



Lawn Primary
and Nursery School

SESSION CHANGE FORM



Lawn Primary
and Nursery School

Please use this form to request a change to your child's current Nursery Sessions, including notice of termination of their place (if applicable)

1) CHILD'S DETAILS

Surname (legal)		Forenames	
Date of Birth		Effective change date being requested	
Parent Email Address			
Parent Mobile No			

2) SESSIONS CURRENTLY ATTENDING

Please give details of the current sessions your child is attending.

	Mon	Tue	Wed	Thu	Fri	
Morning Session 08:40 - 11:40						Please Tick
Lunchtime 11:40 - 12:10						Please Tick
Afternoon Session 12:10 - 15:10						Please Tick

3) SESSION CHANGES REQUIRED

Please give details of ALL the sessions you would like your child to attend.

	Mon	Tue	Wed	Thu	Fri	
Morning Session 08:40 - 11:40						Please Tick
Lunchtime 11:40 - 12:10						Please Tick
Afternoon Session 12:10 - 15:10						Please Tick

4) FUNDING

Please give full details of you funding including your eligibility codes.

Early Learning for 2-year olds: 15 hours of early learning each week Please give your 6 digit alpha/numeric code					Please Tick
30 Hours of Childcare: For children aged 2 to 4 years old Please give your 11 digit eligibility code					Please Tick
15 Hours of Childcare for all families: For all families with children aged 3 to 4 No code required					Please Tick

5) CANCELLATION NOTICE

Please use this section to give notice for cancellation of part or all sessions (we require at least 4 weeks notice)

I give 4 weeks notice to reduce my child's Nursery sessions as detailed in section 3. Effective Date:		Please Tick
I give 4 weeks notice to cancel ALL of my child's sessions as detailed in section 2. Effective Date:		Please Tick

If your child is leaving Lawn Nursery, please provide details of where they will be receiving their Nursery provision.

Name of provider	
Contact Details	

Signed:		Parent Name:	
		Date:	

Office Use Only

Date Received

Date Parent Contacted

Hours Offered

Offer Sent

Starting in Term : Sept / Jan / April

Start date :

Other Information