



**ACORN CLASS APPLICATION FORM**  
**ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL**



Please complete each page of this form for your child and return it to St. Aloysius' Catholic Primary School via email [office.3842@st-aloysius.oxon.sch.uk](mailto:office.3842@st-aloysius.oxon.sch.uk) or post to 143 Woodstock Road, Oxford OX2 7PH. If you require any additional information, please telephone 01865 311056. Places will be allocated and confirmed as soon as possible. Thank you.

**When would you like your child to start (government funding starts the term after their 3<sup>rd</sup> birthday? If you would like your child to start earlier, please contact us).**

- |   |   |
|---|---|
| <input type="checkbox"/> Straight Away              | <input type="checkbox"/> Spring Term (January 2020)   |
| <input type="checkbox"/> Summer Term (April 2020)   | <input type="checkbox"/> Autumn Term (September 2020) |
| <input type="checkbox"/> Spring Term (January 2021) | <input type="checkbox"/> Summer Term (April 2021)     |

Other Date: .....

**CHILD DETAILS**

Legal Surname: ..... Preferred Surname:.....  
Legal Forename: ..... Preferred Forename:.....  
Middle Name: .....  
Gender: Male/Female Date of Birth: .....

**CHILD ADDRESS DETAILS:**

Postcode: ..... House Number/Name: .....  
Street: ..... Town/City: .....  
County: .....  
Home Telephone: ..... Home e-mail: .....

**ADDITIONAL PUPIL ADDRESS (IF APPLICABLE)**

Postcode: ..... House Number/Name: .....  
Street: ..... Town/City: .....  
County: .....

**CONTACT DETAILS - CONTACT 1**

Surname: ..... Forename: .....  
Gender: Male/Female Middle Name: .....  
Title: .....  
Postcode: ..... House Number/Name: .....  
Street: ..... Town/City: .....

County: .....

Home Telephone: ..... Home e-mail: .....

Work Telephone: ..... Work e-mail: .....

Mobile Number: .....

Relationship to Child: e.g. Mother, Father, etc. ....

Does this contact have Parental Responsibility? Yes / No

Languages that are spoken and heard at home:

.....

Main Language: ..... Translator Required: Yes/No

**CONTACT 2**

Surname: ..... Forename: .....

Gender: Male/Female Middle Name: .....

Title: .....

Postcode: ..... House Number/Name: .....

Street: ..... Town/City: .....

County: .....

Home Telephone: ..... Home e-mail: .....

Work Telephone: ..... Work e-mail: .....

Mobile Number: .....

Relationship to Child: e.g. Mother, Father, etc. ....

Does this contact have Parental Responsibility? Yes / No

Languages that are spoken and heard at home:

.....

Main Language: ..... Translator Required: Yes/No

**DIETARY INFORMATION**

Does your child have any special dietary needs we should be aware of i.e. no dairy, no gluten, no eggs, no pork, vegetarian, any allergies, nut allergies, etc? If so, please give details below.

.....

Does your child suffer from any medical conditions we should be aware of i.e. asthma, serious allergies, epilepsy, diabetes, bowel or bladder conditions, etc? If so, please give details below.

.....

Does your child have any other problems you think we should be aware of i.e. behaviour, mobility, hearing, speech, vision, etc? If so, please give details below.

.....

What is your child's religion? .....  
Leave blank if you would rather not answer.

If your child has siblings already at our school please provide their name(s):

.....

Providing we have places available and your child is three years old, your child can start in Acorn Class at any time throughout the year.

Please note the government funding starts the **term after** your child turns three years old. If you wish to accept the place before the funding starts, you are agreeing to pay for all the sessions at £15.00 per session.

The government funding entitles you to five funded sessions (either five mornings **OR** five afternoons) and additional sessions can be purchased (£15.00 to top-up to a full day or £65.00 for a full week). This top-up will include the lunchtime wraparound ½ hour between the morning and afternoon sessions.

Please tick which sessions you would like your child to attend. If booking a full day, the ½ hour lunch session is included.

	<b>Morning Session</b> 08.45am to 11.45am	<b>Lunchtime Session</b> 11-45am to 12.15pm	<b>Afternoon Session</b> 12.15pm to 3.15pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

**Will you be eligible/applying for 30-hour government funding? YES/NO**

If YES, what is your National Insurance Number: .....

Eligibility Code: .....

**PARENT/GUARDIAN SIGNATURE**

Please sign and date this form below: I understand that admission to the nursery class does not guarantee a place in the school.

I/We have read and understood the T&Cs attached.

Signature: ..... Date: .....

Name: .....

Relationship to child: .....

## **TERMS AND CONDITIONS**

Acorn Class Nursery is open Monday to Friday term time only and can accommodate a maximum of 26 children per session. Children are eligible for a funded place from the term after their third birthday. We highly recommend that children attend a minimum of 3 sessions per week as we feel that this is the minimum number of sessions needed for children to settle with us and establish a routine. A session is classed as 8.45am - 11.45am or 12.15pm - 3.15pm. The lunchtime care is not classed as a session.

Children staying for a full-day need to bring a packed lunch. Nursery sessions are:

Morning session 08.45am to 11.45am 3 hours

Afternoon session 12.15pm to 3.15pm 3 hours

All day 8.45am - 3.15pm 6.5 hours

Children are eligible for free early year's education provision, which is 15 statutory hours per week, the term after their third birthday. At Acorn Nursery this is delivered in the form of five sessions of three hours in length, either morning or afternoon (not a combination of both). From September 2017, some children will be entitled to 30 hours child care - see below.

Cut off dates for eligibility and free early years education provision are:

Autumn Term: your child must have turned 3 on or by 31st August.

Spring Term: your child must have turned 3 on or by 31st December.

