



10.3 WAITING LIST APPLICATION FORM

CHILD'S DETAILS

First Name:		Surname Name:	
Address			
Date of Birth:		Gender:	Male / Female

PARENT/CARER DETAILS

Parent/Carer's Name:		Relationship to Child:	
Address:			
Email address:			
Home Telephone No:		Mobile Number:	

SESSION PREFERENCE

(please tick the sessions you would prefer. Please note this is not a guarantee, they will only be offered if available)

	MONDAY	TUESDAY	WEDNESDAY	THURDAY	FRIDAY
AM Session (9 – 12)					
Lunch Club (12 – 12.30)					
PM Session (12.30 -3.30)			*		*

Start Date: You will be contacted approximately a term before the date given to confirm sessions.		Total number of session per week:	
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Are you entitled to 2 Year old funding:	YES / NO	When your child is eligible for funding, would you be entitled to 30 hour funding:	YES / NO
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Will your child be attending another playgroup as well as this one?	YES / NO	Will your child be attending a Nursery attached to their chosen school when they become funded?	YES / NO
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Have you enclosed a deposit/admin fee of £20.00 Please note until a £20.00 deposit is received your child will not be put on our waiting list.	YES / NO
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PLEASE RETURN THIS COMPLETED FORM ALONG WITH YOUR £20 DEPOSIT TO THE PLAYGROUP

A deposit of £20.00 is required for your child to be added to our waiting list. Upon acceptance of sessions the deposit will become a non-refundable administration fee.

ALLOCATION OF SESSIONS

Places will be allocated firstly to siblings & then to children on the waiting list who have paid a deposit (in date order of when forms and deposits were received.)

CANCELLING PLACE ON WAITING LIST

If you find that you no longer need the place, please inform us as soon as possible. Should you decide you no longer need the place we will not retain the details on this application form (see our Privacy Notice). Your deposit will be refunded.

OFFICE USE

DATE DEPOSIT REC'D		INPUTTED ONTO WAITING LIST	
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NOTE: * These sessions are our school readiness session for 3 and 4 year olds