----------------|---------------------------------------|---------------|
| Child's Name: | _____ | |
| Date of Birth: | _____ | Gender: _____ |
| Parent Name(s): | _____ | |
| Address: | _____ _____ | |
| | Postcode: | _____ |
| Contact Tel No: | 1) _____ | 2) _____ |
| | <i>(please provide 2 if possible)</i> | |
| Email Address: | 1) _____ | 2) _____ |

Does your child have any special educational or physical needs? (If so, please give brief details below)

Lydalls Nursery School is a fully inclusive setting and we ask for this information to ensure any additional resources, specialist staff training and/or sufficient staffing levels that may be required are in place to accommodate your child's needs ahead of their first day; all applications are processed fairly and in-line with the Nursery School Admissions policy.

For office use only:

| | | |
|--|--|------------------------------------|
| Birth certificate seen? <input type="checkbox"/> | Address verified? <input type="checkbox"/> | Date offer sent:/...../..... |
| Staff signature: | Reply Deadline:/...../..... | |

Section 2: Chameleon Club - 2-year Olds

Chameleon Club sessions are offered as mornings or afternoons. We ask that you sign up for a minimum of 2 sessions, up to a maximum of 5 per week. Applications are dealt with on a "first come, first served" basis, regardless of how your child's place will be funded, and we have 3 intakes per academic year; one at the beginning of each term.

From what date are you hoping your child to start? _____

How many sessions per week would you like your child to attend? _____

(subject to availability)

Please tick which days would you prefer your child to attend:

Monday Tuesday Wednesday Thursday Friday

Which session time would you prefer?

Morning (8.45am - 11.45am) Afternoon (12.45pm - 3.45pm) No preference

Please provide a brief reason for your preference: _____

(Please note, we cannot guarantee your choices, but will do our best to accommodate your needs)

If we are unable to offer you child a place from the date requested, would you like your child's name to remain on the "continued interest" list?

(This means that we will endeavour to offer your child a place as close to your requested start date as possible-usually within the following 2 terms)

Yes No

How will your child's sessions be funded (please tick one option only)?

- Early Years funding;** this is for families receiving some additional forms of government support; please also provide your date of birth and National Insurance number as we require this information to claim funding for your child's place

Date of Birth: _____ National Insurance No: _____

If you already have a funding code, please provide it here: _____

- Working Families funding;** this is for families where both parents work at least 16 hours per week, but neither earns more than £100,000 per annum; please also provide your funding code and National Insurance Number as we require this information to claim funding for your child's place.

Funding Code: _____ National Insurance No: _____

If you already have a funding code, please provide it here: _____

- Self funded;** if neither of the above criteria applies to you, you will receive an invoice for your child's fees at the beginning of each half term. Please ask a member of staff if you would like to see a current price listing or visit our website for the schedule of fees.

SOME USEFUL NOTES REGARDING 2-YEAR-OLD PLACES AND FUNDING:

1. We only offer mornings or afternoons and not a combination of both; also, we do not offer full day sessions to 2-year-olds. 15 hours per week is the maximum number of hours offered to any 2-year old attending our setting.
2. Early Years funding: your child may be eligible for this funding if you are in receipt of benefits such as Income Support, JSA, ESA, Universal Credit, the guaranteed element of Pension Credit, Child Tax Credit and/or Working Tax Credit. Please visit www.gov.uk/help-with-childcare-costs for further information.
3. Working Families funding; please visit www.childcarechoices.gov.uk and follow the links to apply for your funding code; you should be able to apply for a code up to 2 terms in advance of your child starting. If you are not yet able to apply for the code, you may submit your application form without this information and send it to us at a later date. However, your funding code **must** be in place the term before your child starts in order for the funding to be accessible and you will need to reconfirm your details every 3 months.

Please also complete section 3 if you would like your child to continue at Lydalls Nursery School and Chameleon Club from the term that follows their 3rd birthday. Otherwise, please proceed to section 4.

Section 3: Nursery School

All children between the ages of 3 and 5 are entitled to 15 hours of universal funding, which takes effect from the term that follows their 3rd birthday. At Lydalls Nursery School, these 15 hours are offered as 5 mornings per week or 5 afternoons per week and we encourage full attendance of these sessions. We do also have a **limited** number of 30-hour funded spaces available to children eligible for the "extended" 15 hours per week.

From what date are you hoping your child to start? _____

(As stated above, children may join the Nursery from the term that follows their 3rd birthday, but please indicate if you would prefer a later start date)

Which session time would you prefer?

- Morning (8.45am - 11.45am) Afternoon (12.45pm - 3.45pm) No preference

Please provide a brief reason for your preference: _____

(Please note, we cannot guarantee your choices, but will do our best to accommodate your needs)

If we are unable to offer you child a place from the date requested, would you like your child's name to remain on the "continued interest" list?

(This means that we will endeavour to offer your child a place as close to your requested start date as possible - usually within the following 2 terms)

- Yes No

- Please tick this box if you believe your child is eligible for the 30-hour funding and you would like a full time place (i.e. mornings and afternoons)**

If you already have a 30-hour funding code, please complete the details below:

30-hour Funding Code: _____ National Insurance No: _____

If you are not eligible for a 30-hour funding code, but would like your child to attend more than their 15 hours of government funded hours, please complete a form for additional "top-up" sessions, which you can download from our website.

Please visit www.childcarechoices.gov.uk and follow the links to apply for your funding code; you should be able to apply for a code up to 2 terms in advance of your child starting. If you are not yet able to apply for the code, you may submit your application form without this information and send it to us at a later date. However, your funding code **must** be in place the term before your child starts in order for the funding to be accessible and you will need to reconfirm your details every 3 months.

Section 4: Parental Declaration:

I confirm that I have completed this form to the best of my knowledge.

Parent: _____ Date of Application: _____

Please use this area if you would like to provide any additional information about your child and/or family that you feel is pertinent at this stage of the application process.

Use this form to check a funding code is valid before offering a funded place.



Providers are responsible for checking eligibility of codes, specifically dates of codes for the relevant term. Parents are responsible for applying and (for working parent codes) reconfirming codes.

Parent/guardian/carer details:

To be completed by the child's parent or legal guardian. Please use block capitals

| Parent / Carer/Guardian 1 | Parent / Carer/Guardian 2 |
|--|--|
| Forename: | Forename: |
| Surname: | Surname: |
| Date of Birth: | Date of Birth: |
| Parental Responsibility Yes <input type="checkbox"/> No <input type="checkbox"/> | Parental Responsibility Yes <input type="checkbox"/> No <input type="checkbox"/> |
| National Insurance number or Asylum Support Reference Number (previously NASS): | National Insurance number or Asylum Support Reference Number (previously NASS): |
| Child Name | |
| Child Date of Birth | |
| Working Parent Eligibility code | |
| 2 Year Old On Additional Forms of Support Code | |

Parent declaration:

I understand that the information I give will be held electronically. And I agree that Oxfordshire County Council can use this information and contact other government agencies as allowed by law, to check my eligibility for the funded entitlement and provide my childcare provider with the result of the check.

| | |
|--|--|
| Signature of Parent / Guardian/ Carer | |
| Print Name | |
| Date | |

Provider Check:

| | |
|---|-----|
| Date Code Validated on Establishment portal: | |
| Result of Check: | |
| Funded Place Offered to Parent? | Y/N |

Once a place has been offered providers should ask the parent to fill out a full parental declaration form.