



NEW MILLSIDE PRE-SCHOOL – APPLICATION FORM

Please complete & return, either via email office@newmillsidepre-school.co.uk or our post box outside our main door.

Please sign the consent on the back.

Privacy statement: We will only use this information to process your application. We will not use this information for marketing purposes and will not share information with any third parties, unless required to do so by law.

Childs Legal First Name		Middle Name(s)	
Legal Surname			
Preferred name(s) if different from above:			
Date of Birth		Gender	
Parent/Carer 1 Name		Parent/Carer 2 Name	
Relationship to child		Relationship to child	
Full Address, including postcode (where child resides)			
Telephone Parent/Carer 1		Telephone Parent/Carer 2	
Email Address (1)			
Email Address (2)			

Please see our Educational Funding Policy, Fees Policy and Term Dates when deciding on when you would like your child to start at our preschool and which funding type you are selecting below. Funding becomes available the term after the child's 3rd birthday, or 2nd birthday if entitled to 2 year funding. 9+ month funding may be available during the term your child turns 2, if eligible. Please note, children can only attend from the age of 2. Non-funded sessions are available which are charged per session, please see our website & fees policy.

The term & year you would like your child to join our Pre-school from:

i.e Terms are: AUTUMN (Sept-Dec) / SPRING (Jan-Mar) / SUMMER (Apr-July)

I/We would like our child to attend on the following sessions:

Session times are shown below and cannot be adjusted, e.g., your child cannot be collected at 3PM. If you select all day every day and have the 30 hour code you are over the 30 hours by 2.5, please see our Fees Policy for more details and confirm to us by email if you will be paying for sessions etc.

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
All day 9-3.30		All day 9-3.30		All day 9-3.30		All day 9-3.30		All day 9-3.30	
AM 9-12	PM 12.30-3.30	AM 9-12	PM 12.30-3.30	AM 9-12	PM 12.30-3.30	AM 9-12	PM 12.30-3.30	AM 9-12	PM 12.30-3.30

New Millside will aim to give you your choice, but this isn't always possible.

Please let us know if you are flexible with the sessions you have selected:

I am flexible with sessions

I require only the sessions selected above

Other, please specify details regarding preferred sessions:

If your child will be 2 when they start, please circle the appropriate statement:

I will be paying for sessions

9+ month funding code for eligible working parents

I have the code *OR* I am applying

2 Year Funding Code for eligible working parents:

I have the code *OR* I am applying

2 Year Early Learning Funding for families who receive some additional government support

I have the code *OR* I am applying for the code

If 3 & 4 year funded when they start, please tick the appropriate statement:

I will only be claiming the 15 funded hours

I have the 30 hour code *OR* I am applying for the 30 hour code

Does your child currently attend another setting		Will your child continue to attend the other setting when they have a placement here		Has funding been claimed by the other setting		If funding has been claimed, or will be claimed if continuing to attend, please confirm the funding offer type at the other setting:	
YES	NO	YES	NO	YES	NO	TERM TIME ONLY (38 weeks a year)	STRETCHED OFFER (45, 52 Weeks a year etc)

Please note, if your child will be splitting funded hours between two settings using the 30 hour code, then you can split the funded hours. However, if the settings are on different offers, it must be an equal split of 15 hours between providers. For example, up to 15 hours per week with a term time only provider (38 weeks) and then up to 11 hours per week with an all year round stretched provider (open for more than 38 weeks). One provider will use the 15 universal hours and the other will use the 15 extended hours. This is to prevent an overclaim. If your child has claimed stretched funding at another setting and is leaving, please check when their funding ends to prevent an overclaim at the new setting.

Does your child have any additional needs, medical needs and/or other professionals involved?	YES	NO
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If yes please specify,

Do you have any concerns about your child's development?	YES	NO
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If yes please specify,

Have you had a child at our pre-school before	YES, they currently attend	YES, they no longer attend	NO
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How did you hear about us?	
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I would like more information regarding:

9+ month funding for working families	2 Year Funding for working parents	2 Year Early Learning Funding for families who receive some additional government support	15 Universal Funding Hours	15 Extended Funded Hours (30 Hour Code)
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DATA PROTECTION STATEMENT

New Millside Pre-school will process and be in control of the data provided on this form. The information which you provide in this form and any other information obtained or provided during the application process ("the information") will be used for the purpose of assessing both your and your child's requirements in relation to the interests of our pre-school. If you choose not to accept a place at the pre-school, the information will be securely destroyed. You have the right to data portability, request access to, rectification or erasure of your data collected as part of this process.

If your application is successful, the information will form part of your child's file and we will be entitled to process it for all purposes in connection with your child's development.

So that we may use the information for the above purposes and on the above terms, we are required to obtain your explicit consent, please sign the consent section below. You have the right to withdraw your consent at any time and the right to lodge a complaint with the Information Commissioner if you are unhappy with the way in which the information has been used.

Should you no longer require a place, please let us know immediately. Once your child is offered a place and you accept it, on admission further personal information and family details are required for our records. Our Welcome Pack will be provided to you once sessions are agreed.

I/WE CONSENT TO MY/OUR PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.

Print Name:..... Signed:..... Date:.....

Print Name:..... Signed:..... Date:.....

Please remember to keep your details up to date with us, you can update us by emailing office@newmillsidepre-school.co.uk
A lot of our communication is sent via email, to avoid missing our emails please add us as a contact and check junk/spam mailboxes

For Office Use Only		Date received:					Initial Email sent:					SEN/SIBLING/CATCHMENT				
Sessions Sent:	(AM)	M	T	W	Th	F	Sessions Agreed:	(AM)	M	T	W	Th	F			
DATE	(PM)	M	T	W	Th	F	DATE	(PM)	M	T	W	Th	F			
Section A Welcome Pack Sent via email:	Sec B Welcome Pack Sent: EMAIL/PRINTED		Home Visit Arranged:		Welcome Pack Returned:		Birth cert/passport provided:		Notes:							