

# Oakwood Nursery

## Application form

Please complete both sides of this form in block capitals and return to the Headmaster at the school's address.

Child's surname .....

First name (s) .....

Address .....

..... Post code .....

Telephone number ..... E-mail .....

Date of birth ..... Nationality .....

Name of present nursery/playgroup .....

Proposed term of entry: (please circle) Autumn Spring Summer of year .....

Sessions requested: (please circle) *(also see guidelines in point 2. overleaf)*

Mornings: Mon Tue Wed Thur Fri

All day: Mon Tue Wed Thur Fri

Siblings Names Male/Female Date of birth

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Father's name .....

Place of birth ..... Nationality .....

Religion ..... Occupation .....

Mother's name .....

Place of birth ..... Nationality .....

Religion ..... Occupation .....

Marital status: (please circle)      single      married      separated      divorced      widowed

## TERMS AND CONDITIONS:

Please read through these terms and conditions carefully and sign below.

1. For children entering the school or nursery for the first time, a completed application form must be returned with a non-refundable application fee of £50 (cheques payable to PACT Educational Trust Ltd). Following a visit to the school and an interview with the Headmaster, parents will then be advised in writing whether a place can be offered. Should parents wish to accept the place, the registration slip should be returned as soon as possible. A full term's notice, in writing, should be given should you wish to withdraw your child from Oakwood. One-half term's fees are due in lieu of such notice.
2. In order for the children to gain maximum benefit from our unique Early Learning Programme, the Nursery attendance policy encourages parents to increase your child's attendance so that they are present for at least five mornings by the end of Lower Nursery, increasing this further in the Upper Nursery to 5 full days. **Please note that afternoon sessions are offered to the Upper Nursery children first, followed by the oldest children in the Lower Nursery. For these reasons, it is unlikely that all Lower Nursery children will be able to attend afternoon sessions.** Depending on availability, the recommended attendance is as follows:  
  
Lower Nursery ( 2 ½ to 3 ½ year olds):  
First term entering the nursery : 3 mornings until settled, then 4 or 5 mornings  
Second and Third terms : 5 mornings  
  
Upper Nursery ( 3 ½ to 4 ½ year olds):  
First term : 5 mornings and 3 afternoons  
Second term : 5 mornings and 4 afternoons  
Third term : 5 mornings and 5 afternoons
3. Children should preferably be rising 3s to enter the nursery (ie. they should turn 3 during the term in which they start). They must also be dry.
4. As the primary educators of your children, you will be asked to take an active interest in the education of your child. In fostering a good relationship between all those concerned, we ask that you attend parent/teacher meetings once a term and attend the information evening at the beginning of the academic year.
5. Fees are payable in full on or before the first day of term, unless prior arrangements have been made with the bursar.

**I accept the terms and conditions as detailed above.**

Signature (s): Mother      .....

Date .....

Father      .....

Date .....