



## First Steps Pre-School Waiting list Application form

<b>Section 1. Child details</b>			
The legal surname is the one on your child's birth certificate, adoption certificate or change of name deed poll. Please tell us if your child uses a different surname on a day to day basis.			
<b>Childs legal surname:</b>		<b>Childs first name (s):</b>	
<b>Childs D.O.B:</b>		<b>Childs gender:</b>	Male <input type="checkbox"/> Female <input type="checkbox"/>
The address on the application form should be your child's normal home address at the time of application. We may ask for proof of address should this be necessary.			
<b>Normal home address</b> (This is the address at which the child normally lives):			<b>Postcode:</b>
<b>Adress if moving house and date of move:</b>			<b>Postcode:</b>
<b>If your child attends another setting please let us know:</b>			<b>Setting if applicable:</b>

<b>Section 2. Your details</b>			
The first part of this section should be completed with the details of all of the <b>parent(s)/carer(s)</b> living at the address shown in Section 1 who have legal parental responsibility for the child. You may also give us details of any other adult who has parental responsibility for the child.			
<b>Name of primary parent:</b>			
<b>Relationship to child:</b>			
<b>Email address:</b>			
<b>Home/daytime number:</b>			
<b>Are you applying on behalf of a 'child in care' of a Local Authority?</b>	<b>YES / NO</b> If 'Yes' please tell us which local authority supports the child and give a social worker contact name and telephone no: Social Worker contact name:		
<b>Does your child have an Education, Health and Care Plan?</b>	<b>YES / NO</b> If 'Yes' please provide details:		
<b>Does your child have any brothers or sisters attending the Pre School?</b>	<b>YES / NO</b> If 'Yes' please provide details:		
<b>Have you been informed by the local authority that your child is eligible for two year old funding?</b>	<b>YES / NO</b> If 'Yes' please provide your code as well as your NI number:		
<b>Please provide consent to check your child's funding code.</b>	<b>YES / NO</b>		
<b>Most children are eligible for funding the term after their third birthday, some are eligible when they become two.</b>			
<b>Most children join Pre- School in the September after their 2nd or 3rd birthday. However, please indicate when you would like your child to start should a place be available. We do accept children from 2 years old.</b>	April 2025	<input type="checkbox"/>	
	September 2025	<input type="checkbox"/>	
	January 2026	<input type="checkbox"/>	

<p><b>Session preference (if available)</b> Please note that expressing a preference does not guarantee a place with your preferred date.</p> <p><b>Our policy states a minimum of 3 sessions, taken over 3 days per week, please see below for what constitutes a session if you are unsure.</b></p> <p>9 – 12 = 1 session  12 – 3 = 1 session  9 – 3 = 1 session</p> <p><b>We recommend morning sessions for 2-year-olds.</b></p> <p>If you would like an increase in any sessions, please refer to the table below and apply within the application deadline dates.</p>	<p><b>Mornings (9am – 12pm)</b>  Monday, Tuesday, Wednesday, Thursday, Friday (please circle)</p> <p><b>Afternoons (12pm – 3pm)</b>  Monday, Tuesday, Wednesday, Thursday, Friday (please circle)</p> <p><b>All day (9am – 3pm)</b>  Monday, Tuesday, Wednesday, Thursday, Friday (please circle)</p> <p><b><u>Additional comments:</u></b>  .....  .....  .....  .....  .....</p>
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<b>Section 3. Parental declaration:</b>	
<p>I certify that I have parental responsibility for the child named in <b>Section 1</b>, and that this application has the agreement of all parents/carers listed in <b>Section 2</b>.</p> <p>I confirm that the information I have provided is to the best of my knowledge correct and up to date. I understand if I give any false or deliberately misleading information on this form and/or supporting papers or withhold any relevant information, this may lead to the withdrawal of an offer of a Pre -school place for my child.</p>	

**Signature of parent/carer:**

**Date:**

Once completed please email this form to both [admin@firststepsrisborough.org.uk](mailto:admin@firststepsrisborough.org.uk) we will respond with confirmation of receipt.

**Admission dates**

For Admissions in:	Deadline for Applications:	Notified by:
Autumn Term (Sep - Dec)	1 <sup>st</sup> April	End of May
Spring Term (Jan - Mar)	1 <sup>st</sup> August	End of September
Summer Term (Apr - Jul)	1 <sup>st</sup> December	End of January