



Little Saints Nursery Registration Form

CHILD'S FULL NAME.....

DATE OF BIRTH.....

DOES YOUR CHILD HAVE ANY MEDICAL CONDITIONS/ALLERGIES THAT WE SHOULD BE AWARE OF?
YES/NO

If you have circled 'yes' please give details below:

.....

DOES YOUR CHILD HAVE A SIBLING IN ST FRANCIS SCHOOL? YES/NO

PARENT/GUARDIAN DETAILS

Father
NAME.....

Mother
NAME.....

ADDRESS

ADDRESS.....

.....

.....

Home Phone.....

Home Phone.....

Mobile.....

Mobile.....

Email.....

Email.....

OCCUPATION.....

OCCUPATION.....

Please indicate whether your employment is within the following sectors:

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HM ARMED FORCES YES/NO

HM ARMED FORCES YES/NO

EDUCATION YES/NO

EDUCATION YES/NO

I enclose the non-refundable registration fee of £75.

I will notify the school of any changes of address or circumstances that may affect my child.

I understand that the school's acceptance of this Registration Form does not constitute the offer of a place.

I have read and understood the admissions and waiting list information overleaf

I accept the Terms and Conditions dated September 2017, as published on the school's website www.st-francis.wilts.sch.uk

Signed..... Date.....
(Parent or Guardian)

Admissions Policy and Procedure - Little Saints Nursery (from Sept 2017)

1. Register your details with the Admissions Officer, Mrs Georgina Knight, at admissions@st-francis.wilts.sch.uk if you would like to visit the Nursery and meet the staff. You are also very welcome at this stage to meet the Headmaster and have a tour of the whole school.
2. Our Admissions Officer will organise for the Nursery Manager to contact you to arrange an appointment to come and visit the Nursery for a tour.
3. Parents register their child by completing a registration form and submitting a £75 non-refundable registration fee. Preferred Nursery sessions should be requested at this stage on this form.
4. This is followed by a formal offer if a place is available, or reasons are provided to explain why a place cannot be offered.
5. For every child accepted for admission into the Nursery a deposit of £250 is required for the reservation of a place. This shall be sent with the Acceptance of Place Form.
6. At this stage, generally the child is invited to attend settling in session). Parents are encouraged to stay for these settling in sessions so both the child and parents can get to know the Nursery Staff .
7. Registration of a child as a prospective pupil in the Nursery does not secure the child a place at the school but does ensure that the child is considered for entry as a pupil into the school. To register a child for the school, and guarantee a place, a further £250 deposit is required.
8. Deposits are held by the Bursary and deducted from the 'extras' account at the end of the pupil's final month/term, after which any outstanding credit balance is returned to the parents/guardians of the departing child.
9. A full term's notice must be given in writing to the Nursery Manager/Headmaster if the child is to be withdrawn. 8 weeks notice is required for children on an annual Nursery Contract and a full term's notice is required for children on a term time only Nursery Contract. In instances where a place is not taken up, the charge will be based on the sessions requested on the registration form.

Sessions Request (please tick as appropriate) for (child's name)

	Mon	Tue	Wed	Thu	Fri
Breakfast (7.45am – 8.30am)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full Day (8.30am – 6.00pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Morning Session (8.30am - 1.30pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon Session (1.30pm – 6.00pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Day (8.30am – 3.45pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Limited term time only contracts are available for children over 2 years old. Term time is defined as St Francis School term dates. Please tick here for a term time only contract

Proposed Start Date

Do you access childcare at any other setting?.....