

Application Form

**Child’s details (as shown on birth certificate)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Child’s first name |  |  | Child’s surname |  |
| Child’s other forenames |  |  | Likes to be known as |  |
| Date of birth |  |  | Date of application |  |

**Parent/Carer details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Parent/Carer title |  |  | Parent/Carer first name | |  |
| Other forenames |  |  | Parent/Carer surname | |  |
| Relationship to child |  |  |  | |  |
| Full postal address |  | | | | |
|  |  | | | | |
| Postcode |  | | | | |
| Mobile phone no. |  |  | Home phone no. |  | |
| Email address |  | | | | |

**Session Requirements**

Please read our Admissions Policy before applying <https://www.windmillunder5s.co.uk/policies> and let us know when you would like to start with us:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| As soon as possible (date) |  | **OR** | From (date/term/year) |  |

In order for us to give you the most convenient sessions, please mark your preferred days

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Morning Session  (9am – 12noon) |  |  |  |  |  |
| Lunch Club  (12noon – 1.30pm) |  |  |  |  |  |
| Extended session (1.30-3pm) |  |  |  |  |  |

**Additional Information**

**Supporting your Child:** Please indicate if there is anything that we need to be aware of, whereby we might need to consider modifying our procedures or procuring extra capabilities/resources prior to your child starting preschool (including allergies/disabilities/special educational needs/religious or cultural beliefs)

|  |
| --- |
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|  |

**Application Fees**

**Administration Fee**: We charge an administration fee of £25 to cover administration costs incurred in the registration process, for any children not in receipt of Early Education Funding, or who intends to use more than their universal entitlement. This fee does not guarantee your child a place and will be refunded in full if we are unable to offer your child a place prior to their start date. Payment should be included when submitting this form via BACS transfer (sort code 08 92 99, account number 65400069) or cash.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature to confirm |  |  | Payment Made (BACS/cash) |  |

**Registration Deposit:** We charge a deposit of £25 which is refunded in full within 6 weeks of the child’s start date. Deposits will not be refunded if the place is not taken up on the date specified in the application, so that we may to recover some of the costs incurred when a space is kept open for a child. Payment should be included when submitting this form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature to confirm |  |  | Payment Made (BACS/cash) |  |

**Statement of Declaration and Consent**

If I find that I no longer need the place requested or my requirements change, I will inform the Preschool Manager as soon as possible.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Signature |  |  |  | Print Name |  |  | Date |  |

By providing us with the information on this form, you are giving us consent to contact you about your application for your child to attend Windmills. You will be given a copy of our Privacy Policy to read and sign during the registration process, but if you would like to review it beforehand please visit our website ([www.windmillunder5s.co.uk/policies](http://www.windmillunder5s.co.uk/policies)) or ask the Preschool Manager.

**What happens next**

Please email your completed form to [manager@windmillunder5s.co.uk](mailto:manager@windmillunder5s.co.uk)

Many thanks for your application, we will be in touch soon.