



### Pre-School Application Funding Form

Child's Full Name:	Date of Birth:  Male <input type="checkbox"/> Female <input type="checkbox"/>
Parent/Carer Full Name:	
Home Address:   Postcode:	Home Telephone Number:  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 – 15:30pm) 5 days a week**

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

**30-hour funding (8:30am – 15:30pm) 5 days a week.**

- 30-hour funding - Please note that parents who choose this option should be aware that you are able to collect your child and take them home for lunch if you wish, alternatively your child can remain in pre-school for lunchtime, however, there will be a daily charge of £5.12 for this hour of childcare. Furthermore, if your child would like a school dinner this will be charged at an additional £2.50, however, you are welcome to provide a packed lunch. An invoice will be sent to you termly for this extra charge, charged at £5.12 pro rata per hour.
- 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](http://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](mailto: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 £5.12 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)*

**Sessions:**

Please indicate your preferred sessions below:

<p><b>15 Hours</b> – 5 Morning sessions 8:30am – 11:30am (Monday – Friday)</p>	
<p><b>15 Hours</b> – 5 Afternoon Sessions 12:30pm -15:30pm (Monday -Friday)</p>	
<p><b>30 Hours</b> – 5 sessions (Monday – Friday) 15 hours universal free hours, plus an additional 15 hours per week charged at £5.12 per hour.</p>	
<p><b>30 Hours</b> – 5 morning sessions (8:30am – 11:30am) plus 5 afternoon sessions (12:30pm-15:30pm Monday-Friday). You agree to pick your child up at 11:30am each day for lunch and return them for 12:30pm for the afternoon session</p>	
<p><b>30 Hours</b> – 8:30am -15:30pm (Monday – Friday) You would like your child to stay during the lunch hour (11:30am-12:30pm) and agree to paying the daily charge of £5.12. You will provide a packed lunch or order a school dinner for your child (£2.50)</p>	

**Educational Settings:**

Please list any playgroups or Nursery settings that your child has ever attended (*please leave blank if this is not applicable to your child*):

**Attendance:**

Please note that 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. If your child is going to be absent, please contact the school office (01634 710 312) by 9:00am on the day of their absence. Should your child not attend all their booked sessions and we do not have a reason for their absence for three consecutive weeks, their place in our Pre-School will be reviewed.



# HILLTOP

PRIMARY SCHOOL

**Next steps:**

Please note that children are admitted into our Pre-School the term after their third birthday.

Our main intake is at the start of the new academic school year (end of August/start of September) and we have an intake in January, March/April depending when Easter falls if we have spaces available. 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: [admissions@hilltopprimary.co.uk](mailto:admissions@hilltopprimary.co.uk) or alternatively please post to Admissions Officer, Hilltop Primary Academy, Hilltop Road, Rochester, Kent, ME2 4QN.

We look forward to welcoming you and your child to Hilltop Primary Academy. Please do not hesitate to contact us if you require any further information.

Parent/Carer Name: \_\_\_\_\_  
(please print)

Signed: \_\_\_\_\_  
\_\_\_\_\_  
(parent/carer)

Date: \_\_\_\_\_

School Office use only – Term Starting	
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