Sacred Heart
Catholic Primary School & Nursery

St Mark's Road, Teddington, TW11 9DD
020 8977 6591
www.sacredheartteddington.co.uk
info@sacredheart.richmond.sch.uk

Headteacher: Mrs Brenda Green
Assistant Headteacher: Mrs Amin Orchard



NURSERY APPLICATION FORM AND PARENT/CARER CONTRACT

September 2027, January 2028, April 2028

PART A: APPLICATION DETAILS

SECTION 1: CHILD'S DETAILS

Child's Surname: _____ Forename(s): _____

Date of Birth: _____ Gender: _____

Home Address: _____

Post Code: _____

Email: _____

Telephone – Home: _____ Mobile: _____

Child's Ethnicity: _____ Child's Religion if any: _____

Language spoken at home: _____

Other languages spoken: _____

Does your child have special educational needs or disabilities? Yes ☐ No ☐

If yes, please provide details: _____

Does the child have an older sibling at Sacred Heart? Yes ☐ No ☐

Name: _____ Year Group_____

Current Nursery/playgroup (if any): _____

SECTION 2: PARENT/GUARDIAN DETAILS

Parent/Guardian 1

Title: _____ Surname: _____ Forename: _____

Home Address (if different from child): _____

Post Code: _____

Email: _____

Daytime Telephone: _____ Mobile: _____

Parent/Guardian 2

Title: _____ Surname: _____ Forename: _____

Home Address (if different from child): _____

Post Code: _____

Email: _____

Daytime Telephone: _____ Mobile: _____

SECTION 3: SESSION PREFERENCES AND FUNDING

NURSERY PROVISION AVAILABLE

Sacred Heart School Nursery offers the following term-time only provision for 3- and 4-year-olds (38 weeks per academic year):

Universal Entitlement Funded Places

- 15 hours per week, mornings only
- Morning session: 8.45am – 11.45am
- Available to all 3- and 4-year-olds

Extended Funded Places (30 hours)

- 30 hours per week (subject to eligibility)
- Whole day session: 8.45am – 2.45pm
- Requires valid 30-hour funding code from HMRC

Self-Funded Places

- For parents not eligible for 30-hour funding
- Afternoon sessions: £10 per hour (£30 per afternoon)
- Whole day session: 8.45am – 2.45pm

Additional 30 minutes

- Optional extension: 2.45pm – 3.15pm
- Cost: £5 per day (to mirror the school day)

Minimum attendance: 2 mornings per week

YOUR SESSION PREFERENCES

Please tick your preferred sessions:

	Monday	*Tuesday*	*Wednesday*	*Thursday*	*Friday*
Morning session (8.45am – 11.45am) 15 hours Universal Funding	☐	☐	☐	☐	☐
Whole day session (8.45am – 2.45pm) 30 hours Extended Funded or Self-Funded	☐	☐	☐	☐	☐
Additional 30 mins (2.45pm – 3.15pm) £5 per day	☐	☐	☐	☐	☐

YOUR FUNDING STATUS

Please tick which funding entitlement applies:

☐ I am eligible for 15 hours Universal Funding only

☐ I am eligible for 30 hours funding

My 30-hour eligibility code is: _____

(You must provide your 11-digit code from HMRC before your child starts)

☐ I am not eligible for 30-hour funding and will self-fund afternoon sessions

(£10 per hour = £30 per afternoon session)

☐ I would like to add the optional 30 minutes (2.45pm-3.15pm) at £5 per day

IMPORTANT INFORMATION ABOUT 30-HOUR FUNDING

• Check your eligibility at www.childcarechoices.gov.uk

• Apply with HMRC online or by phone (NOT the local authority)

• You will receive an 11-digit code valid for 3 months

• You must apply the term before you want to access childcare

(e.g., apply in September for January start)

• HMRC will remind you to reconfirm eligibility before it expires

• We will validate your code online before funding can be accessed

• If you lose eligibility or your code cannot be confirmed, you will be charged for sessions

• You must complete a Parent Authorisation Form (PAF) before your child starts

LUNCH ARRANGEMENTS (for whole day sessions only)

☐ I will provide a healthy packed lunch for my child

☐ I would like to order a hot school meal for my child

(Additional charge applies unless eligible for free school meal through EYPP)

SECTION 4: REQUIRED DOCUMENTS

Please attach the following documents with this application:

☐ Proof of home address (recent utility bill dated within last 3 months)

☐ Copy of child's birth certificate

☐ 30-hour funding eligibility code (if applicable)

PART B: TERMS AND CONDITIONS

To enable us to provide and maintain the highest standards of care, and to ensure there is clarity about the contractual relationship between parents and the Nursery, we set out below our standard terms and conditions.

