



Nursery Changes Form

This form is for any changes in pattern or additional hours – please note that changes to original pattern are not guaranteed and may not be fulfilled due to ratios and staffing

Childs Name: _____

Current Pattern	Monday	Tuesday	Wednesday	Thursday	Friday
Morning session 9.00 - 12.00					
12- 12.15 Transition time – nursery open for children who are staying all day					
Afternoon session 12.15 - 3.15					

Each nursery session is 3 hours – either morning or afternoon. If you are eligible for 15 hours you can choose 5 sessions per week. If you are eligible for 30 hours you can come to all 10 session. Please tick which sessions you would like.

If you choose an afternoon session your child will need to either buy a school lunch or bring a packed lunch with them. Please tick which box applies to you.

My child will bring lunch My child will have a school dinner £2.57

New Pattern	Monday	Tuesday	Wednesday	Thursday	Friday
Morning session 9.00 - 12.00					
12- 12.15 Transition time – nursery open for children who are staying all day					
Afternoon session 12.15 - 3.15					

Date you would like the new pattern to commence:

Please tick which box applies to you:

My child is eligible for 15 hours My child is eligible for 30 hours*

My 30 hour code is: _____ Valid from: _____ NI number: _____

***Please note you will need to re-confirm your eligibility every three months. If you apply more than 3 months before the term starts, you'll have to reconfirm your eligibility in your account in order to keep your code valid.**

When to apply for 30 hours free childcare

You can apply from when your child is 2 years and 36 weeks old.

- **If your child turns three between 1 September and 31 December**, you can start getting the 30 hours from the term starting after 1 January. It is recommended that you apply **before 30 November**.
- **If your child turns three between 1 January and 31 March**, you can start getting the 30 hours from the term starting on or after 1 April. It is recommended that you apply **before 28 February**.
- **If your child turns three between 1 April and 31 August**, you can start getting the 30 hours from the term starting on or after 1 September. It is recommended that you apply **before 31 July**.

You can apply outside of these recommended dates but you might not receive your code in time. **You must have a valid code by the end of the month before a new term starts.**

For further information please visit: <https://www.gov.uk/30-hours-free-childcare>

For any hours required above the normal funded 15 hours you will need to have an eligible code, with a valid from date, **before** the hours can commence or you will need to pay for any extra sessions.

For children who are attending split settings, please complete the details below:

Setting Name(s)		Please enter total free entitlement hours attended per day					Total number of hours per week	Number of weeks per year (e.g. 38)
		Mon	Tue	Wed	Thur	Fri		
A	St Martin & St Mary CoE Primary School							38
B								
Total Daily Free Hours Attended								

Parental signature: _____ Name (print): _____

Date: _____

For school use only

Date processed in school:

1. Lisa Stephenson: _____

2. Sian Finlay: _____

3. Emma Graham: _____

4. Nursery: _____

5. Confirmation to parents: _____

Friendship Love Forgiveness Trust Honesty Faith