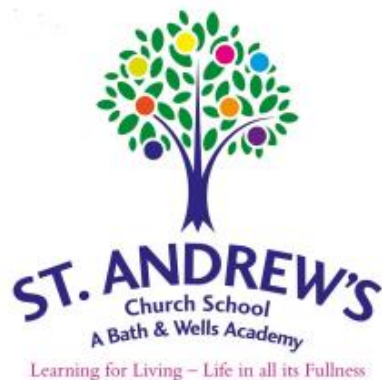


Mrs Victoria O'Brien  
Interim Headteacher

Northampton Street, Julian Road, Bath BA1 2SN  
Telephone: 01225 310135  
Email: [enquiries@standrewsbath.bwmat.org](mailto:enquiries@standrewsbath.bwmat.org)



Dear Parent/Carer,

Thank you for expressing an interest in attending St Andrew's Church School Nursery. Please find enclosed an application form for you to complete and return to the school office.

Please find below information to guide you through the application process.

### Are nursery class places full time or part time?

At St Andrew's Church School Nursery places are offered on a full time or part-time basis during term time only.

### When can my child start and how much will the place cost?

Children can start at St Andrew's Church School Nursery after their third birthday. From the date of their third birthday until the 3- and 4-year-old funding starts (the term after they turn three) the following funding options are available for families who are eligible: -

- **2-year-old funding** - 15 funded hours per week for 38 weeks per year - if eligible for families on low income, looked after/adopted children, children with SEN or DLA. A funding code is required from the Local Authority. <https://parent.bathnes.gov.uk/web/portal/pages/home>
- **2-year-old funding for working families** - 15 funded hours per week for 38 weeks per year- if eligible a funding code is required from HMRC and must be obtained the term before it is to be used – by 31 August to be used from 1 September. <https://www.childcarechoices.gov.uk/>
- If not eligible for the above, the place can be on a paid for basis.

From the term after the child's third birthday (1 September, 1 January, 1 April) the following options become available for families who are eligible: -

- **3 and 4 year old funding** - 15 funded hours per week for 38 weeks per year (universal entitlement). All children are entitled to this.
- **3 and 4 year old funding for working families** - 30 funded hours per week for 38 weeks per year (extended entitlement) if eligible a funding code is required from HMRC and must be obtained the term before it is to be used – by 31 August to be used from 1 September. <https://www.childcarechoices.gov.uk/>

Lunchtime is included in the daily routine for a full day or an afternoon session. Any child attending a full day or an afternoon session will need to book and pay for a school meal on Parentpay or bring a packed lunch in from home.



Additional regular sessions over and above the early year's entitlement can also be on a paid for basis and are charged at £16.25 per session, £32.50 for the full day. All payments are to be paid termly in advance on ParentPay and are non-refundable in any event. Please refer to St Andrew's Church School Nursery Charging Policy for further details.

### How are nursery class places allocated?

Where there are more applications than places available, places will be offered in line with the priority order below.

- Children Looked After – Children who are in the care of a Local Authority or have previously been and are now formally adopted or subject to a residence/child arrangement order or special guardianship order. Children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- Children in receipt of funding for additional educational needs.
- Children who, at the time of application, have a sibling attending St Andrew's Church School.
- Children who live within the City of Bath and the family are 'practising' members of any Church.
- Children living closest to the school, as measured in a direct line.

You do not have to apply to a Nursery nearest to where you live, but you do have the best chance of being offered a place there. The distance you live from the Nursery is also considered if the nursery class is over subscribed.

Attendance at a school Nursery does not guarantee a place at the school when early year's education is completed. You will still need to apply for a reception school place through the Local Authorities school's admissions procedure for entry into the reception class.

Please fill in the enclosed forms, indicating when you would like your child to start and then tick your preference for sessions. All sessions are allocated for the whole school year and will only be able to be changed at the beginning of terms 3 and 5 by returning a completed amendment form to the school office. This, of course, will be dependent on space available.

We look forward to receiving the completed application form together with a copy of your child's birth certificate.

Thank you for choosing St Andrew's Nursery.

Yours sincerely

Mrs Victoria O'Brien  
Interim Headteacher



# Nursery Application Form for St Andrews Church School

1. Name of child..... Date of birth.....

Male:  Female

Child's position in family: for example, youngest of three.....

Home address: .....

Postcode: ..... Home telephone: .....

Work telephone ..... Mobile telephone: .....

Email address: .....

## 2. Name of older sibling(s)

Class .....

Date of birth of sibling(s).....

## 3. Does your child have any of the following: - Please tick those that apply to your child.

	YES	NO
• English is an additional language to that normally used by the child or the family.	<input type="checkbox"/>	<input type="checkbox"/>
• The child's home situation means that there is little interaction with other children.	<input type="checkbox"/>	<input type="checkbox"/>
• There is concern, by a Health Professional, that the child has failed to meet developmental targets.	<input type="checkbox"/>	<input type="checkbox"/>
• The child has been assessed under the SEN Code of Practice as likely to experience difficulties when of school age.	<input type="checkbox"/>	<input type="checkbox"/>
• The child's behaviour has proved difficult to manage in the home or pre-school situation.	<input type="checkbox"/>	<input type="checkbox"/>

## Please complete this section if you have ticked 'yes' in Section 3

Please describe the circumstances, which you believe, apply to your child.....

Please attach a letter from your social worker, health visitor or other professional in support of your application.

## 4. Please give religious affiliation and church attended, if appropriate.....



# Nursery Application Form for St Andrews Church School

Month	Year	Your child can start if they are 3 years old on or before
September		31 <sup>st</sup> August
January		31 <sup>st</sup> December
April		31 <sup>st</sup> March
Or after their 3 <sup>rd</sup> Birthday using 2-year-old 15-hour funding code or on a paid for basis until the 3-year-old funding starts the term after your child turns 3.		
Please specify date required: -		

Please indicate on the table below your preference for sessions for your child.

- Please choose **15 hours funded childcare** (5 sessions if entitled to early years funding) or **30 hours funded childcare** (10 sessions if entitled to early years funding) from the choices as set out below for your child. This can be all mornings, all afternoons, or a mixture of both.
- If your child is staying for a full day or afternoon session you will need to book and pay for a school meal on Parentpay or bring a packed lunch in from home.
- Please indicate your preference with a tick for funded hours and a "P" for additional paid sessions.

PREFERENCE	Morning Session 8.55am-12.00pm	Afternoon Session 12.00-3.05pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

If you have an eligible childcare code, please can you complete the details below and sign the form to give us consent to check the validity of the code.

**2 year-old 15 hour code** .....

**2 year-old 15 hour working family code**.....

**3 and 4 year-old 30 hour working family code**.....

**Parent/Carer who applied for the code**.....

**Parent/Carer National insurance number** .....

**Parent/Carer Date of Birth who applied for the code** .....

My child attends another Nursery\* .....

\*Please provide details of other Nursery(s) your child attends. If you have left this section blank, we will assume that you child does not attend any other Nursery and you will let us know if the situation changes.

Name of Parent/Carer..... (Mr/Mrs/Ms/Miss)

Signature..... Date.....

All data is collected in line with our Privacy Notice and Data Protection Policy which can be found at [BWMAT Key Policies – BWMAT](#)

**Please return this form together with a copy of your child’s birth certificate to:  
St Andrew’s Church School, Northampton Street, Julian Road, Bath BA1 2SN Tel: (01225) 310135**

