# **Change of Attendance Request Form**



This form is the first step in changing your child’s attendance at nursery.

Completed forms will be added to our waiting list, in date of application order.

Please return your form via email: [nursery@westgate.hants.sch.uk](mailto:nursery@westgate.hants.sch.uk) or by

Post to: Rotherly, the Westgate’s Day Nursery, Westgate School, Cheriton Road,

Winchester, Hampshire. SO22 5AZ

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| --- | --- | --- | --- | --- |
| **Child’s Name** | Click or tap here to enter text. | | **Date of Birth** | Click or tap to enter a date. |
| **Parent/Carer contact details** | **Telephone:**  Click or tap here to enter text. | **Email address:**  Click or tap here to enter text. | | |

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| --- | --- | --- | --- | --- | --- |
| **Current Attendance Pattern at Nursery** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| Please insert **X** on days currently attending |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Requested Attendance at Nursery** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| Please insert **X** on days required |  |  |  |  |  |
| Requested start date of change: |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Office use: | Received via:  HAND/EMAIL/APP | Date: | Confirmed by (Initials): |

This document forms part of your parental agreement to the current Nursery Terms & Conditions available via the Parent Handbook, available online or in the Nursery.

This form is to be completed to request any Changes of Attendance.

1. As per the Nursery’s Terms & Conditions, we require 8 weeks’ notice of any changes of attendance of your child’s place at Rotherly, the Westgate’s Day Nursery.
2. Submitting this form does not guarantee a requested change of attendance.
3. The Nursery will contact you when we have availability to discuss or confirm your request.
4. To secure the additional day/days, a further deposit will be required which will equal to a month’s charge of the number of additional days requested.
5. Any agreed requests will NOT be open to any deferral requests.
6. An signed agreement will is required to formally agree a permanent Change of Attendance.

**Agreed Change of Attendance Offer**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **The Nursery can offer the following Change of Attendance for:** | | | | **(Child’s Name)** | | | | |
| **Attendance Pattern agreed** | **Monday** | | **Tuesday** | | **Wednesday** | **Thursday** | | **Friday** |
| **Office Use:** |  | |  | |  |  | |  |
| **Confirmed start date change:** | |  | | | | | | |
| **Additional deposit required:** | | To secure the additional day/days, a further deposit will be required which will equal to a months charge of the number of additional days requested. | | | **Additional deposit required by:** | | Please provide a screenshot of deposit transaction including your child’s Unique Reference Number(RN) via [nursery@westgate.hants.sch.uk](mailto:nursery@westgate.hants.sch.uk) | |
| **Additional deposit received by** | | **BACS / CHEQUE / VOUCHER** | | | **Proof seen:**  (Initials & Date) | |  | |

**Parent/Carer Agreement Section**

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| --- | --- | --- | --- |
| **I/We agree to the Change of Attendance agreed and pay any additional deposit requested as above.**  **I/We understand** that your child’s place is not finalised until the Nursery receive any additional deposit and signed agreement within 5 working days of the offer having been made.  **I/We understand** that a deposit is refundable in your child’s last invoice/s if you have provided the required Notice Period of 8 weeks written notice.  **I/We agree that this agreement forms part of/amends the Parental Contract and any Nursery Terms & Conditions as stated within the most recent Parent Handbook, available online, via the Famly App and in Nursery.** | | | |
| Westgate’s Finance team can be contacted on 01962 854757 or via [finance@westgate.hants.sch.uk](mailto:finance@westgate.hants.sch.uk). It is important to include your child’s Surname and Unique Reference Number (RN) on all financial communication, documents and payments, in order to track and deal with finance queries. Your child’s RN number can be found on your invoices and original offer letter. | | | |
| **Parent/carer’s signature** | Click or tap here to enter text. | **Date** | Click or tap to enter a date. |
| **Nursery management signature** | Click or tap here to enter text. | **Date** | Click or tap to enter a date. |