

# HIGH WYCH PRE-SCHOOL NURSERY

The Bullfield's Centre, Cutforth Road, SAWBRIDGEWORTH, Herts. CM21 9EA

POSTAL ADDRESS: PO Box 11018, SAWBRIDGEWORTH, Herts. CM21 1AP

email: [office@hwpsn.co.uk](mailto:office@hwpsn.co.uk), Tel: 07792-612585

REG CHARITY NO: 1027302

OFSTED NO: EY426856



## ENROLMENT FORM

**YOUR CHILD WILL NOT BE ALLOCATED A PLACE UNTIL THIS FORM IS RETURNED (subject to availability)**

We have a legal obligation to collect and process this information in accordance with The Early Years Foundation Stage (Welfare Requirements) Regulations 2012. We have a legitimate interest in collecting this data as it is needed to place your child on our enrolment register, to be used for checking funding eligibility before an offer can be made and home visits.

- If you are a fee payer, an administration fee of £30.00 is required which will be included in your first invoice.
- You will be contracted to give 6 weeks term time notice – this is charged if your child leaves before this time, **including if you are eligible for government funding.**

Basic Details (please print)					
Child's full name:		Date of birth:		Gender:	
Child's NHS number:				Today's date:	
Name and signature of person filling out this form:				Relationship to child:	
1 <sup>ST</sup> Parent National Insurance Number:				1 <sup>st</sup> Parent Date of Birth:	
2 <sup>nd</sup> Parent National Insurance Number:				2 <sup>nd</sup> Parent Date of birth:	
Address where child mostly resides:		Preferred contact no:			
		Email address:			
Is there a special educational need, behavioural concern or medical need that you suspect, or has been identified by a health professional? (This must be disclosed so we can assess if we can meet your child's needs):					
Are you eligible for any free government funding? Apply on <a href="http://www.beststartinlife.gov.uk">www.beststartinlife.gov.uk</a> to see whether you meet the criteria. Two-year-olds of Working Families (up to 30 hours) or Supported Families (up to 15 hours); Three and four year old Working Families funding (up to 30 hours).					
Two-year-old funding code for Supported Families: (up to 15 hours)					
Two-year-old funding code for Working Families:					
Three- and four-year-old Working families code					
Allocation of sessions are dependant on availability. We MUST have this reference number to claim your entitlement. DO NOT DELAY APPLYING – THERE ARE STRICT DEADLINES. All children are entitled to funded 15 hours the term AFTER they turn three years old. You do not have to take your full entitlement and you can choose to split this between us and another setting.					
When would you like your child to start? .....					
PLEASE INDICATE YOUR PREFERRED SESSIONS below:					
PLEASE TICK ✓	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.50 to 11.50 (AM)					
12.00 to 15.00 (PM)					
09.00 to 15.00 (ALL DAY)					