NURSERY APPLICATION FORM for September 2027

The closing date is Friday 12th March 2027

Places will be offered before school breaks up for the Easter holidays

Dear Parents and Carers

Our Nursery provision is Monday, Tuesday and Wednesday, from 8.35am to 3.15pm. This totals more than the 15 hour entitlement but we only claim funding for 15 hours, for the 38 school weeks.

If you would like your child to be considered for a nursery place, please complete the form below. *Application forms can only be accepted with the birth certificate and council tax bill (proof of address).*

Child's Details

Legal Forename: _____ Legal Surname: _____

Gender: _____ Date of Birth: _____

Number and Road: _____ Postcode: _____

Do you have another child who attends WLPS? Yes ☐ No ☐

If yes, please give the name of your youngest child who attends WLPS _____

Does your child have any medical conditions or special needs?

If yes, please can you give details overleaf Yes ☐ No ☐

Does your child have any behavioural needs? Yes ☐ No ☐

Has your child been referred or are you awaiting a diagnosis? Please give details overleaf

Children start our Nursery after their 3rd birthday. **Children should be toilet trained when they arrive in September** – do you expect your child to be toilet trained Yes ☐ No ☐

If not, is there a medical reason why they may not be? Please give details overleaf

Does your child receive DLA? Yes ☐ No ☐

Parent/Carers Details

Parent/Carer 1 Name with title: _____

Telephone numbers: Mobile: _____

Email: _____

Parent/Carer 2 Name with title:_____

Telephone numbers: Mobile: _____

Email: _____

Signed: _____ Dated: _____

Further Details:

Medical Conditions or Special Needs:

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Behavioural Needs:

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Toilet Training:

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Nursery Entitlement

As a Birmingham City Council school, we have a duty to protect the public funds we administer. If you are offered a place with us, we may use the information you provide, within the Council for the prevention and detection of fraud, protect public funds, or where otherwise required or permitted by law.

15 hours: *All* three and four year olds are entitled to the 15 hours' universal entitlement.

30 Hours:

- To be eligible to the 30 hours extended entitlement, you must earn less than £100,000 and meet one of the following criteria:
  - → Single parents working at least 16 hours per week on the minimum wage,
  - → Couples – both working at least 16 hours per week on minimum wage;
  - → one parent is employed and the other parent is in receipt of carers' benefits, specific disability or incapacity benefits.
  - → Working parents includes those on statutory sick pay and parental adoption, maternity or paternity leave.
- Please note that parents cannot receive extended entitlement funding at a new provider if they start attendance during their grace period (the "grace period" is the short period when funding will continue to be paid to a provider after a parent has lost their extended entitlement).
- Should you lose entitlement to the 30 hours you will still be eligible for the 15 hours' universal entitlement.
- Where your child attends 2 settings or more, the universal provider will continue to be funded, whereas the 'extended' provider will not. Parents choose which setting will be funded for the universal 15 hours, but we ask that if you have accepted the place here at WLPS, that **we are named your universal provider**
- A maximum of 2 providers can be accessed in one day.
- When completing the 30 hour entitlement form, with both WLPS and your extended provider, please be careful when naming the universal and extended provider. Where both are named as universal providers, **neither** will be funded.
- If parents do not reconfirm their 30 hours' eligibility every 3 months as directed by the HMRC, they will be liable for the following term's extended hour's fees. Parents should review their HMRC childcare accounts for reconfirmation deadline dates. Please note 30 hours cannot be funded until the term after eligibility is confirmed. Funding can only continue each term if eligibility is reconfirmed by parents every 3 months:

Autumn Term	The eligibility code must have been received on or before 31st August
Spring Term	The eligibility code must have been received on or before 31st December
Summer Term	The eligibility code must have been received on or before 31st March

- Website to check eligibility:
  https://www.gov.uk/check-eligible-free-childcare-if-youre-working
- If you are entitled to the 30 hours you will be given a form to complete which will confirm your extended providers name and the days and hours that you are claiming from them. This is a legal requirement and is used by the funding department to scrutinise your claim and our funding.
- The Birmingham City Council Nursery Education Funding department scrutinises ALL claims, regardless of 15 or 30 hours.

Working entitlement will be:

- Up to 15 hours over 38 weeks of the year (570 hours per annum) for eligible 2 years olds from April 2024
- Up to 30 hours over 38 weeks of the years (570 hours per annum) for eligible 3 and 4 year olds from April 2024
- Up to 15 hours over 38 weeks of the year (570 hours per annum) for eligible children aged 9 to 23 months from September 2024
- Up to 30 hours over 38 weeks of the year (1140 hours per annum) for eligible 9 months to 4 years from September 2025
- Please remember that if you are 'stretching' your entitlement from your extended provider over more weeks, the hours will drop, for instance 570 divided by 47 weeks = 12.127. It is 38 weeks a year as this is the number of days that schools are open to children for, i.e; 190 days a year = 13 weeks a year school holidays and 5 staff training days.
- Providers cannot compress the funded hours to offer more than 15 or 30 hours over less than 38 weeks of the year.

Child DLA: Three and four-year-old children in receipt of child DLA and who are receiving the early education entitlement, are eligible for the Disability Access Fund (DAF). DAF is paid to the child's setting at a fixed annual rate of £938. Please note, this payment is not made for 4 year olds in Reception classes. This is an annual payment and is only payable to one provider each financial year. If the child is attending more than one provider, parents should complete this form with each provider they attend, including schools.

If your child is splitting their 30 hours entitlement across two or more settings,
the condition of a place at WLPS is that we (WLPS) are the **universal provider.**
It is the universal provider that retains the funding should the extended entitlement be lost.
You will be asked to complete the 30 hour entitlement form.

Should you require any further information or have any queries concerning the nursery funding, please contact us.

Nursery Admission Criteria

We accommodate 39 children.

1) Looked after children
2) Siblings; brother or sister who will still be in attendance when the child starts
3) Distance; children who live nearest the school measured in a straight line

Please Note: Years can vary, but a good proportion of the 39 children offered places, will be siblings. *We would therefore advise you to apply to several nurseries if your child is not a sibling. If you are not offered a place with us, hopefully you will have an alternative provision.*

Orchids

Orchids run the before and after school club. If you would like to know more about wrap around care, their website is www.orchidschildcare.co.uk
Their email address is: info@orchidschildcare.co.uk
Their office telephone number is 07754 425122