By signing this document, you agree to be bound by these terms and conditions. This application form and contract, once accepted by the school, creates a legally binding agreement between you and Sacred Heart School Nursery.

1. ADMISSION

1.1 Children will be considered for entry once this Application Form has been completed, submitted with all required documents, and places are allocated according to the Nursery Admission Policy oversubscription criteria.

1.2 The offer of a place and its acceptance by parents gives rise to a legally binding contract based on these Terms and Conditions.

2. WELFARE OF THE CHILD

2.1 We will do all that is reasonable to safeguard and promote your child's welfare. Our Nursery staff will work with children, parents/carers, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life.

2.2 Children are expected to be fully potty trained before starting nursery, unless there is a medical reason preventing this. Where a child is not fully potty trained, parents/carers must provide sufficient pull-ups, nappy bags and wipes for each day and spare clothes in a named bag. These will only be used on your child. We will actively work with you to ensure the continuity of your potty training.

3. HEALTH AND MEDICAL MATTERS

3.1 If your child becomes ill during a Nursery session, we will contact the parent/carer or the emergency contact indicated on the Pupil Information Sheet. Parents/carers must inform the Nursery immediately of any changes to contact details.

3.2 If your child is suffering from a communicable illness, they should not be brought to Nursery until the infection has cleared.

3.3 If your child has suffered from vomiting or diarrhoea, they must not attend the Nursery for 48 hours from their last bout of illness.

3.4 Parents/carers are required to notify the Nursery if your child is absent through sickness or any other reasons.

3.5 The Nursery cannot administer any medicine to a child unless prescribed by a doctor and presented in its original packaging. Should the child be on prescribed medication, it is the responsibility of the parent or carer to notify the Nursery and to sign the necessary consent form prior to any medication being given.

4. FOOD AND DIETARY REQUIREMENTS

4.1 We will work with parents/carers to provide suitable food for children who have special dietary requirements. The Nursery will take all reasonable care to ensure that a child does not come into contact with certain foods.

4.2 Nuts, of any variety and sesame will not be accepted into the Nursery at any time.

4.3 Parents/carers of children attending 30-hour places must provide a healthy packed lunch or arrange a hot dinner in advance with the school office. There will be an additional charge for a hot dinner unless eligible for a free school meal through EYPP.

5. DISCLOSURES

5.1 In order to ensure your child's welfare and happiness, you must disclose any medical condition, health problem or allergy affecting the child, any concerns about the child's safety or wellbeing, or any family circumstances or court order which might affect the child at the time of application or as soon as it is known.

6. CHARGES AND PAYMENT

6.1 Parents/carers must complete the **Parent Authorisation Form** (PAF) before their child starts the Nursery. Failure to complete this form means that funding cannot be claimed and you will be invoiced for all sessions your child attends.

6.2 Should you not be entitled to 30 hours or lose your eligibility, you will either lose the 30-hour place or choose to self-fund the sessions. If you choose not to self-fund, you will be offered your Universal Entitlement of 15 hours in the mornings only.

6.3 All charges are invoiced termly and must be paid by the half-term break. Charges will be invoiced to the person(s) named on this Application Form.

6.4 You must activate your School **ARBOR** account and use this to pay all Nursery charges and hot dinners.

6.5 Charges are payable during periods of absence from the Nursery, including sickness or any holidays taken when the Nursery is open. This rule is necessary so that the Nursery can budget for its expenses, which continue regardless of attendance, and to ensure that the cost of individual absences does not fall on other parents.

6.6 Any changes to your invoice or payment queries should be notified by email to: finance@sacredheart.richmond.sch.uk

6.7 Charges are reviewed annually. Any increases will only occur once during the year, starting from September, and will be notified at least half a term in advance.

6.8 Four weeks written notice is required if you no longer require the place, wish to withdraw your child, or want to make changes to your child's session days. This notice period applies to both 15-hour and 30-hour places. Fees remain payable until the end of the notice period.

6.9 If the Nursery must close for reasons beyond its control, such as power failure or adverse weather conditions, no compensation or refund will be given.

7. UNPAID CHARGES

7.1 If charges remain unpaid and go into arrears for 14 calendar days after the due date, the Nursery has the right to deny the child a place at the Nursery with immediate effect.

7.2 We will exercise our statutory right to claim interest and compensation for debt recovery costs under the Late Payment of Commercial Debts (Interest) Act 1998 if we are not paid according to agreed credit terms.

