

Sir Francis Hill Primary School

Bristol Drive, Lincoln, Lincolnshire LN6 7UE Tel: 01522 520359
Assistant Head Teacher (EY & KS1): Mr N Fish-Clark

Email: admin@sfh.lincs.uk

Website: www.sfh.lincs.sch.uk



Expression of Interest From (Nursery)

Child's Full Name:		Child's Date of Birth:	
Child's Home Address:		Postcode:	
Home Phone Number (including Area Code):		Mobile Number:	
Email Contact:			

Is this child 'Looked After'?	Yes / No	Does your child have siblings at SFH?	Yes / No
Does your child have additional needs?	Yes / No	Will SFH Nursery be the only provider?	Yes / No
Is this child adopted or fostered?	Yes / No	If no, please state additional provider:	

I will be in receipt of 15 hours funded provision starting from the term after my child's 3 rd birthday.		Yes / No
I will be in receipt of 30 hours funded provision	Yes / No / Applied	Eligibility Code:
To apply for a 30 hour code visit: https://www.childcarechoices.gov.uk/ IMPORTANT - To keep getting your 30 hours free childcare, you must sign in every 3 months and confirm your details are up to date. You will be contacted via your HMRC Childcare account to renew your code. If you do not confirm your eligibility at least every 3 months, your funding may stop.		
I wish to apply for paid sessions and/or to secure additional paid sessions		Yes / No

Funded Session Options - We encourage all morning or all afternoon session for 15 hours funding (Option 1 or 2*) or full time 30 hours funding (Option 5**) in order to build continuity for your child and be able to work on all areas of the Early Years curriculum.
Please tick preferred option / if no preference tick more than one option.

	Option 1*	Part Time 5 Morning Sessions	All week 9.00am - 12.00pm	5 x 3hrs = 15hrs
	Option 2*	Part Time 5 Afternoon Sessions	All week 12.30pm - 3.30pm	5 x 3hrs = 15hrs
	Option 3	Part Time - Start of the week (2 x Core Days / 1 x Morning Session)	Monday & Tuesday 9.00am - 3.00am Wednesday Morning 9.00am - 12.00pm	2 x 6hrs 1 x 3hrs = 15hrs
	Option 4	Part Time - End of the week (2 x Core Days / 1 x Afternoon Session)	Wednesday Afternoon 12.30pm - 3.30pm Thursday & Friday 9.00am - 3.00pm	1 x 3hrs 2 x 6hrs = 15hrs
	Option 5**	Full Time (5 x Core Days)	All week 9.00am - 3.00pm	5 x 6hrs = 30hrs

Request for Additional Sessions - If you would like to request additional session top up of the funded hours (selected above) please mark possible additional hours on the grid below.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Session 9.00am - 12.00pm					
Afternoon Session 12.30pm - 3.30pm					
Core Day 9.00am - 3.00pm					
Extended Session 3.00pm - 3.30pm					

Any additional hours over your 15/30 hours entitlement will be charged - Morning / Afternoon Session £13.00 per session, Core Day £26.00 per day, Part Time Top Up (extra 15 hours) £65.00 per week, Extended Session £2.50 per 3.00pm - 3.30pm session

Parent / Carer 1 Name:		Parent / Carer 2 Name:	
Relationship with Child:		Relationship with Child:	
Date of Birth:		Date of Birth:	
NI Number:		NI Number:	

Signed (Parent / Carer):	Name (Printed):	Date:
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Please return this form to the school office and we will be in contact after the closing date about your child's nursery place.

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Admissions Information (Nursery)

Sir Francis Hill Primary School acts as the administration for Sir Francis Hill Nursery and will allocate places for term time sessions.

Sir Francis Hill Nursery accepts children from the age of 3 years up to school age. All pre-school children aged 3 or 4 are entitled to 15-hours of free provision provided over 38 weeks, starting in the term after their 3rd birthday. Some parents may also be able to access a 30-hours free childcare funding code from www.childcarechoices.gov.uk. It is parents' / carers' responsibility to check and maintain their entitlement.

Funded childcare may be provided in a nursery class in school or in the private voluntary independent sector or in any maintained nursery class. Parents / Carers should establish the type and flexibility of provision available at their chosen provider before they apply for a place as this will vary between providers.

Nursery Admissions – How are children prioritised?

If our nursery is ever over subscribed, we follow the following list of criteria to distinguish the priority that places will be allocated –

1. Looked after children and previously looked after children (A child who is or has been in care of a local authority).
2. Children with a sibling attending the school at the time of the application, or who will be attending the school at the expected time of admission.
3. Children for whom this school is the nearest school to their home address.
4. Distance of the home address to the school. Places will be allocated to those living nearest the school first (measured by straight line distance).

This policy is as follows:

All children, subject to the availability of places, can start at our nursery at the beginning of the school year in which they reach the age of 4. We support funded and non-funded hours therefore an Expression of Interest form must indicate which is the case. A minimum of 15-hours (5 sessions) must be booked, and we encourage parents to book all mornings or all afternoons in order to build continuity and be able to work on all areas of the Early Year Foundation Stage. We will however endeavour to be flexible and accommodate parental requirements where we can.

We have a maximum number of Nursery playroom spaces per session. We will allocate all places based on the criteria in our Admissions Policy, full details of which can be found on our website www.sfh.lincs.sch.uk. It is therefore very important that your details on the Expression of Interest form highlight your requirements and if applicable, flexibility.

Please be aware that admission to Sir Francis Hill Nursery does not guarantee your child a place at Sir Francis Hill Primary School when they are eligible to start in our Reception Class. Places for Reception need to be applied for via Lincolnshire County Council online at www.lincolnshire.gov.uk/schooladmissions.

If you would like to request a place in Sir Francis Hill Nursery for your child, please complete and return the Expression of Interest form to Sir Francis Hill Primary School. Once your application is received it will remain on file until places are allocated as per the admissions policy. We will confirm that we are able to offer a place for your child four weeks before the preferred start date, arrange their admission and confirm the sessions.

If you have any questions or require additional information, please do not hesitate to contact the school office.