



Nursery Provision
With the Option of Flexible
Provision
Academic Year 2016-2017

Nursery Provision with the Option of Flexible Provision Application Form

Child's Details.	
First Name:	Middle Name:
Surname:	Date of Birth: <small>(Please ensure a copy of the birth certificate has been shown on admission)</small>
Address:	
Including postcode:	

Name of Parent / Carer:	
Title:	First Name:
Surname:	Relationship to child:
Mobile No:	Home Telephone No:

AM Sessions 8.30am until 11.30am - 5 mornings per week

PM Sessions 12.15pm until 3.15pm - 5 afternoons per week

Whole Day Nursery Session, including lunch - 8.30am -3.15pm (6 hours 45 minutes) with either a AM or PM session (3 hours)

- To be taken either Monday/Tuesday with AM Wednesday session
- or Thursday/Friday with PM session on Wednesday.

Please confirm sessions required

Session	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
Morning (AM)						15
Afternoon (PM)						15
Whole Session Inc. AM or PM Wednesday			<div style="display: flex; justify-content: space-between; align-items: center; height: 40px;"> <div style="border: 1px solid black; padding: 2px;">AM</div> <div style="border: 1px solid black; padding: 2px;">PM</div> </div>			16.5*

*This will incur additional cost for 1.5 hours per week @ £3.00 per hour

**Please ask if you require 15 hours only over whole sessions.

If your child is staying for lunch, please indicate your child's meals arrangements below.

Dietary Needs/ Allergies	Paid - School Dinner £2.15 per day, invoiced in advance.	Provide Own Packed Lunch
We would require medical evidence or a letter from the doctor for allergies.		

If you would like to apply for a Free School Meal please complete the form attached or apply online at www.doncaster.gov.uk **Until your Free School Meal Allowance has been confirmed, you will need to either pay for or provide a meal**

Funded Free Entitlement equates to a maximum of fifteen hours provision per week, 38 weeks of the year.

Please note that funding is not transferable mid-term. If you wish to move your child to an alternative Free Early Years Entitlement Provider you should at least complete the current term at this school.

I certify that

1. The information given on the form is correct
2. I will notify Grange Lane Infant Academy if any of these details change during the period which this form relates.
3. I have read and understood the information on accessing the free entitlement provide by Doncaster Council and know that further information can be found at www.doncaster.gov.uk
4. If I have chosen to take the flexible provision sessions with a funded place and decide to leave my child for the 16.5 hours, I know that I will be invoiced for the additional 1.5 hours in half termly amounts in advance as per the terms and conditions that follow.
5. I understand that if I fail to make payments in accordance with Little Grangers Terms and conditions and payment policy, my child's place within the provision could be withdrawn by the academy.

Parent/Carers Full Name:.....

Signature: Relationship to child: Parent/Legal Guardian (please circle)

Date:

The information on the form will only be used for the purposes of allocating nursery place. The data will be processed in compliance with the Data Protection Act.

When we confirm your child's placement, our academy admission record must be completed by the parent/carer. If you are choosing private childcare then our terms and conditions must also be agreed. The offer of a nursery place does not guarantee a reception place, as applications for reception must still be made in accordance with DMBC's admission arrangements.

Nursery Provision with Additional Flexible Provision

Terms and Conditions

Grange Lane Infant Academy allows parents to use their free 15 hour entitlement a variety of different ways. The majority of parents book either Am (8.30am-11.30am sessions) or PM (12.15pm-3.15pm) sessions, we can however, also offer provision where your child can stay for a full day by using our flexible provision.

As you have indicated an interest in our flexible provision, we would like to draw your attention to the terms and conditions of this provision, which are outlined below.

Terms and Conditions:

- Funding is provided for a maximum of 15 hours per week. If it is found that your child is claiming for more than 15 hours per week the additional hours will be charged to the parent by the school.
- If you are already using your funded hours elsewhere, we would only be able to admit your child at the start of a new term due to the funding allocation.
- All parents interested in Flexible Provision must complete a flexible provision application form.
- If you choose 3 session provision - *wrap-around care* (2 full days plus a half session) the total session time exceeds the 15 funded hours and the additional hours are chargeable at the prevailing hourly rate of £3.00 per hour.
- The total cost for the agreed place will be invoiced to the parent in **advance, in half termly amounts**. Invoices will be issued in advance with a payment card to enable parents to make small weekly part payments running up to the due date, if they so wish. **Payment must be made by the due date on the invoice to guarantee the place.** We reserve the right to withdraw the place for non-payment.
- We accept direct debits and online bank transfers. Cash and cheques are also accepted. Unfortunately we are unable to take debit / credit card payments
- Once a place has been allocated and the nursery hours your child attends agreed, any request for changes to hours must be requested in writing with a minimum of **one half term notice.** The Academy reserves the right to deny any such requests.
- For agreed wrap around care that exceeds 15 hours, payment must be made for every session, **even if your child does not attend as a result of illness, hospital appointment or holiday** as these have been allocated for your child at your request.

