Admissions Application

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Child *(full name)*** | | | |  | | | | | | **Date of Birth** | | | |  | | | |
| **Name(s) of Parents/Carers** | | | |  | | | | | | | | | | | | | |
| **Address** | | | |  | | | | | | | | | | | | | |
| **Town/Village** | | | |  | | | | | | | | | | | | | |
| **County** | | | |  | | | | | | **Postcode** | | | |  | | | |
|  | | | | | | | | | | | | | | | | | |
| **Telephone Number** | | | |  | | | | | | | | | | | | | |
| **Mobile Number(s)** | | | |  | | | | | | | | | | | | | |
| **Email Address** | | | |  | | | | | | | | | | | | | |
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| **Do you have a sibling who has attended Ardleigh Pre-School?** | | | | | | | **PAST** | |  | | | **PRESENT** | | | |  | |
| How did you hear about us? | | | | | | |  | | | | | | | | | | |
| **I/We wish to apply to join from (date):** | | | | | | |  | | | | | | | | | | |
|  | | | |  | | | | | | | | | | | | | |
| **Which Services Would You Like?** | | | | | | | | | | | | | | | | | |
| **Early Drop off Service** | | Pre-School children can arrive early at pre-school prior to the official session opening time of 9.15am. This service is available at from 8.30am and Is chargeable at £4.00 for arrival between 8.30am & 9am, or £2 between 9am & 9.15am. Or uses 30 mins or 15 mins of funding. | | | | | | | | | | | | | | | |
| **Morning Session** | | The standard session starts at 9.15am and finishes at 12.15pm. The cost of the session is £18.00\* if your child is not government funded or uses 3 hours of funding. | | | | | | | | | | | | | | | |
| **Lunch Club** | | If you are only coming for the morning but want to stay a bit longer your child can stay for the lunch club which runs from 12.15pm to 1pm. This is priced at £3.00 per day or uses 45 mins of the extended 30 hour funding. Please provide a healthy packed lunch for your child. (Please note Lunch Club is included if staying for the afternoon session). | | | | | | | | | | | | | | | |
| **All-Day Sessions** | | The All-Day session starts at 9.15am and finishes at 3.15pm. As your child is staying all-day the lunch club cost is included. The cost is £36.00 if your child is not government funded or uses 6 hours funding. \**Please note that the afternoon session on Monday, known as our Transition Session, is only available to children in the school year before they are due to start primary school.* | | | | | | | | | | | | | | | |
| ***Please Tick Which Services You Would Like*** | | | | | | | | | | | | | | | | | |
| **Time** | **Service** | | | | **Cost** | **Monday** | | **Tuesday** | | | **Wednesday** | | **Thursday** | | | | **Friday** |
| **8.30am to 9am** | **Extra Early Drop Off** | | | | **£4.00**  **(30mins)** |  | |  | | |  | |  | | | |  |
| **9.00am** | **Early Drop Off** | | | | **£2.00**  **(15mins)** |  | |  | | |  | |  | | | |  |
| **9.15am to 12.15pm** | **Morning Session Only** | | | | **£18.00\* (or 3hrs funded)** |  | |  | | |  | |  | | | |  |
| **12.15 pm to 1pm** | **Lunch Club Only** | | | | **£3.00**  **(45mins)** |  | |  | | |  | |  | | | |  |
| **9.15am to 3.15pm** | **All-Day**  **(this includes Lunch Club)** | | | | **£36.00\* (or 6hrs funded)** | **Transition Children Only** | |  | | | ***not available*** | |  | | | |  |
| **3.15pm to 5.15pm** | **Late Pick Up** | | | | **£8.00 ph**  **Chargeable in 30 min increments** | **Transition Children Only** | |  | | | ***not available*** | |  | | | |  |
| **\*PLEASE CHECK DIRECTLY WITH THE PRE-SCHOOL FOR THE MOST UP TO DATE SESSION FEES AS THESE MAY HAVE BEEN SUBJECT TO AN INCREASE\*** | | | | | | | | | | | | | | | | | |
| **Other Information: *(that you may feel relevant that we should know at this stage)*** | | | | | | | | | | | | | | | | | |
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| **Signature of Parent/Carer** | | | | | | |  | | | | | | | | | | |
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| ***To be completed by Ardleigh Pre-School*** | | | | | | | | | | | | | | | | | |
| ***Date Received*** | | |  | | | | ***Added on To Waiting List*** | | | | | | | |  | | |
| ***Contact Made*** | | |  | | | | ***Date of First Session*** | | | | | | | |  | | |
| ***Admissions Pack Sent*** | | |  | | | | ***Admissions Paperwork Ret’d.*** | | | | | | | |  | | |
| ***Any other Information:*** | | | | | | | | | | | | | | | | | |

Please return this form to Ardleigh Pre-School or email to [admissions@ardleighpreschool.co.uk](mailto:admissions@ardleighpreschool.co.uk)   
or send to Ardleigh Pre-School, c/o 146 Colchester Road, Lawford, Essex, CO11 2BP