



APPLICATION FORM

Please fill in the details below to apply for a place at the preschool. Your child will be placed on the waiting list and you will be contacted regarding availability. Please see our Admissions Policy for details of how places are allocated and our Fee Structure and Payments Policy for more information about funding and charges. Both policies are on our website www.thechildrensworkshop.co.uk

Name of Child:	
Date of Birth:	
Address:	
Post Code:	
Home Tel No:	
Mobile:	
Email:	
Proposed year of entry:	September 2021 / 2022 / 2023
In-year admissions:	Would you like to be considered for an earlier start if places are available during the academic year in January? Yes / No
Preferred sessions (these are not guaranteed):	
How did you hear about The Children's Workshop?	
Please note that one terms notice must be given when withdrawing a child unless they are only accessing the FEE funded hours. Failure to give notice will result in one term's fees being charged.	
Signature:	
Please print name:	
Please return this form for the attention of the Office Manager, along with a deposit of £30 in order for your child to be added to the waiting list. Deposits can be paid by cheque (payable to The Children's Workshop) or Bank Transfer (Account no: 01358132, Sort Code: 30-97-49, please use child's name as reference). If you are only going to be accessing funded hours then you will have the deposit refunded to you within the first 6 weeks of your child starting at the preschool.	

<i>For staff use</i>	
Date form received:	
Wait List Deposit received:	
Confirmation email sent:	
Offer email sent:	
Sessions offered:	
New Starter Deposit paid:	
Welcome Pack sent on:	
Deposit refunded (if applicable):	

Once your child is offered a place and you accept it, on admission further personal information and family details are required for our records. Your child's birth certificate is required at this point. If you find that you no longer need the place, please inform us as soon as possible. If you cancel after paying the New Starter Deposit, this will not be refunded. Should you decide you no longer need the place we will not retain the details on this application form (see our Privacy Notice).

Kent County Council ask us to supply the following information on an annual audit, it has to come from information supplied by the parents.

<i>White</i>		African	
British		Other Black (please specify)	
Irish		<i>Chinese</i>	
Other White (please specify)		Chinese	
<i>Mixed</i>		Other ethnic group (please specify)	
White & Black Caribbean			
White & Black African			
White & Asian			
Other Mixed (please specify)			
<i>Asian or Asian British</i>			
Indian			
Pakistani			
Bangladeshi			
Other Asian (please specify)			
<i>Black or Black British</i>			
Caribbean			