



COLLIS PRIMARY SCHOOL

Fairfax Road, Teddington TW11 9BS
Tel: 020 8977 1458 www.collis.richmond.sch.uk

NURSERY APPLICATION FORM SEPTEMBER 2026

*Please complete all items within the highlighted box.
Incomplete applications will result in a processing delay*

CHILD'S SURNAME:.....	FORENAME(s)
DATE OF BIRTH	GIRL/BOY
HOME ADDRESS	
.....	
TELEPHONE NO.	EMAIL
(PLEASE PRINT CLEARLY)	
Child's Ethnicity	Child's Religion:
English as an Additional Language: Y/N	Language Spoken at home
Other Languages Spoken	
Does your child have special educational needs? <i>(If yes, please supply additional information)</i>	
Do you have an older child at Collis? Y/N ...Name/Class.....	
Current nursery/playgroup (if any)	
Parent/Guardian 1:	
Daytime Tel. No.	Mobile
Parent/Guardian 2:	
Daytime Tel. No.	Mobile

From September 2026, we will be offering the following places. Please indicate your preference:

- 15 Hour Places (PT-A)
Monday, Tuesday (8.40 - 3.25) & Wednesday morning (8.40 - 11.40)
- 30 Hour Places (F-T)
Full time, Monday - Friday, 8.40 - 3.25
- Alternative Preference(s) **Please specify**
Monday AM/PM : Tuesday AM/PM : Wednesday AM/PM : Thursday AM/PM : Friday AM/PM

* Funding for a full-time place:
I will be applying for 30 hours funding YES / NO 30 Hrs Eligibility Code

I am not eligible for 30 hours funding and will be funding the sessions myself YES / NO
- I am interested in the CATS wraparound care (PM Only)** YES / NO
- My child will bring a packed lunch YES/NO **or** I would like the hot lunch option for £3.00 YES/NO

1. **15 hour places**

All 3 and 4 year old children are entitled to 15 x hours of free childcare per week (universal entitlement). We are allocating the 15 hour places as follows:

Monday & Tuesday full days (8.40 - 3.25) and Wednesday morning (8.40 - 11.40)

The full day sessions include a 45 minute lunch break between 11.40 - 12.25. Childcare during the lunch period is over and above the 15 free hours and will be charged at £8.00/session. Lunch is not provided, the children bring a packed lunch. We are able to provide a hot lunch for an extra sum of £3.00 per day. *(Prices subject to change for academic year 2026/27)*

2. **30 hour places**

Full-time full-days sessions, 8.40 - 3.25, Monday - Friday.

Funding 30 hour places

Working parents may be entitled to a further 15 hours/week of childcare (30 hours/Extended Entitlement).

To check if you are eligible, please see the link below:

<https://www.gov.uk/government/publications/30-hours-free-childcare-eligibility>

The extended funding does not cover childcare over the 45 minute lunch break. This will be charged at £8.00/day. Lunch is not provided, the children bring a packed lunch.

Parents who are not eligible for Extended Funding have the option to pay for the extra hours @ £36.00 per session (AM/PM) + £8.00 for lunch cover = £80.00/day* *(Prices subject to change for academic year 2026/27)*

Applications

Please complete and return your application form to the school office FAO School Admissions, together with a copy of your child's birth certificate and proof of address, a utility bill or similar is ideal. Alternately, scan and email your application to admissions@collis.richmond.sch.uk

To apply for 30 hours extended funding, please follow this link:

<https://childcare-support.tax.service.gov.uk/par/app/applynow>.

If your application is successful, you will be given an 8-digit code that should be included on your application form.

The closing date for applications is 31st March 2026.

Offers will be made by email soon after the closing date (please ensure your email address is clearly printed). Places are allocated according to our usual criteria which can be viewed on our website.

To secure the place, both 15 or 30 hours, we ask for a non-refundable deposit of £100.00. This will be offset against your first half-term's invoice once your child has taken up the place.

**CATS Fees for 2026/27 will be published when finalised.

Please note:

Enrolment in Collis Nursery is only during September for children who turned three prior to August 31st. Parents are invoiced in advance at the beginning of the term. There will be no refunds if your child is absent for any reason. Acceptance of a Nursery place does not guarantee, or give priority to, a place in Reception.

If you feel you have any exceptional reasons why your child must attend Collis Nursery, please do contact us in confidence, to explain your circumstances. If the £100 deposit or the cost of lunchtime childcare present any financial difficulties, again, please do let us know by emailing Kevin Hogston, Head Teacher at info@collis.richmond.sch.uk.

All this information is available on our website, together with details of how places are allocated and our Admissions Policy. Please visit: www.collis.richmond.sch.uk Parents/Admissions. Your signature below indicates you have read and understood the detail in our admissions policy.

Signature of Parent/Guardian _____ **Date:** _____

*All data is held in accordance with the School's Data Protection Policy and Privacy Notice which can be found on the School Policies page of our website.