FORM VERSION: APRIL 2026

For Office Use Only:

Pupil File Created? Arbor Account Created? ParentPay Letter Issued?

Gainsborough Preschool
Under 2's Provision Admissions Application Form

For Office Use Only

Child's Name: _____

Start Date: _____

Deposit Amount: _____

Birth Certificate?

Parent Passport?

Proof of Address?

Parent NI: _____

Tracker Updated?

Deposit Received?

Offer Letter Issued?

30h Code: _____

GAINSBOROUGH PRESCHOOL - APPLICATION FORM – UNDER 2'S PROVISION

WARNING:

It is an offence to knowingly give false information in order to evade payment of any charge or to reduce the amount of any charge. Please take care that complete and correct replies are given.

Name(s) and age(s) of child(ren) under five for whom admission is sought:

Surname	First Name	Boy/Girl	Date of Birth	
Name of Applicants (in full) Please include both parents/guardians	**Home Address**		**Contact Details**	
			Telephone Number	
			Mobile Number	
			Email Address	

Additional Requirements:

If your child has a disability or any special needs (dietary, medical, developmental), please provide details below; including support or interventions from any outside agencies that have been/are being provided (Speech and Language, CAMHS, Occupational Therapy etc.)

Under 2's Provision

Gainsborough Preschool is pleased to be able to offer high quality care for babies between the ages of 9 and 23 months of age.

Operating Times & Holidays

The Preschool (Under 2's Provision) operates between the hours of 8.00am and 6.00pm Monday to Friday on an all year round basis with the exception of four weeks of closures and 5x Staff Training days which are laid out as follows:

- School Easter Holidays – 1 week closure
- School Summer Holidays – 1 week closure
- School Christmas Holidays – 2 weeks closure
- INSET Days (Staff Training) - 5 days in each academic year cycle - advertised on the school calendar

Closures are determined annually to fall in line with national holidays and will be distributed to parents in September of the prior year where possible. Parents are not charged during these closures although fees are still payable if you choose to take holidays outside of these allocated periods of closure.

In addition to our four weeks compulsory closure, there are five days allocated to staff training throughout the year. These dates are shared with parents on an annual basis.

Attendance Models

Gainsborough Preschool (Under 2's Provision) is offered from 8.00am to 6.00pm Monday to Friday during all of our opening periods. Spaces are offered on a three, four or five day per week basis.

Admissions & Allocations

Parents and carers are able to apply for a space at Preschool (Under 2's Provision) from birth; birth certificates must be provided alongside all applications. Applications will be placed on a waiting list which will be allocated based on the date of submission of application. Places will be allocated on a half termly basis where ratios are met.

Free Part-time Early Education Places for Working Families

Since September 2025, working parents of children aged 9 months to five years may be entitled to 30 hours of free childcare a week. You can apply by visiting: https://www.gov.uk/apply-free-childcare-if-youre-working

ADD YOUR WORKING FAMILY CHILDCARE CODE HERE: _____

PLEASE NOTE

IT IS PARENTS RESPONSIBILITY TO **RECONFIRM THEIR WORKING PARENT ELIGIBILITY EACH TERM** AND TO SUPPLY THE NEW ELIGIBILITY CODE TO US. YOU WILL BE SENT REMINDER EMAILS FROM THE GOVERNMENT WEBSITE ASKING YOU TO RECONFIRM YOUR ELIGIBILITY.

FAILURE TO DO SO WILL RESULT IN THE FULL 'NON-FUNDED RATES' BEING CHARGED FOR THE FULL TERM WHERE ELIGIBILITY CODES ARE NOT PROVIDED.

Helping with costs of childcare

Further information can be found at the following:
www.payingforchildcare.org.uk www.hmrc.gov.uk/childbenefit www.hmrc.gov.uk/taxcredits

'Tax Credits – extra money for your family' booklets are available from the Family Information Service at Hackney Learning Trust. 0207 820 75909/7583 or email fis@learningtrust.co.uk

This section is to be retained by parent/carer for reference

Under 2's Provision

Regulations covering the admission of children to Gainsborough Preschool (Under 2's Provision) weekly charges.

Please note that weekly charges are applied for 48 weeks of the year for Preschool (Under 2's Provision).
No charge is made for bank holidays and planned school closures (1 week at Easter and during the summer holidays and 2 weeks at Christmas and 5x INSET days).
Parents/carers must pay fees as usual for child's absence due to illness or holidays outside of the allocated Preschool closures; unplanned closures such as extreme weather (snow) and outings.