8. LATE COLLECTION

8.1 The Nursery arranges staffing to cover normal hours. That staffing does not provide cover outside the normal working hours of the Nursery.

8.2 Whilst the Nursery seeks to provide some cover in emergencies, an additional fee will be charged if children are persistently picked up late.

9. BELONGINGS

9.1 The Nursery does not accept responsibility for accidental damage or loss of property.

9.2 Parents are requested to keep their child's personal items to a minimum and clearly label all belongings.

9.3 Children should attend Nursery wearing the specified uniform or comfortable clothes and shoes suitable for play and painting activities.

9.4 Jewellery, small hair clips, heels and flip-flops restrict a child's movement and can present a risk of injury. Parents are strongly advised against these items and must take responsibility for accidents caused by belongings or clothes which the children have been sent to the Nursery with.

10. INSURANCE

10.1 The Nursery maintains all insurances required by law. Details are available from the School Office.

10.2 Copies of the current Employer's Liability and Public Liability Insurance Policies are displayed in the School Office.

11. CHANGES TO PERSONAL INFORMATION

11.1 Parents/carers must inform Sacred Heart School Nursery immediately of any changes to:

• Address

• Phone numbers

• Emergency contacts

• Who is authorised to collect your child

• Your child's medical condition

11.2 If any details on the Parent Authorisation Form (PAF) change, a new form must be completed.

12. SAFEGUARDING CHILDREN

12.1 The Nursery is under obligation to report to the relevant authorities any incident where we consider a child may have been abused or neglected. This may be done without informing the parent/carer.

12.2 Any information given by a parent or carer regarding their child will be treated with the utmost confidentiality, except in cases where harm towards a child is suspected.

12.3 The divulging of confidential information relating to the Nursery, its employees or children to any third party is considered a breach of confidence and may result in cancellation of a Nursery place.

12.4 Parents/carers and staff will not discuss details about children or the Nursery on any social networking site or in social environments. Privacy for children is essential.

12.5 During visits to Sacred Heart School Nursery you are not permitted to use cameras or mobile phones, and your bags/belongings must be left out of reach of children in a designated area.

13. SECURITY

13.1 It is your responsibility to ensure that staff are aware of who will be collecting your child.

13.2 No child will be allowed to leave the building with anyone without prior notification.

14. CONCERNS AND COMPLAINTS

14.1 Any question, concern or complaint about the care or safety of a child must be made in the first instance to the Nursery Teacher.

14.2 The complaints policy and procedure is available on request. Sacred Heart School Nursery will do their utmost to ensure all concerns/complaints are resolved.

15. GDPR (GENERAL DATA PROTECTION REGULATION)

15.1 Sacred Heart School Nursery is committed to protecting the rights and privacy of individuals with respect to the processing of their personal data.

15.2 GDPR gives individuals the right to know what information is held about them and provides a framework to ensure that personal information is handled properly.

15.3 Our website complies with GDPR. We use cookies for site functionality and analytics only. We do not use cookies to store personal information about you.

16. QUERIES

16.1 Any queries about these Terms and Conditions should be raised with the Nursery Class Teacher.

PART C: DECLARATION AND SIGNATURES

PARENT/CARER DECLARATION

I confirm that:

☐ All information provided on this application form is correct and complete

☐ I have read, understood, and agree to the Terms and Conditions set out in Part B of this document

☐ I understand that places are allocated according to the Nursery Admission Policy oversubscription criteria

☐ I understand that I must complete a Parent Authorisation Form before my child starts nursery

☐ I understand that this application form and contract creates a legally binding agreement between myself and Sacred Heart School Nursery

☐ I have attached all required documents (proof of address, birth certificate, and funding code if applicable)

Parent/Carer Signature: _____

Date: _____

Parent/Carer Name (in block capitals): _____

Child's Name: _____

FOR OFFICE USE ONLY

Date received: _____

Place offered: Yes ☐ No ☐ Waiting list ☐

Start date: _____

Funding confirmed: 15 hours ☐ 30 hours ☐ Self-funded ☐

Parent Authorisation Form received: Yes ☐ No ☐

ARBOR account activated: Yes ☐ No ☐

Processed by: _____

HEADTEACHER ACCEPTANCE

By signing below, I confirm that a place has been offered to the above-named child at Sacred Heart School Nursery, subject to the terms and conditions set out in this document.

Headteacher's Signature: _____

Name: Mrs Brenda Green

Date: _____

Please return this completed form with all required documents to:

Sacred Heart Catholic Primary School

St Mark's Road, Teddington, TW11 9DD

Or email to: info@sacredheart.richmond.sch.uk

For queries, please call: 020 8977 6591