



Nursery Placement Request

Please complete this form to confirm the days and hours you would like your child to attend the setting. We will do our very best to accommodate all requests, and you will receive written confirmation of the hours we are able to offer – we try to ensure this is sent within 7 days of this request being received. This form should be completed annually in line with the beginning of the academic year, however, change requests can be submitted as required.

As a setting we would like to remain flexible and do all that we can to meet your needs, however we do ask that you notify us as soon as possible if you would like to change or amend the hours your child is allocated. Requests to change weekly patterns will be dealt with as swiftly as possible for you, although requests to reduce the number of days / hours may be subject to a notice period – further information and details of these terms will be included within your confirmation letter.

Childs Full Name:	
Date of Birth:	
Parent or Guardian Name:	
Contact Telephone Number:	
Primary Email Address:	
Parent National Insurance Number:	
Entitled to funded hours (y/n):	
If yes, how many Hours per week:	
If above 15 Hours, please provide and eligibility code:	
Is this a request to amend current hours or is your child new to the setting?	

Please note: If you have indicated above that your child is eligible for more than 15 government funded hours per week, we will require a copy of your entitlement to verify with the Local Authority.

Should you be unsure if your child is eligible for Government funded hours or would like to check if you can get assistance with childcare costs, further guidance and eligibility can be found [here](#). As a registered provider, we are listed on the Governments website for Tax Free Childcare - information for setting up an account, and eligibility for Tax Free Childcare can be found [here](#).

A standard day within the setting is from 9am – 3pm, this is 6 hours including 1 hour for lunchtime (packed lunches must be provided by parents for children attending during lunchtime, or school dinners can be requested for only £2.30 per day). We prefer to provide block sessions between these times to maintain continuity, but you can request morning or afternoon sessions as required. Should you need to extend these hours, we are able to accommodate hours from 8am to 5.30pm Monday to Friday, and any hours beyond funding entitlements will be charged at £4.20 per hour (this can be pro rata i.e. £2.20 for half an hour, and £1.20 for 15 Minutes).

Please indicate below the days and hours you would like your child to attend the setting:

	Attending <i>(Please tick as appropriate)</i>	Hours <i>(Please indicate you preferred drop off and collection time)</i>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Please sign below to confirm you are the registered parent or guardian for this child, you understand we will do our best to accommodate this request but until you receive written confirmation from us this request is not approved; and that the information you have provided within this form is both correct and up to date at the time of completion.

Signed:.....

Date:.....