



Form SA13  
Applying for a nursery place – January, April, or September

Please see [www.cumberland.gov.uk/schooladmissions](http://www.cumberland.gov.uk/schooladmissions) detailed information about applying for a nursery place, including when children become eligible for free part time nursery education, closing dates for applications and how places at nurseries are allocated.

**Personal information – child’s details**

Child’s first name	_____								
Child’s surname	_____								
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Gender (male/female)	_____
Home address	_____							Postcode	_____
Current/Previous Nursery/playgroup	_____								

**Parent/carer details**

Full name of parent/carer	Title (Mr/Mrs/Ms/Miss etc)
Relationship to child	_____
Contact tel number	_____
Contact email address	_____
I give consent for all correspondence to be sent to this email address      Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If you are caring for someone else’s child for more than 28 days and you are not an immediate relative, you may be Private Fostering and it is a legal requirement that you inform the Local Authority. If you think you may be Private Fostering, please tick this box <input type="checkbox"/> Further information is available by contacting 0333 240 1727.</i>	

**Additional free entitlement – 30 hours**

Are you eligible for additional free hours (see appendix 1 for the criteria)	Yes/No
If Yes please provide the following information when it is issued by HMRC – if you do not have it at the time of making this application, please ensure you provide it to the provider of your choice as soon as you receive it:	
Eligibility code	<input type="text"/>
Parental National Insurance Number	<input type="text"/>

**Your preferred nursery – please check with your preferred nursery how they can offer the free hours**

Setting Name(s)	Please enter total free entitlement hours attended per day					Total number of hours per week	Number of weeks per year (e.g., 38, 45, 51)
	Mon	Tues	Wed	Thurs	Fri		
1							
2							
3							
<b>Total Free Hours Attended Per Day</b>							

**Additional Information**

Does the child have any brothers or sisters (including step or foster siblings) who live at the same address and attend a school or nursery?

**Name****Date of birth****School/nursery**

1 Is the child, or was the child previously, in the care of a local authority? **Yes**

**No** 

If yes, which Local Authority? \_\_\_\_\_

2 Are you applying for a nursery on the basis of faith? **Yes**

**No** 

For further information about 1 & 2 above, and for information about what evidence you may need to provide if you have answered 'yes' to 1 or 2, please see the website.

Please note that if you do not provide evidence, it may affect your chances of being offered a place.

If you wish to give any other reasons for your preferred options, please attach a separate sheet.  
Have you attached any information? **Yes/No**

**Parental declaration**

- I confirm that I have parental responsibility for this child and the information given is correct.
- I understand that if I have given false information, any place offered may be withdrawn.
- I agree to checks being carried out to verify accuracy and eligibility (in relation to 30 hours)
- I understand I cannot change providers during term time without express permission of the providers (s) and the Local Authority. Contractual notice periods specified by the provider will be complied with, unless exceptional circumstances can be demonstrated.
- I understand that I need to notify the nursery of any change in my circumstances which occur after I have completed this form (including change of address).

Full name of parent/carer signing the form (please print)	
Signed	
Date	
Correspondence address if different from child's address <i>Please note – this address will not be used in the allocation process</i>	

**Please take this form to the nursery to which you are applying, by the relevant closing date, along with proof of your child's date of birth (i.e.: birth certificate/passport), your home address and evidence of 30 hour entitlement.**

**For nursery use only****Date received (please verify with stamp)****Date of birth verified****Address Verified****Child to access 15 hours****Child to access 30 hours**

## Appendix 1

### **30 hours criteria and eligibility checking process.**

The current universal entitlement for all 3 and 4 year olds will continue to be 15 hours per week for 38 weeks (570 hours per academic year).

The new entitlement is an extension of the current entitlement and provides an additional 15 hours of free early education for children where parents are eligible.

### **30 hours for working families eligibility criteria.**

- each parent or the single parent in a lone parent household will need to expect to earn the **equivalent** of 16 hours at the national living wage or their national minimum wage rate over the forthcoming quarter.

*(Parents do not actually need to work 16 hours a week, but rather their earnings must reflect at least 16 hours of work at NMW or NLW, for example, for the 2019/20 tax year, the NMW is £8.21 per hour for 25 year olds and over, therefore the minimum income would be £131 a week.)*

- where one or both parents are in receipt of benefits in connection with sickness or parenting, they are treated as though they are in paid work.
- where one parent (in a couple household) is in receipt or could be entitled to be in receipt of specific benefits related to caring, incapacity for work or limited capability for work that they are treated as though they are in paid work.
- where a parent is in a 'start-up period' (i.e., they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months in order to qualify for the extended entitlement.
- where either or both parents' income exceeds £100,000, they will not be eligible for the extended entitlement.

### **Eligibility checking process.**

1. Parents can check if they are eligible by going to the Childcare Choices website. If parents are eligible, an ELIGIBILITY CODE will be issued. Parents should pass on the eligibility code to the provider of their choice.
2. The provider will carry out a verification check to confirm the family's eligibility. If eligibility is confirmed, the provider can consider the application for the nursery place for the additional hours.
3. Parents must ensure that they reconfirm their eligibility codes every three months. HMRC will either e-mail or text a reminder 4 and 2 weeks prior to the eligibility end date.

### **Disability Access Funding**

If your child will be accessing 3 and 4 year old nursery provision and you are in receipt of Disability Living Allowance for your child, please let your school know as they may be able to apply for additional funding to make reasonable adjustments to support your child.

The school will require a copy of your child's Disability Living Allowance award letter.