HILLTOP PRIMARY SCHOOL

Child's Full Name:	Date of Birth: Male ☐ Female ☐
Parent/Carer Full Name:	
Home Address: Postcode:	Mobile Number: Email Address:
Please list the names of any siblings who currently attend Hilltop Primary Academy:	
Please list any medical or Special Educational Needs that we need to be aware of:	

Funding:

What type of funding are you looking to use?

15 hours ☐ 30 hours ☐

(please tick one of the above options) We will only be accommodating the above options. Parents will need to commit to either the option of the full 15 hours or 30 hours.

15-hour funding hours (8:30am – 11:30am) or (12:30pm – 3:30pm) 5 days a week

- Please note that all children eligible to attend pre-school receive 15 hours universal free funding.

Hilltop Primary School, Hilltop Road, Frindsbury, Rochester, Kent, ME2 4QN
+44 (0) 1634 710312 | office@hilltopprimary.co.uk | Headteacher: Mr David Petty

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30-hour funding (8:30am – 3:30pm) 5 days a week.

- 30-hour funding - Please note that with 30 hour funding, due to the length of the school day, you will incur a charge of 5 extra hours per week as the school day is 7 hours and your 30 hour code only covers you for 6 hours a day. An invoice will be sent to you termly for this extra charge, charged at £5.75 pro rata per hour. A lunch can be provided at a cost of £2.80. However a packed lunch can be provided.

- To be eligible to receive 30-hour funding, please note that you must be a lone parent working 16 hours or more per week or 2 parents must be working 16 hours or more per week.

- To check your eligibility to see if you are eligible to receive 30 hours free funding, please visit www.childcarechoices.gov.uk.

- Please note that if you are eligible for this type of funding, you must supply your 30-hour code and National Insurance number to our Admissions Officer to hilltopadmissions@hilltop.medway.sch.uk as soon as you have applied for this. You are responsible for refreshing your code every 3 months. Your code will never change, it just needs to be refreshed to check that you continue to be eligible to receive this funding. If you do not refresh your code and it expires, you will then have to pay for any extra sessions once 15 hours free funding has been used if you wish for your child to continue to attend Nursery for more than 15 hours.

Extra sessions if on 15-hour funding:

- If you would like extra sessions and your child is only on 15-hour funding, these will be charged at £5.75 per hour once you have used your 15 free hours. An invoice will be sent to your termly for this extra charge.

If you have already applied for your 30-hour code, please insert this below:

30-hour code: _____

National Insurance Number: _____

(this must be the National Insurance Number that is registered to your 30-hour code)

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Sessions:

	AM Sessions (8.30an to 11.30am)	PM sessions (12.30pm to 3.30pm)	All day (8.30am – 3.30pm)
Monday	☐	☐	☐
Tuesday	☐	☐	☐
Wednesday	☐	☐	☐
Thursday	☐	☐	☐
Friday	☐	☐	☐

Attendance:

Please note that Nursery children are expected to attend all their booked sessions that have been asked for on a weekly basis unless there is a valid reason for their absence. Should your child not attend all their booked sessions for three consecutive weeks, their place in our Nursery will be reviewed as we are an oversubscribed Nursery.

Next steps:

Please note that children are admitted into our Nursery the term after their third birthday. We have three intakes a year: September, January, March/April depending when Easter falls.

You are welcome to submit an application at any point to put your child on our waiting list. Please email your completed application form to: office@hilltopprimary.co.uk Please do not hesitate to contact us if you require any further information.

We look forward to welcoming you and your child to Hilltop Primary School.

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Parent/Carer Name: _____

(please print)

Date: _____

School Office use only – Term Starting	

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