



Cheriton Bishop Primary School



Preschool Admissions Policy

January 2024 – August 2025

As an academy, the Trust is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding applications -these schools set their own oversubscription criteria.

1. The Ethos of Cheriton Bishop School

Our Ethos - we ask parents to respect our ethos and its importance to the school community. This does not affect the right of all parents to apply and be considered for a place here.

As a Multi Academy Trust, we want to be nationally recognised for putting our pupils first by:

- Delivering educational excellence underpinned by strong moral values
- Each learner exceeding their aspirations in a quality learning environment
- Highly motivated, research-led, passionate teaching
- Schools being at the heart of and an integral part of their community
- Being a partner of choice

Our mission is to deliver the best for our children, families and communities through:

- Innovative approaches to learning
- The development of partnership and collaborative working to create a cutting-edge approach
- An uncompromising approach to health, safety, nurturing and inclusion

We will achieve this by investment in:

- High quality provision for staff and their pathways to success
- School environments that provide stimulating learning spaces
- Strong business planning to maximise the Trust's geographical range and collective expertise

Every Academy within our Trust has considered exactly what they offer their pupils and this has been summarised as:

Small Schools, Big Opportunities

- Unforgettable experiences - setting the foundations for life
 - No ceiling, the highest possible achievement for all
 - Individuality valued, collaboration not competition
 - People matter, every interaction, every moment

2. Early Years Funding

- 2.1. Parents can check to find out what funding they are entitled to receive through the governments [Childcare Choices website](#).
- 2.2. If your child is two you should also use the checker to see if you can get a funded place for your two-year-old before you make an application. [Use the checker to see if you can get a funded place](#)
- 2.3. If a parent is eligible for both the **targeted 2-year-old funding for working parents** from April 2023 and the **2-year-old funding**, the school will claim two-year-old funding and parents will remain eligible for this funding even if their circumstances change.
- 2.4. We expect to admit children that will be using their Early Years Funding as well as children whose parents are buying additional hours and those that are both funded and buying hours.
- 2.5. There may be some children who are only attending for bought hours and some that only attend for funded hours.
- 2.6. The maximum amount of funded time that can be taken in a day is 10 hours; parents cannot use more than two sites for funded early years places in one day.

3. Admissions to the preschool

Cheriton Bishop admits:

- Eligible two-year-olds funded from the start of the funding period following their second birthday.
- Eligible two-year-olds funded as rising three-year-olds at the start of the funding period in which they have their third birthday.
- Non-funded two-year-olds from the start of the funding period following their second birthday.
- Non-funded two-year-olds as rising three-year-olds at the start of the funding period in which they have their third birthday.
- Funded two-year-olds with working parents from the start of the funding period following their second birthday.
- Funded two-year-olds of working parents as rising three-year-olds at the start of the funding period in which they have their third birthday.
- Non funded two-year-olds from their second birthday.
- Eligible three-year olds that meet the criteria for two-year-old funding.
- Early Years funded three- and four-year-olds from the start of the funding period following their third birthday.
- Non-funded three- and four-year-olds from the start of funding period following their third birthday.

4. Points of Admission to preschool

4.1. Generally, children will start at preschool at the beginning of a term. Eligibility for the Early Years Funding for two-year-olds is from the start of the funding period following a child's second birthday and eligibility for all three-years-olds to receive the Early Years Funding is at the start of the funding period following their third birthday.

4.2. This funding will be paid up until the time when the child reaches compulsory school age if the parent chooses to defer or delay entry into school.

If a child is born between:	Funding can be claimed from:
1 January and 31 March	1 April following the child's birthday
1 April and 31 August	1 September following the child's birthday
1 September and 31 December	1 January following the child's birthday

4.3. There is a legal requirement that all children begin **full time education** by the beginning of the term following their **fifth** birthday. All places offered in reception are for **full-time admission** in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time.

5. Patterns of attendance available

- 5.1. Our school makes an **offer** for the **universal** 570-hour (15 hours) funding entitlement and the 1140 hour extended entitlement (30 hours) funding of:
- Morning sessions of 9.00am to 12.00pm and
 - Afternoon sessions of 12.00pm to 3.00pm which include lunch and
 - All day sessions of 9.00am to 3.00pm during term time only.
 - Additional 30 minutes 3pm-3.30pm
- 5.2. The school has signed the Provider Agreement and is compliant with the requirements for funded hours.

