

# Primrose Hill Primary School

Princess Road, Regent's Park, London NW1 8JL

Tel: 020 7722 8500

[admissions@primrosehill.camden.sch.uk](mailto:admissions@primrosehill.camden.sch.uk)

[www.primrosehill.camden.sch.uk](http://www.primrosehill.camden.sch.uk)



## Application for 2YO

**When applying, please also provide a utility bill (either water or energy bill), council tax bill and the child's birth certificate**

### Child's details:

<u>Child's family name:</u>	<u>Child's first name:</u>	<u>Date of birth:</u>	<u>Gender:</u> Male Female
<u>Child's nationality:</u>		<u>Child's country of birth:</u>	
<u>Full address:</u>			<u>Postcode:</u>
<u>Previous/Current school attending:</u>			

### Parent/ Guardian/ Carer 1 details:

<u>Parent/Carer 1 title:</u>	<u>Full name:</u>	<u>Contact number:</u>
Mr/Mrs/Ms/Miss/Dr		
<u>Email Address:</u>		

### Parent/ Guardian/ Carer 2 details:

<u>Parent/Carer 2 title:</u>	<u>Full name:</u>	<u>Contact number:</u>
Mr/Mrs/Ms/Miss/Dr		
<u>Email Address:</u>		

### Priority reasons for admission

Please indicate if any of the following apply: You will need to provide evidence as appropriate

1. Does the child have a brother or sister already at the school? Yes  No

Name and Class (if yes) \_\_\_\_\_

2. Are there any Special Educational Needs, Medical or Social factors that we should know about? If 'yes', please explain below and provide evidence as appropriate. Yes  No

\_\_\_\_\_  
\_\_\_\_\_

Signature of Parent/Guardian/ Carer: \_\_\_\_\_ Date: \_\_\_\_\_

## Funding

There are currently two ways in which you can fund your child's place:

1. You may be entitled to **free 15 hour per week part-time childcare for your 2 year old** either through:
  - a) **Camden Council:** For eligibility check, please go to <https://families.camden.gov.uk/support-for-parents/early-years-and-childcare/help-with-childcare-costs/>
  - b) **UK Government:** the guidelines have changed since April 2024, entitling more families to 15 free hours <https://www.childcarechoices.gov.uk/>
2. You can **pay for a full time or part time place**. A full time place is £200 per week, £800 per month or £2400 termly in total. A part time place is a fee of £100 per week, £400 monthly or £1,200 termly. Payments should always be made in advance.

**Please select one of the following that applies to you:**

### **FULL-TIME Space (8.45am – 3.30pm)**

1.  **I AM/ WILL BE** currently eligible for 15 hours per week via the Government Child Care Support (**Eligibility Code** required) and I will pay for the additional 15 hours (the **Top-Up Agreement Form** attached to this application required).  
My 11 Digit Code \_\_\_\_\_ NI \_\_\_\_\_
2.  I **AM/ WILL BE** eligible for 15 hours per week free local offer funded by Camden Council (**Eligibility letter** required) and I will pay for the additional 15 hours (the **Top-Up Agreement Form** attached to this application required).
3.  I am **NOT** eligible for free 15 hours. I will pay for my child's full-time space (the **Top-Up Agreement Form** attached to this application required).

### **PART-TIME Space: please select one of the following sessions:**

- a)  **AM (8.45am – 11.45am)**
- b)  **PM (12.30pm - 3.30pm)**

1.  **I AM/ WILL BE** currently eligible for 15 hours per week via the Government Child Care Support (**Eligibility Code** required).  
My 11 Digit Code \_\_\_\_\_ NI \_\_\_\_\_
2.  I **AM/ WILL BE** eligible for 15 hours per week free local offer funded by Camden Council (**eligibility letter** required).
3.  I am **NOT** eligible for free 15 hours. I will pay for my child's part time space (the **Top-Up Agreement Form** attached to this application required).

### **Declaration:**

I (name) \_\_\_\_\_, as a parent, guardian or carer, have read and understood the terms and conditions and understand that, once I have taken up my place at a nursery, if I wish to leave I will have to give **6 weeks' notice** before I can take up my entitlement at a new childcare provider.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Nursery Terms & Conditions (Tadpoles & Froglets)

### Terms and conditions of the contract:

- On the acceptance of the offer for the place at Primrose Hill Nursery, we will claim for funding; therefore, you must give **six weeks' notice** if you are planning to move your child/ren to another provision.
- Once you have accepted the place with us but you change your mind and decide to move your child/ren to another provision, you must tell them that you have to give us **six weeks' notice**.
- You must notify us in writing if you are moving your child/ren into another provision.
- Part-time to full-time spaces (and vice versa) are subject to availability and you must apply in writing.
- We allocate morning or afternoon part-time spaces subject to availability.

### Fees and Payments

If you are paying for your child's place:

- Fees are payable on or before the 1st day of each month via your child's SchoolMoney account.
- If fees are not paid by the 8<sup>th</sup> day of each month, **an administration fee of £12.50** will be added to your account as a late fee. If fees are not paid by the 15<sup>th</sup> of the month, **an additional £12.50** will be added (bringing the late payment fee total up to £25) and so on for the weeks after, up to a maximum of £100.
- If your fees are more than 1 month in arrears, your child's nursery fee place may be withdrawn.
- Termly Fees must be paid monthly (3 x £400/£800) or a term **in advance** (£1,200/£2400), before the beginning of the term.
- No refunds are given for any days' your child misses when the nursery is open. This includes sickness absences or holiday you choose to take during term time.
- You **MUST** pay for the whole term, even if you take your child out of Nursery.
- **If your child attends another provision, please make sure that you notify them in line with their Terms and Conditions before accepting a place in our provision.**

**I have read and understood the Nursery Terms and conditions (Please tick)**

Full Name \_\_\_\_\_ Child's name & DOB \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Top Up Fee Agreement Form

CHILD'S FAMILY NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

CHILD'S FIRST NAME: \_\_\_\_\_  BOY  GIRL

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
POSTCODE: \_\_\_\_\_

**Parent/Guardian/ Carer with whom child lives:**

FAMILY NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Terms and Conditions:

- Will pay a month's fee in advance (£400/£800) to secure your child's place in the Nursery.
- Commit to this arrangement on a term by term arrangement.
- Would give **six weeks' notice** in writing prior to 31<sup>st</sup> Dec, 31<sup>st</sup> April and 25<sup>th</sup> July (of particular academic year), if you wish to change to 15 hours only or if your circumstances change.
- You understand that you **MUST** pay for the rest of the term, even if you take your child out of Nursery.
- You will pay monthly (£400/£800) or a term in advance for each term (£1,200/£2400).

**First payments must be paid by no later than your child's first day at nursery. You are liable to pay for places regardless of any missed days or holidays taken.**

**You can pay via debit/credit card online through SchoolMoney. Once your child is on roll, you will receive the link where you have to register and make payment.**

**I have read and understood the above terms and conditions (Please tick)**

Parent/Guardian/ Carer's Signature \_\_\_\_\_

Parent/Guardian/ Carer's full name \_\_\_\_\_

(Please write your name in capital letters)