1. Children under 24 months of age only are admitted.

2. Gainsborough Preschool (Under 2's Provision) is open from 8.00am to 6.00pm Monday to Friday.

3. Children arriving after 10.00am in the morning will not be admitted unless this has been discussed with the Preschool prior to the day (although charges will still apply).

4. Children are expected to be collected at their agreed times of collection (6.00pm). A late charge of **£5.00** is applied for every 5 minutes parents/carers are late after their allocated collection time. Persistent lateness may result in the withdrawal of the place.

5. Children must be brought to and collected by a responsible person, no younger than 16 years of age. Emergency telephone contact numbers are required when the child is admitted. This number will be checked on regular intervals.

6. The reason for a child's absence must be reported immediately to the Office on 0208 985 4622. Persistent non-attendance may result in the child's place being withdrawn.

7. The Preschool Manager will exclude any child suffering from:

    - An infectious or contagious disease (details on admission) or
    - Any child from a household where there is a case of infectious diseases
    - Readmission will be in line with statutory guidelines available in the parent handbook.

8. It is a condition of admission that parents give their consent for the admission of their child/ren to hospital for necessary treatment.

9. A minimum of two spare sets of clothing must be provided, clearly marked with the child's name on each item.

10. The charge for attendance at Gainsborough Preschool (Under 2's Provision) is applied for 48 weeks per year. Bank Holidays, planned school closures (4 weeks throughout the year plus 5x INSET days). Absence due to

holidays or sickness, outings and unplanned closures such as extreme weather conditions (snow) will have normal charges applied.

11. A deposit equivalent to two week's fees must be paid in advance to secure your child's place. The deposit will be credited to your child's parent pay account and will be used to cover fees due during their time in the setting. A minimum of 6 weeks' notice is required to terminate a child's place and must be given in writing addressed directly to the Headteacher.

12. A "no arrears" policy is applied and failure to adhere to this may result in the immediate withdrawal of the place.

13. It is the Parents/Carers responsibility to notify the Preschool (Under 2's Provision) via the Office, of all changes to address, contact numbers (including emergency), employment status and dietary and medical needs relating to the child.

14. Parent workshops and review meetings regarding your child will be held regularly; these will include 2 formal parent meetings and an end of year progress report. Parents/Carers are expected to attend all of these meetings.

15. Due to the necessity for strict adult to child ratios, admissions will be reviewed on a half termly basis and places will only be offered to new applicants when multiples of three children fall into the same admissions group.

Gainsborough Preschool

Under 2's Provision

Admissions Profile and Contract with Parents/Carers

Warning

It is an offence to knowingly give false information in relation to residence/employment status in order to evade payment of any charge or to reduce the amount of any charge. In your own interests, please take care that complete and correct replies are given.

I agree that my child _____D.O.B_____will attend the care at Gainsborough Preschool (Under 2's Provision) on the days specified below starting from_____.

	Part-time Daily (3 or 4 days only)					Full-Time Weekly
	8.00am-6.00pm Days approved according to availability					5 days, 8.00am-6.00pm Monday to Friday
	Mon	Tues	Wed	Thurs	Fri	
9 months to 23 months ELIGIBLE FOR 30 HOURS FUNDING						
9 months to 23 months NOT ELIGIBLE FOR FUNDING						

Please note that advanced (6 weeks) written notification is required for any changes to the above attendance days and times.

Parent and Parental Responsibility:

There are many rules and regulations that give rights to "Parents". Under the Education Act 1996, for the purposes of education, a "parent" in relation to a child or young person includes someone who is not a parent, but has parental responsibility for the child or has care of the child. A person who has parental responsibility for a child is defined by the Children Act 1989. This will always include the natural mother and both parents if they are or have been married.

If your child is subject to a court order affecting parental responsibility of your child, you **must** attach evidence of the order to the admission form.

It is your responsibility to inform us immediately of any changes to the person with parental responsibility and provide any information or supporting material we reasonably require. You accept that we are not responsible for any inconvenience or loss of money if we have acted in accordance with the information provided to us.

Payment Information

All fees must be paid via the schools Parent Pay (online) payment system unless agreement is made with the school to pay fees using approved Tax Free childcare services. All Tax Free Childcare payments must be made on a monthly basis.

