



**Castleward Spencer Academy**  
Canal Street, Derby, DE1 2RJ  
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t: 01332 949 471  
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Dear Parents/Carers,

## Welcome to Castleward Spencer Academy Nursery

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Castleward Spencer Academy is a brand-new school, within walking distance of the city centre in Derby. We have our own teacher led nursery, which offers high quality early years education for 3-4 year olds. Our nursery offers 26 full time equivalent places, for children from the term after they turn 3 years old.

We have three intake times per year – September, January and April, but please let us know if your child would be eligible for a place outside of these times, as if we have places we can arrange admission straight away.

Please note: We offer term time only sessions. Further information about term dates is available on our school website [www.castlewardspencer.co.uk](http://www.castlewardspencer.co.uk).

**Please apply by returning this form to Castleward Spencer Academy, Canal Street, Derby, DE1 2RJ or using the following email address: [info@castlewardspencer.com](mailto:info@castlewardspencer.com).**

### Section 1 – Details about your child

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<b>Child's legal forename</b>					
<b>Child's middle name (s)</b>					
<b>Child's legal surname</b>					
<b>Child's date of birth (dd/mm/yyyy)</b>		/		/	
<b>Gender</b>	Boy		Girl		

Child's address at the time of application: \_\_\_\_\_

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Is your child in the care of a Local Authority or has the child previously been in care but has now been adopted or is subject to either a child arrangements order or special guardianship order?

YES  NO

If so, please provide evidence of adoption, child arrangements order or special guardianship order as appropriate

**If in care, or previously in care, by which Local Authority?** \_\_\_\_\_

## Section 2 - Nursery Choice

Castleward Spencer Academy Nursery will open from 8.45am to 3.25pm each day. This flexible approach to nursery provision has been developed with a working family in mind. Parents are able to request the following sessions, dependent on availability.

<b>Fifteen hour places can be used in the following ways:</b>	
1.	8:45am – 11:45am Monday to Friday
2.	12:25pm - 3:25pm Monday to Friday
3.	8:45am - 3:25pm which can be taken over two and a half days e.g. Monday and Wednesday all day and a Friday morning.

*\*\* 11:45am – 12:25pm incurs a £2.00 supervision charge over lunchtime*

<b>Thirty hour places can be used in the following ways:</b>	
1.	8:45am – 3:25pm Monday to Friday
2.	8:45am – 2.45pm Monday to Friday

*\*\* 11:45am – 12:25pm incurs a £2.00 supervision charge over lunchtime*

For pupils who receive 15 hours, you may be able to book extra sessions depending on spaces available. For a single three-hour session, this would cost an additional £12.50. Parents will be able to request and pay for as many additional sessions as we are able to accommodate, considering pupil to adult ratio numbers.

When a child attends school over lunchtime, a lunch can be purchased for £2.00 each day or parents can choose to provide a packed lunch.

\*Parents must provide a packed lunch where children are in school over lunchtime.



Daily learning opportunities are planned for your child by experienced teachers and teaching assistants. They carefully consider the individual needs and interests of the children. Our aim is to provide learning experiences in play, which reflect your child’s interests and motivations, while meeting the needs of their different learning styles. We learn inside and outdoors each day, utilising our high-quality resources and exquisite learning environments. Although acceptance into our Nursery does not guarantee a place in our Reception class, both Reception and Nursery work closely together to ensure a smooth transition into mainstream education.

**Please complete the section below**

**Part 1**

I would like to apply for:                      15 hours     30 hours

**Part 2**

I have read the proposals for session times and am aware of any possible costs for extra sessions or lunch supervision at this nursery.                      Please tick

**Part 3**

For 15 hour places please tick the sessions you would require, below. If no preference please tick the box provided.

**I would like:**

If you would also like to book dinners please add **D** or if bringing a packed lunch please add **P** to the box as well as the tick

<b>Times for 15 hour places</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:45am – 11:45am					
12:25pm – 3:25pm					
8:45am – 3:30pm (2.5 days per week)					

Please note, this will help us to allocate sessions. We will notify you which sessions your child has been allocated by email in your offer letter. Each session is 3 hours long. Lunch is 45 minutes.

If you would be interested in booking further paid sessions, dependent on availability other than your child’s morning or afternoon sessions, please write E for extra sessions in whichever boxes you would require as we will try to accommodate wherever possible. These sessions would be payable in advance and there is no refund for any sessions not attended, although we may be able to move the session to another date depending on numbers of pupils in that session.

We will be using Parentpay as our means of payment for sessions and for booking school dinners.



**Why would you like your child to attend this nursery?**

Normal area school	
Sibling	
Feeder school	
Distance	
Ease of travel	
Medical reason	
Social reason	
Other	

**Please give details of siblings who will be attending the school if applicable**

Legal Names	Date of Birth

**Does your child currently attend any childcare setting – for example, childminder or private nursery? If so, please give the name of the childcare provider your child is currently attending**

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**Any additional information (please include any medical needs that your child will need to be supported with)**

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**Section 3 – Details about parent/legal guardian making application**

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**Title** \_\_\_\_\_ **Forename** \_\_\_\_\_ **Surname** \_\_\_\_\_

**Address if different from the child's address:**

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**Parent Date of Birth:** \_\_\_\_\_ **National Insurance Number:** \_\_\_\_\_

Please note, we have to use these along with your child's birth date to register them for the 15 hour childcare and also to check eligibility for 30 hours childcare with the local authority.



Tel No: Home \_\_\_\_\_ Tel No: Mobile \_\_\_\_\_

Tel No: Work \_\_\_\_\_ Email Address: \_\_\_\_\_

**What is your relationship to the child? Mark with an X**

Mother	
Father	
Step-parent	
Relative	
Social Worker	
Foster Parent	
Family member living in the same household	
Other (please detail)	

**Do you have parental responsibility for this child?** Yes  No

**If any of this information changes, please contact the school office or email [info@castlewardspencer.com](mailto:info@castlewardspencer.com)**

**Declaration**

I have read and understood all of the information provided by Spencer Academies Trust. I confirm that the above named child is permanently resident at the address stated. I certify that the information given by me on this form is complete and true and that I understand steps may be taken to verify it. Misleading information could result in the withdrawal of any offer of a Nursery place.

Signed \_\_\_\_\_ Date \_\_\_\_\_