



Woodlands Primary

Woodlands Nursery

Name: _____

Date of Birth: _____

Start Date: _____

Welcome to Woodlands Primary Nursery

If you are thinking about or planning to join our Nursery, we are here at every step of the way to answer your questions. We understand that making plans for your child's care and ongoing education at this early age is an important decision. We count it as a huge privilege to work with children, and can assure you that our team of practitioners, carers and wider school team will provide the very best personalised care to meet your child's needs.

We are looking forward to your child joining our nursery and to help you we have information available on our website that will give you a summary of what we can offer within our Nursery sessions. We always recommend that you come and see us, so that we can show you what we can offer and this can be arranged at a time that suits you.

To start the application process, we would like to get some information from you about you and your child. Please complete the following form (one form for each child). The form should be returned to us at your earliest convenience, so that we can arrange a start date that suits you.

Please remember that once your child starts in our nursery, if any of the information you complete in this application form changes, please notify us so that we can update our records.

If you have any further questions or comments, please do not hesitate to contact us.

We look forward to meeting you.

Yours sincerely

Rachel Dean
Headteacher | Woodlands Primary School and Nursery



Please complete in black ink and BLOCK CAPITALS
Once completed return this form the school

Woodlands Primary

Woodlands Nursery

Child's Legal Forename(s):	
Child's Legal Surname:	
Date of Birth:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Address:	
Postcode:	Start Date:

Parent/Carer 1 (child's main residence)	Parent/Carer 2
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
Name	Name
Address	Address
Relationship to Child	Relationship to Child
Do you have legal parental responsibility? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have legal parental responsibility? Yes <input type="checkbox"/> No <input type="checkbox"/>
Home Telephone	Home Telephone
Mobile	Mobile
Email	Email
Work Telephone	Work Telephone

SIBLINGS (please name any siblings currently at Woodlands Primary School or Nursery)

Has your child ever been in the care of the local authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Which Local Authority:	Start Date:
Social Worker Name:	Contact Number:
Does your child have a Child Protection Plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the child adopted or subject to a residence or special guardianship order?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes please provide confirmation of this to the nursery	
Is there any other exceptional medical or social reason why your child should attend this nursery setting? If yes, please provide details (evidence required):	

Setting Attendance

Has your child been attending another setting? (if yes please provide details, include the date left or of when written notice was given)

Are you planning to attend another setting in addition to Woodlands Nursery? Which setting and what hours:

Your child can attend a maximum of two sites in a single day and if your child attends more than 1 setting we will split the funding fairly between the settings.

Requested Sessions (tick as necessary) please note: Nursery places cannot be guaranteed/confirmed until the term prior to your child's start date, depending on session vacancies at that time)

Session	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Session – 3 hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon Session – 3 hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch Club – 11:45 to 12:15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Day – 6 hours - both sessions including lunch club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Setting Charges

The majority of our costs are covered by the Government funded 15h or 30h free entitlement. The first 15h is a universal entitlement for ALL children from the term after they turn 3. The additional 15h (30h in total) is for eligible working parents. Full details of eligibility for the 30h can be found at www.childcarechoices.gov.uk . If claiming 30h we would require a 30h Code to confirm eligibility.

Consumables & Snacks

£1 Per Session (£2 Full Day)

* This is a voluntary charge to help meet the ongoing costs of snacks and consumables used within Nursery. This is entirely optional and no child will be excluded from any activity if families choose not to contribute. However, any voluntary payments we do receive will make a real difference and help us continue delivering a rich, well-resourced learning environment for all children.

The following charges are for parents who wish to top up there 15h entitlement. Our current charges for our sessions are as follows and are billed a month in advance (From 1st September 2025)

Morning Session – 3 Hours, 8.45-11.45	£18
Afternoon Session – 3 Hours, 12.15-15.15	£18

*If attending All Day there is NO Lunch Club Charge. If adding Lunch Club to an AM or PM session only:

Lunch Club - Per session	£4
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You can supply a packed lunch or purchase a hot meal at an additional £2.65 each day. Hot meals are to be paid via MCAS (MyChildAtSchool app).

Please use this box for any other information you would like to share at this time

If there is any other information you would like to share with us about your child or their needs, please use the box below or arrange an appointment to meet with a member of the team so that we can arrange suitable preparations.

- I certify that I am the person with Parental Responsibility for the child named on this form and that the information given in this form is accurate and correct to the best of my knowledge.
- I understand that any false or misleading information given may render this application invalid or lead to an offer being withdrawn and that it is solely my responsibility to provide this information fully to Woodlands Primary School and Nursery, Greenshaw Learning Trust.
- I will notify if anything in the application changes as soon as they occur, including contact details and change of address.
- I authorise Woodlands Primary School, Greenshaw Learning Trust to make checks as they deem necessary including enquiries of other record systems held by the local authority and national services.

Parent/Carer 1	Parent/Carer 2
Signed	Signed
Print Name	Print Name
Date	Date