- Requests for refunds for absence due to **exceptional** circumstances will be referred to the Principal and/or Governing Body for a decision.
- In the event of enforced academy closure, parents will not be charged for any costs relating to the affected sessions. In unforeseen circumstances, credit will be given which will adjust the following terms invoice. In the event that there are no further charges to be made, a refund will be given for the unforeseen closure.
- Failure to settle all fees on time may result in the withdrawal of any additional provision. This will not affect your 15 hours free provision but could affect the sessions your child attends depending on adult to pupil ratio. **All amounts owing will remain payable.**
- The Academy offers school dinners or you are able to provide a packed lunch. If you provide a packed lunch we request you honour the Academy's healthy eating policy and do not include crisps, sweets or chocolate.
- School dinners are chargeable, currently £2.15 each, which will be included on the invoice.
- If you believe that you are entitled to a free school meal, please complete the application form at <http://www.doncaster.gov.uk/doitonline/> , enquire at the Academy office or complete the form attached.
- Any changes to meal provision require a minimum of one week's notice.
- Please be aware that places are limited in accordance with adult : pupil ratio.

It is the responsibility of all parents/carers to ensure their child is collected at the agreed time.

If you have any queries regarding the terms and conditions please come and see us so we can talk through the terms.

Flexible Provision Summary

Invoice to: Mr Bloggs Pupil Name Joe Bloggs
 The Street
 Rossington
 Doncaster

Sessions

Monday AM	Monday PM	Tuesday AM	Tuesday PM	Wednesday AM
1	1	1	1	1
3.5 hours	3.25	3 hours	3.25	3 hours

Total hours per week 15

Minus Free Provision 13.5

Additional Hours Per Week **1.5**

Lunch is chargeable at £2.15 per day if you are not entitled to Free School Meals

School Dinner	FSM	Packed lunch
	X	

if FSM or packed lunch - no dinner charge

Charges for Summer Term 1 week commencing 5th September - week ending 21st October 2016

Charge

Week Commencing	Summer Term 2		
	Additional Hours	Cost per Hour	Total Cost
Session Costs for Week			
05.09.16	1.5	£3.00	£4.50
12.09.16	1.5	£3.00	£4.50
19.09.16	1.5	£3.00	£4.50
26.09.16	1.5	£3.00	£4.50
03.10.16	1.5	£3.00	£4.50
10.10.16	1.5	£3.00	£4.50
17.10.16	1.5	£3.00	£4.50
Net total			£31.50
Minus Payment Received			£0.00
Total Session Costs			£31.50

Overall Invoice Total

£31.50

Payment needs to be made **before** the start of your child's session.

REGISTRATION FORM – FREE SCHOOL MEALS AND PUPIL PREMIUM

We need information about you and your child, so that we can provide them with the best education and support by making sure that their school receives all the government funding to which it is entitled. Please complete this form and return to your child’s school by [date].

ABOUT YOUR CHILD/CHILDREN

Child’s Last Name	Child’s First Name	Child’s Date of Birth			Name of School
		DD	MM	YYYY	
		DD	MM	YYYY	
		DD	MM	YYYY	
		DD	MM	YYYY	

PARENT/GUARDIAN DETAILS

	Parent/Guardian 1										Parent/Guardian 2																																																	
Last name																																																												
First Name																																																												
Date of Birth	DD										MM										YYYY										DD										MM										YYYY									
National Insurance Number*																																																												
National Asylum Support Service (NASS) Number*			/			/							/			/																																												
Daytime Telephone Number																																																												
Mobile Number																																																												
Address																																																												
	Postcode:										Postcode:																																																	

* Complete as appropriate

FAMILY INCOME AND BENEFIT DETAILS

Is your joint family income over £16,190 per year? (Please place an X in the appropriate box). Yes No

If you have ticked yes, you do not need to complete the next section and can go straight to the declaration at the end of the form.

If you ticked no, please place an X in this box if you are in receipt of any of the benefits listed below:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on
- Universal Credit.

Please place an X in this box if you are not sure whether your joint family income is over £16,190, or whether you are in receipt of one of the benefits listed above, but you would still like us to check whether your child is eligible for free school meals:

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/guardian:

Date:.....

About this form

From September 2014 all children who are in reception, year 1 or year 2 in a state-funded school will be offered a free healthy school lunch. Children in other school years will also be offered a free school lunch if their parent is receiving any of the welfare benefits listed overleaf.

Registering could raise money for your child's school

Registering for free meals could raise an extra £1,300 for your child's school, to fund valuable support like extra tuition, additional teaching staff or after school activities.

This additional money is available from central government for every child whose parent is receiving one of the welfare benefits listed in the form. It is therefore important to sign up for free school meals, even if your child is in reception, year 1 or year 2, so that your child's school receives as much funding as possible.

How the information in this form will be used

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money your child's school will receive each year.

The information will also be used in relation to children in year 3 or above to decide whether they are eligible for free school meals.

You only need to complete this form once and it will last for the duration of your child's time at their current school.

Thank you for completing this form and helping to make sure your child's school is as well funded as possible.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information.

We will use the information you provide to assess entitlement to free school meals. The information may also be shared with other Council departments to offer benefits and services.