



KINCRAIG NURSERY

Request for Place Form – 2, 3 and 4 year olds

Kinraig Road, Blackpool. FY2 0HN
Tel: 01253 354059 Fax: 01253 354072
Email: admin@kinraig.blackpool.sch.uk

If you are interested in a place for your child in Kinraig Nursery please complete this form and return it to:

Kinraig Nursery
Kinraig Road
Bispham
Blackpool
FY2 0HN

PART 1: DETAILS OF THE CHILD

All sections marked with # must be completed:

Surname
Forename (s)
Other Surname (s)
Home Address
Post Code
Date of Birth
Gender
Please indicate if your child is currently attending another Blackpool childcare setting. Yes <input type="checkbox"/> No <input type="checkbox"/> If 'yes' please say which

PART 2: THE PERSON MAKING THE APPLICATION

Your name: Mr/Mrs/Ms/Other (please specify): _____
Relationship to the child:
Telephone Numbers: Home: Mobile: Work:
E Mail Address:

If the child is not living permanently with parent(s)/guardian(s) please provide the name, address and telephone number of the person the child usually lives with and their relationship to the child:

Mr/Mrs/Ms/Other (please specify):
Relationship to the child:
Telephone Numbers: Home: Mobile: Work:
E Mail Address
Date when the child started living with the person at this address:

PART 3: DETAILS OF THE CHILD'S BROTHERS AND SISTERS WHO ALREADY HAVE A PLACE AT KINCRAIG PRIMARY SCHOOL

# Name of brother/sister	Date of birth

PART 4: DETAILS OF THE PLACE REQUESTED

Please refer to the attached fee structure and then indicate which hours you require each day.

Your child is entitled to 5 grant funded sessions a week. A morning is 1 session, an afternoon is 1 session and full day is 2 sessions. Please indicate the 5 free sessions you would prefer, if they are available, and any extra sessions you would like to pay for.

Term Time Only	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Morning 8.45am – 11.45am					
Afternoon 12.15pm – 3.15pm					
All Day 8.45am – 3.15pm					

All children qualify for a grant funded early education session from the term following their 3rd birthday. Nursery Education Grant (NEG) funding is available for all 3 and 4 year olds to a maximum of 55 free educational sessions per term, each session being minimum 3 hours duration. Terms will normally be 11 weeks in length but may be up to 14 weeks. Please note the NEG is paid over 3 terms and does not cover school holiday periods.

Date you require your child’s place to start: _____

PART 5: ADMISSIONS CRITERIA FOR 2 YEAR OLDS

We take children whose parents wish to pay for sessions and children whose parents are entitled to 2 Year Old Grant. You may be entitled to the grant if you meet the criteria below.

Parents/carers will be expected to provide evidence of the criteria relevant to their circumstances.

1. Income support
2. Income based Job seekers Allowance
3. Income related Employment and Support Allowance
4. Support under part VI of the immigration and Asylum Act 1999
5. The ‘Guarantee’ element of State Pension Credit
6. Child Tax Credit provided you are not entitled to Working Tax credit and have an annual income that does not exceed £16,190

In the event of us not having enough places to meet demand, priority will be given to children who meet the following:

1. A child who is looked after by the local authority

Is your child ‘looked after’ (i.e. is your child in public care as defined by the Children Act):
Yes No

If your child is looked after; please provide the name of your social worker who can be contacted to support your application:

.....

2. Children with professionally supported educational, medical, emotional or social needs*
 (*When deciding whether a child has an educational, medical or social need, the head teacher will consider the child's needs or circumstances, supporting evidence from other professionals, and the availability of nursery classes in neighbouring schools.)

3. A child with a brother or sister already attending Kincaig Ducklings Nursery or School and who will still attend the school when the child is admitted.

If you would like to discuss the Admissions criteria further, please contact the Early Years Leader for more information.

Please state if your child has any of the above-mentioned needs. Please provide details of someone who can be contacted to support your application, for example your child's doctor, health visitor or social worker. Please note that your permission will be obtained before we contact the person whose details you give. The information you provide will be considered in the allocation process:

PART 6: ADDITIONAL INFORMATION

Health concerns (e.g. asthma, epilepsy):

Language(s) spoken at home:

Other professionals that may be involved	Name	Contact number
GP		
Pediatrician		
Health Visitor		
Speech and Language Therapist		
Portage		
Physiotherapist		
Dietician		
Social Worker		
Educational Psychologist		
Behaviour Support Team		
Other		

Please provide any additional information that you would like to be considered during the allocation process:

PART 7: TIMESCALES

Timescales for dealing with Kinraig Nursery admissions are as follows:

Request for Place Form to be submitted to the Nursery and the parent/carer advised whether or not there is a suitable place available for their child within ten working days of the Request for Place Form being received;

Child to take up the suitable place on a date to be agreed with the Early Years Leader.

An appropriate settling in period for the child will be agreed with the parent/carer and payment will not commence until the child has settled and is ready to take up the place.

PART 8: RELEVANT FORMS:

Please make sure you have attached the following form: Copy of Birth Certificate

PART 9: SIGNATURE

I agree that the information I have provided in this form is correct.

Signed:

Date:

Parent/Carers (Print Name).....

Kinraig Nursery is open **Term-Time** only and therefore you will not be charged during school holidays.

All Nursery fees must be paid in advance each week. Payments can be made to the staff at the front office, either by cash or cheque. Arrears will not be tolerated and if payments are not kept up to date, your child’s place will be reviewed and potentially withdrawn.

Fees will not be charged for Bank Holidays.

If your child is absent from Nursery, you will still be expected to pay for your child’s place for that day.

If you are looking at changing your nursery sessions or wish to cancel your nursery place a minimum of **2 weeks notice** is required.

I have read the above and understand from reading the Nursery terms and conditions around nursery fees and payments what is expected of me.

Signed:

Date:.....