Details of your Parent Pay account will be shared with you upon admission to the Preschool. Please ensure that you can securely access your Parent Pay account at all times. Where fees are paid using TFC services, parents must submit an email to admin@gainsborough.hackney.sch.uk notifying us of the payment date, amount and reference so that this can be credited to your child's account as part of the bank reconciliation process. Note that these payments may not be applied until the beginning of the following calendar month.

How will the fees be paid? (Please tick as appropriate):

	Yes
Weekly	
Monthly	

How will this be funded? (Please tick as appropriate):

	Yes
Parent/Carer (self)	
Working Family Funded Place	
Tax Free Childcare	
Children in Need (CIN)	
Social Services	
Employer	
If other, please state:	

Terms and Conditions for Admission

1. Within these Terms and Conditions:
    - **"Admission form"** means this document titled "Gainsborough Preschool Admissions Form 2 Year Old Application Form".
    - **"Authorised Person"** means an individual over the age of 16 years old and specified in accordance with clause 10.
    - **"Gainsborough Preschool (2 Year Old Provision)"** means the nursery provision for pupils between the ages of 2 Years and 3 ½ Years of age.
    - **"Gainsborough Preschool (Under 2's Provision)"** means the nursery provision for pupils between the ages of six months and twenty-four months of age.
    - **"Policy and Procedure"** means any policy and procedures of Gainsborough Preschool as amended from time to time and made available to you.
    - **"Site"** means the land on which the Nursery is located.

- **"Us", "We"** or **"Our"** includes the Preschool Manager and Executive Headteacher.
- **"You"** means a person (or persons) with parental responsibility (as specified on the Admissions Form) and notified to us in writing (where there is any change to the rights of any person who obtains or loses such parental responsibility).
- **"Your child"** means the child as specified on Page 1 of this document.

2. We reserve the right to change hours, fees, terms and conditions without notice to you to facilitate the safe and effective running of the nursery. However, whenever possible advanced notification would be provided.

3. You understand and accept that attendance at the Preschool does not guarantee your child admission to the school classes from Reception through to Year 6. It does give priority for the School Nursery.

4. Changes: You are required to inform us immediately if any of the information on the Admissions form changes or you become aware it is incorrect or incomplete, this also includes telephone numbers.

5. You must provide Gainsborough Preschool with prior written notification of any changes to the days specified in the table on Page 1. If notice relates to the reduction in sessions, one month's written notice is required. Fees are payable even if your child does not attend the nursery during this period.

6. Information:
   The Preschool collects personal information on this Admission Form for the purpose of providing your child with the necessary care whilst your child is in the Preschool, safeguarding children attending the Preschool. For reporting and statistical monitoring processed both at a local and national level and if your child is identified as a child in need, has a Special Education Need or in our reasonable opinion involves child protection concerns. Your child and your personal information on this form (and accompanying documents) will only be used for the purpose in which it is provided. Unless otherwise advised your child and your personal information will not be disclosed to any other third parties without your consent unless, where authorised, required by law or to discharge obligation for the purposes specified above. In this document you give us permission to disclose information to the appropriate agency if the child has been identified as a child in need or has a Special Educational Need with regards to the Children Act 1989, Education Act 1996 and the Special Needs and Disability Act 2001.

Collection of Children:

Children must be brought and collected by a responsible person no younger than 16 years of age. At least three emergency contact numbers are required upon admission to the Preschool. These numbers will be checked at regular intervals. Parents/carers must inform the Preschool in advance if there are any changes to the names of the authorised collecting individuals. We acknowledge that this may not always be possible and would request that you contact the main school office as soon as possible with the name of the collecting individual. The Preschool will provide you with a security password to be exchanged with staff upon arrival for collection of the child. Where a child is subject to a court order evidence of this will need to be provided as part of the admissions procedure.

Names of persons with permission to collect your child and to be contacted in cases of emergency: (See attached sheet – Appendix 1)

Absence:

You must notify the Preschool (via telephone 0208 985 4622) by 9.00am if your child is unable to attend and let us know the reason for the absence. Failure to do so may result in your child's place being withdrawn and fees applied still.

You will be contacted by staff in the Preschool should your child become unwell with the expectation that the child is collected by an authorised person as soon as possible (within half an hour) in order to minimise any distress to the child. We will ensure that the child is made comfortable until an authorised adult arrives.

A child will be refused entry to the Preschool if they are suffering from;

i. An infectious or contagious disease (details must be provided) or
ii. Any child from a household where there is a case of infectious diseases

Re-admission will be in line with statutory guidelines available in the parent's handbook.

