



St. Margaret's C of E Primary School & Nursery  
The Mardens, Ifield, Crawley, West Sussex RH11 0AQ  
Telephone 01293 521077  
Headteacher: Mrs Jill Hine B.Ed. (Hons), NPQH

***Loving God~Serving others~Fulfilling our potential***

Nursery Manager: Mrs Nichola Rea [nichola.rea@stmagsifield.co.uk](mailto:nichola.rea@stmagsifield.co.uk)

Dear Parent/Carer,

Thank you for the interest you have shown in our Nursery. A child can be considered for a place in Nursery from the start of the academic year following the child's third birthday. If spaces are available these will be offered to children who are 3 within the term.

If you would like to apply for a place at our Nursery please see the checklist below.

- Please complete the application form, ensuring you have stated which criteria your application fits into.
- Return your completed form together with an original child's birth certificate or passport to the school office or Nursery. (Once the original has been seen, a copy will be taken.)
- All applications must be returned by January 31<sup>st</sup> to be allocated for the following September intake.
- The 'allocation of sessions' process begins in February. You will be informed if you have/have not been allocated a space by the end of March of that same year.
- Please update and inform the Nursery if you have any changes to your contact details.
- Please contact the Nursery if you would like to book an appointment to view the Nursery.

We hope the above information helps you with your application.

Yours sincerely

Nichola Rea  
Nursery manager



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## Nursery Application Form

Please complete this form in capital letters and return in a sealed envelope to St Margaret's Nursery with a copy of your child's birth certificate.

|                           |  |                     |  |
|---------------------------|--|---------------------|--|
| Child's surname:          |  | Child's first name: |  |
| Child's Date of Birth:    |  | Male/Female:        |  |
| Address:                  |  |                     |  |
| Contact email address:    |  |                     |  |
| Telephone Number:         |  |                     |  |
| First Parent/Carer name:  |  | Mobile number:      |  |
| Second Parent/Carer name: |  | Mobile Number:      |  |
| Child's First Language:   |  | Ethnicity:          |  |

**All applications need to be received by 31<sup>st</sup> January to be considered for a place in the following September intake.** The following criteria is used to determine and allocate the places. Please indicate below the criteria category your application applies to:

1. **Full time** children with a sibling attending St Margaret's School and Nursery (8.30-3.30 5 days a week)
2. Children eligible for **30 hour funding**
3. Children eligible for **15 hour funding**
4. 'Children we care for' in the community who do not meet above criteria
5. Children with Special Educational Needs and Disabilities who do not meet above criteria
6. All other applications

Please circle

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|

Please give more information as to why you feel your child qualifies for the criteria you selected

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Preferred start date (please circle):

|                |                |                |
|----------------|----------------|----------------|
| September 2024 | September 2025 | September 2026 |
|----------------|----------------|----------------|

Please tick below the sessions that you would prefer for your child. All sessions are term time only.

| Days             | Time                     | Sessions available   | Select sessions you would like.        |
|------------------|--------------------------|--|--|
| Monday to Friday | 8.30 - 3.30/4.00 or 4.30 | <ul style="list-style-type: none"> <li><b>Full-time space 5 days a week 8.30-3.30</b></li> <li>Additional daily charge between 8.30-9.30 charged at £6.50 per day</li> <li>Can be extended to 4/4.30 at an additional £3.25 per 30 minutes per day</li> </ul>  | 3.30<br>4.00<br>4.30                   |
| Monday to Friday | 9.30 - 3.30/4.00 or 4.30 | <ul style="list-style-type: none"> <li><b>30 hour funded space 9.30-3.30</b></li> <li>Can be extended to 8.30-3.30 at a charge of £6.50 per day. <b>This charge will be £6.50 per day regardless of days attended and amount of funded hours used.</b></li> <li>Can be extended to 4/4.30 at an additional £3.25 per 30 minutes per day</li> </ul> | 9.30-3.30<br>8.30-3.30<br>4.00<br>4.30 |
| Monday to Friday | 8.30 - 11.30             | <ul style="list-style-type: none"> <li><b>15 hours funded</b></li> <li>Can be extended to 12.30 at an additional cost of £6.50 per day</li> <li>15 hour funding can be used across mornings or afternoons or 2.5 days (8.30-9.30 charge on day sessions )</li> </ul>   | 11.30<br>12.30<br>2.5 days             |
| Monday to Friday | 12.30 - 3.30             | <ul style="list-style-type: none"> <li><b>15 hours funded</b></li> <li>Can be extended to 4/4.30 at a cost of £3.25 per 30 minutes per day</li> </ul>  | 3.30<br>4.00<br>4.30                   |

Please see the Nursery Admissions Policy for further details in regard to the admissions process. You can access this on the St Margaret's C of E Primary School website or please ask for a copy in Nursery.

A receipt will be issued when the application has been handed in.

|                            |  |       |  |
|----------------------------|--|-------|--|
| Signature of Parent/Carer: |  |       |  |
| Name (please print):       |  | Date: |  |

For further details please contact: Mrs Nichola Rea, St Margaret's Nursery, The Mardens, Ifield, Crawley, West Sussex, RH11 0AQ, 01293 421080, [nichola.rea@stmagsifield.co.uk](mailto:nichola.rea@stmagsifield.co.uk)

### Nursery Use Only

|                |  |                 |  |             |  |
|----------------|--|-----------------|--|-------------|--|
| Date received: |  | Staff Initials: |  | Receipt No: |  |
| I.D. number:   |  |                 |  |             |  |





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