



Cutnall Green C of E Primary School

Headteacher – Mr B King

School Lane, Cutnall Green

Droitwich, Worcestershire, WR9 0PH

Tel: 01299 851256

Email: office-cgr@riverscofe.co.uk

Web Site: www.cutnallgreenprimary.co.uk

For office use only:	
Start Date:	
Weeks in Term:	
Trial 1:	
Trial 2:	

Cutnall Green Pre-School – Application Form

Birth Certificate:

Before your child starts Pre-School, we need to see their birth certificate. Would you please ensure you bring this into school before your child starts with us, so we can take a copy for their personal file.

Child's Legal Surname:		Child's Chosen Surname:	
Child's forename:		Child's middle name:	
Gender:		Date of Birth:	
Child's Address:			
Contact 1	Parents / Carers name:		
	Relationship to child:		
	Address (if different to child):		
	Mobile Telephone:		
	Work Telephone:		
	Email:		
Contact 2	Parents / Carers name:		
	Relationship to child:		
	Address (if different to child):		
	Mobile Telephone:		
	Work Telephone:		
	Email:		

Doctor: Address: Telephone:		Siblings in school: Position in family (eg 2 of 3)	
Medical Conditions/Allergies		Any other learning, emotional or special educational needs: Yes No ☐ ☐	
Is your child in receipt of Disability Living Allowance?			
Any other additional information about your child: 			
Ethnicity:		Religion:	
Home language:		First Language:	
Nationality:		Country of birth:	

Additional Emergency Contacts

Please give details of anyone else who you wish to be contacted in an emergency. Place them in the order that you would like them to be contacted.

Priority	Name	Relationship	Home Address	Work
1.			Tel: Mobile:	Tel:
2.			Tel: Mobile:	Tel:
3.			Tel: Mobile:	Tel:

Please indicate below all the sessions you require.

Sessions Required (tick all that apply)	Monday	Tuesday	Wednesday	Thursday	Friday
8:45 – 11:45 Morning					
11:45 – 3:15 Afternoon					
All Day					

Preferred start date

Please advise in writing if you wish to change sessions.

Please supply a healthy lunch box or order a school lunch, as lunch is **not** included. Pre-school children do **not** qualify for Universal Free School Meals, so all meals will be charged at £2.75 by Innovate and can be ordered through ParentPay.

WRAP around care

Our wrap around care begins at 07:30am in the morning until 5:30pm of an evening (please note Friday's WRAP around provision ends at 04:30pm). If you require wrap care around please email Mrs Webb via wrap-cgr@riverscofe.co.uk. Please note there is a 48 hour notice period for bookings to be accepted, refer to our WRAP Around Policy on our school website for further information.

Cutnall Green Pre-School Payment Policy

Fees must be paid as determined on the invoice. If fees are not paid then we will not be able to offer your child a place in pre-school, and legal action may follow. Please read the separate Payment and Invoice Policy for further information.

Families will be expected to abide by the cancellation terms and conditions for periods of absence.

Information Required

You will be requested to share a copy of your child's Birth Certificate.

Early Years Government Funding Please complete as necessary/if information is available.

	Y	N	
3 & 4 Year Old Funding 15 hours			The school will claim this funding on your behalf.
3 & 4 year Old Funding 30 hours			30 hour code:

Consents	
<i>Do you consent to the following? Please indicate yes or no, with Y or N</i>	Y/N
Your child's picture being taken and used within Pre-School	
Your child's picture being taken and used on the Pre-School/school newsletter/website	
Your child's picture being taken and used in local press and publications	
Your child's picture being taken and used on social media – Twitter and Facebook.	
Your child's first name being used on the website and local press or publications.	
Your child's picture being taken by the School Photographer for purchase by parent/carers	
Baby wipes being used on your child	
Your child handling, tasting, and cooking food within pre-school.	
Permission to set up a Seesaw online learning platform account for your child.	

Please provide a password for collection (memorable word): _____

If a parent/carer is unable to collect, please give this password to the person collecting your child, as the Pre-School team will ask anyone that they do not recognise for a password. We do ask that you always inform us if someone else is collecting your child, thank you.

The data provided by parents and carers on your application form will be used at Cutnall Green Pre-School are registered for holding personal data. This includes contact details, dietary requirements, and medical needs records. The school is required to share some of the data with the Local Authority, health and Welfare agencies or where a law or an emergency necessitates a disclosure.

It is the responsibility of parents and carers to ensure that your child's data is kept up to date.

Please tick to confirm that you will keep your child's records up to date: ☐

If you need to update your records, please contact the school office.

Please tick to confirm that you have read and understood our Pre-School Admissions Policy: ☐

Please tick to confirm that you have read and understood our Payment and Invoice Policy: ☐

Parent/Carers signature:

Date:

Confirmation of Places

Once the school has received all of the required information to offer a place, the school office will contact applicants by email to confirm the start date.

Please forward the completed application form to preschool-cgr@riverscofe.co.uk