



*"We are called to be the hands and face of Jesus as we learn, love and grow together"*

**Headteacher: Mr J White** BEd (Hons) NPQH

**St. Vincent de Paul Catholic Primary School**

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[www.stvincent.herts.sch.uk](http://www.stvincent.herts.sch.uk)

October 2018

**Nursery Application for start in September 2019**  
**(Children born between 01/09/2015 & 31/08/2016)**

Dear Parent/Carer

Please find enclosed our Nursery Application Form (Supplementary Information Form - SIF) along with our current Nursery Admission Policy and Parish Boundaries map. Please return the completed Nursery Application Form (SIF) to us at the above address.

The Governors intend to offer 26 morning and 26 afternoon places. Pupils may apply for a 15 hours or 30 hours place. All nursery aged children are entitled to 15 hours free nursery provision. St Vincent de Paul Catholic Primary School offers this on a Monday to Friday basis, term time only 8.45am - 11.45am or 12.30pm-3.30pm.

Parents may be eligible for 30 hours of free nursery provision and need to apply for an eligibility code. Please see the following website to check conditions of eligibility [www.hertfordshire.gov.uk/parents](http://www.hertfordshire.gov.uk/parents). Places for 30 hours will only be confirmed on receipt of a valid eligibility code. Parents must reapply each term for their eligibility code. A child will not be able to start the additional hours without this code.

If eligible for 30 hours, St Vincent School Catholic Primary School offers 30 hours on a Monday to Friday basis only from 8.45am-3.30pm. The school will provide childcare for the 45 minutes lunchtime period for those children taking up a 30 hours place. Childcare for the lunch period for a 15 hours place is chargeable at a cost of £4.50 per day excluding the cost of a lunch. If lunch is provided by the school it will be charged at £2.50 per day (TBC).

We are also able to offer additional childcare from 3.30pm until 4.30pm at an additional cost of £6.00 per day.

Offers will be made in according to our admissions criteria regardless of hour required.

If you do not submit the relevant documents requested below, it will affect the ranking we give to your application. Please return the reply slip to show which documents you have submitted.



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### Timeline for nursery applications:

- Applications open: Wednesday 10<sup>th</sup> October 2018
- Applications close: Friday 23<sup>rd</sup> November 2018
- Offer date: Friday 7<sup>th</sup> December 2018
- Accept your place by: Monday 17<sup>th</sup> December 2018
- Continued interest list opens: Tuesday 18<sup>th</sup> December 2018

### Please tick the relevant boxes to confirm the following:

	YES	NO
I/We have read and understand the Nursery Admission Policy		
Enclosed your completed Nursery Application Form (S.I.F.)		
Enclosed your completed and signed 'Certificate of Catholic Practice' form (available from your priest or the diocese on <a href="http://www.rcdow.org.uk/Education">www.rcdow.org.uk/Education</a> )		
Enclosed your child's baptism certificate		
Enclosed a utility bill to confirm child's address		

Signed: Parent/Carer.....

Date: .....

**PTO**



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