Summer Term: your child must have turned 3 on or by 31st March.

If you would like to come and have a look around the nursery, please contact the school office to make an appointment.

### **Admissions to nursery.**

Children are normally admitted at the start of the term unless there are exceptional circumstances, for example the family have moved into the area.

As our nursery can accommodate a maximum of 26 children per session, in some years it may not be possible to admit children at the January and April intake. This will be if we do not have sufficient space. Where this is the case we will notify parents and ask them if they would like their application to be refiled for September intake.

Letters will be sent out at the beginning of the previous half term to confirm what sessions we can offer and a start date. The letter will also explain how we manage the transition into our nursery with home-visits and settling-in sessions.

Completed forms should be returned to the school office and marked Nursery Application Form.

### **Allocation of places.**

Places are allocated using the St. Aloysius' Catholic Primary School Admissions Policy. If you would like a copy, please go to our website [www.staloyus.net](http://www.staloyus.net) or email the school office [office.3842@st-aloyus.oxon.sch.uk](mailto:office.3842@st-aloyus.oxon.sch.uk)

Children who are due to start in a reception class the following September.

In this instance places will be allocated in accordance with our Admissions Policy.

***The offer of a place in Acorn Nursery Class does not guarantee a child a place in the reception class at St. Aloysius' Catholic Primary School. A fresh application will be required in accordance with the criteria for admissions to reception class via Oxfordshire County Council Admissions Team.***

Children who already attend Acorn Nursery Class and who will stay on in the Acorn Nursery Class in the following September.

Children who have started nursery in January or Easter and will stay in nursery in the following September will be guaranteed the sessions that they currently attend. They will be required to submit a fresh application for any extra sessions / changes that they require and these will be allocated using the above criteria.

**Changes to nursery sessions.**

Any requests for changes to nursery sessions should be put in writing to the school office via email [office.3842@st-aloysius.oxon.sch.uk](mailto:office.3842@st-aloysius.oxon.sch.uk). If we have space to accommodate the change then this will happen from the beginning of the next half term. One term's written notice is required for the removal of a child from nursery or for a reduction / change in nursery hours. Where no notice is given, one term's fees will be charged.

**Fees and payments.**

**Eligibility Criteria for 30 Hour Funded Places from September 2017:**

The free early education provision of 30 hours can be split across child care providers. If you wish to do this it is important that you tell us that your child will be attending another nursery as well as Acorn Nursery Class and how you wish to split the funding (including child minders who claim the funding). Please do this by writing to school office.

The extended free childcare entitlement will be available to parents/carers of three- and four-year-olds where:

The child and parent **must** be resident in the Oxfordshire LA area, i.e. **pay council tax to Oxfordshire County Council**

**and:**

Both parents are working (or sole parent in a lone parent family) & each parent/carer earns on average:

a weekly minimum equivalent to 16 hours at national minimum wage (NMW) (for under 25 year olds) or national living wage (NLW) (if over 25 years old), and less than £100,000 per year.

**Or**

Both parents are employed but one or both parents is temporarily away from the workplace on parental, maternity, paternity or adoption leave or statutory sick pay, or

One parent is employed & the other parent has substantial caring responsibilities based on specific benefits received for caring, or

One parent is employed & one parent is disabled or incapacitated based on receipt of specific benefits.

To find out more about this and to check your eligibility please visit:

<https://childcare-support.tax.service.gov.uk/moreinfopar/2>

### **For 15 Hour Funded Places:**

Nursery fees from January 2017 are as follows:

Any hours attended over the 15 statutory hours per week will attract fees of £15.00 per session. We retain the right to review and increase fees in January 2018.

All financial matters - bills, invoices, receipts etc. are dealt with by the school office.

Payment can be made via the Schoolgateway, in cash or by cheque made payable to St. Aloysius' School and write your child's name and 'nursery fees' on the reverse.

The free early education provision of 15 hours can be split across child care providers. If you wish to do this it is important that you tell us that your child will be attending another nursery as well as Acorn Nursery Class and how you wish to split the funding (including child minders who claim the funding). Please do this by writing to school office.

Note that the Local Authority does check funding status for all children at set points throughout the school year.

Invoices for any hours over the 15 statutory hours per week are sent out in advance at the beginning of each half term. Payment is due upon receipt of the invoice. Failure to do so will jeopardise your child's place.

### **Non-payment of Invoices.**

In the event of non-payment of an invoice, we will write to the parent requesting payment. If parents are having difficulty making a payment at any time, we recommend that they arrange a meeting with the school office as soon as possible to discuss the matter. Where there is no explanation for repeated late payment or the outstanding balance reaches set amounts, the school will contact the parents to discuss payment options. At a meeting with the parent the following options will be discussed:

- a. Arrangements to be made to pay in full.
- b. Reduce further debt occurring by reducing sessions.
- c. Arrangement of a payment plan i.e. an agreed amount to be paid at set times.
- d. Withdrawal of all sessions until debt is either cleared or to an acceptable level agreed by parents and school.

## **Complaints procedure for admissions.**

In the event of Acorn Nursery Class being full and therefore being unable to accommodate your request parents should contact Oxfordshire County Council for advice on early years providers and settings in the area.

There are no statutory appeal entitlements for parents / carers refused a nursery place at a school with a nursery class. Parents should use the following procedure if they have cause to complain:

1. Put their concerns in writing to the school's governing body who will consider the complaint in accordance with their complaints procedure. They will however need to comply with the published rules for admitting children to their nursery class.
2. If not satisfied they should write to Local Authority Early Years manager who will investigate the complaint.
3. Where parents/carers are still not satisfied with the decision they can then complain through the courts or the Local Government Ombudsman.

**Reviewed September 2019**