Lateness and non-collection of children:

We expect all children to be at the setting at their agreed start, unless the Preschool has received prior notification of the proposed lateness (i.e. doctors' appointment). Preschool (Under 2's Provision) sessions close for children at 6.00pm each day.

A late charge of £5.00 for every 5 minutes is applied after this time. Persistent late collection of 3 intervals over a week within a month may result in the withdrawal of your child's place.

A verbal warning will be given in the first instance, followed by a written warning. A final written notification will be issued notifying you of the withdrawal of the childcare place. Any waiver of the withdrawal will be at the Headteacher's discretion. Any such waiver does not operate as a waiver of another breach by you. If you anticipate that you will be late to collect your child and you have exhausted all avenues to arrange an alternate person to collect your child, you should discuss the difficulty with a member of admin staff immediately (via telephone on 0208 985 4622). Please note this would be rare and for exceptional circumstances only. We are under a duty of care to safeguard your child and if your child is not collected on time and we have exhausted all emergency contacts then the Social Services Duty Team will be contacted.

General information about your child

Preferred Name to be used in the Nursery: _____

Gender (please circle one)**:** **Boy / Girl**

Ethnicity: _____

Religion: _____

Languages spoken at home: _____

Position in the family: _____

Previous childcare arrangements (if applicable)**:** _____

_____

	Yes	No
Is there a court order regarding custody or access to your child? (tick as appropriate)		
If Yes, please give full details below. A copy of the order will need to be provided.		
Does your child have any special educational needs or disability? (please tick as appropriate)		
If Yes, please give full details below.		

Professional Agencies

	Yes	No
Are there any professional agencies involved with the care and development of your child and/or family? (please tick as appropriate)		

If Yes, please give full details below.

Professional Agency 1

Name of Professional Agency: _____
Name of key person: _____
Address: _____
_____
Telephone Number: _____

Professional Agency 2

Name of Professional Agency: _____
Name of key person: _____
Address: _____
_____
Telephone Number: _____

Professional Agency 3

Name of Professional Agency: _____
Name of key person: _____
Address: _____
_____
Telephone Number: _____

Professional Agency 4

Name of Professional Agency: _____
Name of key person: _____
Address: _____
_____
Telephone Number: _____

Appendix 1

Names of persons with permission to collect your child and to be contacted in cases of emergency:

Parent/Legal Guardian/ Carer 1

Full Name:
Address:

Occupation:

Telephone number/s
Home:
Work: ext no:
Mobile:

Email Address:

Parent/Legal Guardian/ Carer 2

Full Name:
Address:

Occupation:

Telephone number/s
Home:
Work: ext no:
Mobile:

Email Address:

Parent/Legal Guardian/ Carer 3

Full Name:
Address:

Occupation:

Telephone number/s
Home:
Work: ext no:
Mobile:

Email Address:

Parent/Legal Guardian/ Carer 4

Full Name:
Address:

Occupation:

Telephone number/s
Home:
Work: ext no:
Mobile:

Email Address:

Parental Consent

Internet Access to child friendly sites such as BBC	
Copyright Permission	
Data Exchange	
Photographs - for the use of the Children's Centre, the school, the Primary Advantage Federation, Hackney Education e.g. for use in and around the school, school website etc.	
Information to be shared using online parental engagement platforms e.g. Tapestry, Seesaw or other similar application	
I understand that in the event of a medical emergency involving my child, a designated member of staff will be required to escort my child to hospital for urgent medical attention. All efforts will be made to ensure that parents are contacted prior to departure from the setting; however, parents/carers may be asked to meet at the designated hospital.	

School Trips with M25 Area

Throughout the year, pupils might participate in trips and visits related to the curriculum and extra-curricular activities within the M25 area of London.

Please note: In all cases parents will be notified by letter of up and coming trips including the date, nature and location along with further details that may include cost, clothing requirements and eating arrangements.
On receipt of this letter parents will need to inform the school if their child will be able to attend.
In the majority of cases it is an expectation that pupils attend all trips.

ONLY PUPILS WITH THE CORRECTLY SIGNED PERMISSION FORMS ON FILE WILL BE ALLOWED TO GO ON SCHOOL TRIPS.

By signing and submitting this form you are giving consent to your child attending all trips within the M25 area during their time within the Ducklings provision:

Child's name: _____

I give consent for my child to attend all trips within the M25 area of London. If a trip is outside the M25 I understand that permission will be given separately. Thank you

Signed Parent/Carer: _____ Date: _____