



**Please complete this form typed or in black ink using BLOCK CAPITALS**

**The Application form must be signed by Parent/Carer**

**Please return this form to the School Office post box or email [office@litleaston.staffs.sch.uk](mailto:office@litleaston.staffs.sch.uk)**

## **1. Personal Information of Pupil**

Legal First Name

Middle Name

Legal Surname

Date of Birth

Gender

Ethnicity

Full Address

Post Code

Home Tel

Mobile Number

Do you have any other children / siblings that attend Little Aston Primary Academy? **Yes / No**

Name of child /children and Year group

## **2. PARENT / CARER INFORMATION**

### **Mother (Carer):-**

First Name(s)

Surname

Full Address (if different from pupil address)

Post Code

Daytime Tel

Mobile Number

Email Address

### **Father (Carer):-**

First Name(s)

Surname

Full Address (if different from pupil address)

Post Code

Daytime Tel

Mobile Number

Email Address

### 3. Document Required with this Application Form

- 1) Child's Birth Certificate
- 2) Proof of Address eg utility bill

### 4. EEF Funding

If you are claiming EEF funding from another Pre-school / Nursery please complete the following:-

Name of Provider

Number of hours claimed

If you qualify for 30 hours of funded childcare please provide your child's:

Eligibility Code and

National Insurance Number of the parent claiming the 30 hours eligibility so that we are able to run a code check prior to your start date.

**ELIGIBILITY CODE MUST** be applied for the term before starting and re-applied for every 3 months / per term or booked hours will be charged at hourly rate as a private payer.

**If you have any queries regarding EEF funding please contact the School Office or**

**Childcare Choices**

[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

**HMRC helpline 0300 123 4097**

## 5. DECLARATION BY PARENT / CARER

### Agreement

1. On behalf of my child / children and myself, I accept and agree to follow ALL the rules and regulations of the Little Aston Primary Sparkletots (LAPS).
2. I agree to be respectful towards all staff involved with Sparkletots.
3. I agree to hold myself responsible for any damages or injuries that may be caused by my child.
4. I agree to pay any fees for my child. I understand that if I fail to pay the fees on time my child may be excluded from Sparkletots.

Fees will be charged via a ParentPay account that will be set up for you once your child is enrolled.

Childcare vouchers are accepted.

Fees must be paid in full within 10 working days of your child's starting date. Failure to pay fees will result in the withdrawal of any paid sessions. EEF childcare 15 and 30 hours funded sessions will be provided.

Fees are non-refundable for any absences, this includes sickness.

5. Fees are £4.50 per hour, £13.50 per 3 hour session. £27 for 2 sessions and £2.25 if you would like your child to attend from 3pm to 3.30pm.
6. 15 hours EEF funding can be claimed the term after your child's 3<sup>rd</sup> birthday, any additional sessions will be charged at the above rates.

30 hours EEF Funding can be claimed if you qualify and obtain an eligibility code, please visit [www.childcarechoices](http://www.childcarechoices) to check your eligibility.

### Term Dates

**Birthday:** Term dates are specified by the EEF Regulations and may be different from School Term Dates.

**Eligible from:** Starting dates will follow School Term Dates.

Birthday	Eligible from:
Spring Term (1 January to 31 March)	Following Summer Term (from April)
Summer Term (1 April to 31 August)	Following Autumn Term (from September)
Autumn Term (1 September to 31 December)	Following Spring Term (from January)

7. I indemnify the School against any damages, injuries etc., during my child's attendance at the School.
8. I have read and understood or had explained to me all the questions on this form. The information I have given on this form is true and accurate to the best of my knowledge. I understand that my application will be disqualified if I have knowingly given false information. I also agree to inform the School of any changes in the information provided on this form.

Full Name ..... Relationship to pupil .....

Signature ..... Date .....

# Booking Form



Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Starting date required

Please book the hours and days you require. **If you have any queries regarding EEF funding please contact Childcare Choices [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) HMRC helpline 0300 123 4097.**

You are entitled to claim 15 hrs EEF funding the **school term after** your child's 3<sup>rd</sup> birthday, April, September and January. **ANY** additional hours requested will be charged via Parent Pay (PP account will be set up for you through the school office) at a rate of £4.50 per hour at the beginning of each term, there will be no refunds for non attendance.

If you qualify for 30 hours of funded childcare please provide your Eligibility Code \_\_\_\_\_ and NI Number of the parent claiming

\_\_\_\_\_. Codes **MUST** be applied for the term before starting and every 3 months thereafter or you will be charged at our hourly rate.

**Please tick the sessions required and enter the total hours.**

	Session Costs	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
9.00am – 12noon 3 Hours	£13.50						
12noon – 3.00pm 3 Hours	£13.50						
3.00pm – 3.30pm 0.5 Hours	£2.25						
<b>TOTAL HOURS REQUESTED</b>	£29.25						

Please indicate if lunch is required, Children attending 12noon – 3.00 pm only. Packed Lunch

or School Lunch £2.95 per day

School lunches must be credited on your Parent Pay account every **Monday or per term** in advance.

We accept childcare vouchers through workplace schemes, unfortunately, childcare vouchers cannot be used to pay for dinners but can be used against Sparkletots fees and Before and After School Club fees.

Signature Parent / Carer \_\_\_\_\_