6. Extended Hours

- 6.1. Families with three- and four-year-olds that have an 11-digit code because they are working and eligible for the 30-hour **extended entitlement** can have up to 1140 hours **stretched across a year** or 30 hours a week over 38 weeks of the year. NB: some families may choose to attend more than one provider and want to stretch the entitlement across the year in one provision and take some funded sessions during term time in another.
- 6.2. Many working families with two-year-olds will get **570 funded hours from April 2024**; this increases to 1140 funded hours from September 2024 so is the same as the extended entitlement for three- and four-year-olds. We will offer these places from April 2024. *This will depend on available spaces.
- 6.3. Families that need a longer day may wish to use the schools before and after school clubs. EYFS funding may not be used for these sessions. These sessions are:
- 7.30am – 8:40am before school and
 - 3.30pm – 5.30pm after school.
- 6.4. The provision before and after school will differ from the core early years provision between 8.45am and 3.30pm, as there will be older children attending and the adults will be different.
- 6.5. Before and after school childcare is available for all children (aged 2-11). This means that the Early Years Funding for two-, three- and four-year-olds can be offered between 7:30am and 5.30pm, making our preschool provision extremely flexible.
- 6.6. When allocating places, these extended services for two-, three- and four-year-olds that are run by the school are an integral part of the preschool provision.
- 6.7. If parents want to buy additional hours on top of the 15 funded hours or the 30-hour extended entitlement, they can do this during most of our opening times. We sell 3-hour/6-hour long sessions. A 3 and/or 6-hour long session is charged at £4.75 per hour. Breakfast club is for 1 hour and 10 minutes and costs £3.75. After School Club is for up to two hours and costs £3.75 per hour.

6.8. The table below sets out the session times that you can choose. When applying for a place please use the Registration form at appendix one and tell us what sessions you need.

We only consider requests for sessions AFTER the oversubscription criteria have been applied.

Session choices	Hours	Funded/bought hours
9.00am - 12.00pm	3.0	As part of the Early Years Education Funding or bought.
12.00pm – 3.00pm	3.0	As part of the Early Years Education Funding or bought.
9.00am – 3.00pm	6.0	As part of the Early Years Education Funding or bought.
<ul style="list-style-type: none"> Note - PM sessions plus lunch 		

6.9. These are the sessions that you can choose. We claim funding on this basis. If you decide to collect your child early or drop them off later, you must tell us. By doing this you will either lose out on some of your funded entitlement hours or be paying for time that you have chosen not to take.

7. Charging

7.1. There is no charge for applying for a place, for admission or for the provision of the funded entitlements. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities, such as visits, are compulsory.

7.2. The school must comply with Devon County Councils [Provider Agreement](#).

7.3. Details about buying additional sessions/hours in the preschool are set out in the schools [Charging and Remissions Policy](#) which is available on the school website.

7.4. We are unable to refund fees for sessions not taken due to illness, absence, holidays or where the Preschool is forced to close due to circumstances beyond our control.

7.5. If a child's place is no longer required at the Preschool, (apart from at normal expected entry into primary/secondary school) then we ask that a minimum of four weeks' notice is given otherwise regular booked sessions will need to be paid for. This includes funded sessions. If you move to another provider without giving 4 weeks' notice, you will forfeit 4 weeks of entitlement funding and you will need to pay for your child to attend another provider as Cheriton Bishop Preschool will claim the 4 weeks funding in lieu of 4 weeks' notice.

8. Help with the cost of childcare

8.1. Our school accepts childcare vouchers.

8.2. Our school is [registered](#) for [tax free childcare](#).

8.3. Find the right offer for you on [Childcare Choices](#).

9. School Lunches

9.1. [Free school meals](#) (FSM) must be provided for children (whose parents meet the [eligibility criteria](#)) **and** if their child attends **both** before and after the lunch time period. This generally means an all-day session. A free school meal will be provided whether the child is attending for funded or bought time and regardless of their age. Parents must check eligibility through the [Citizens Portal](#).

9.2. Children who do not meet the eligibility criteria for free school meals in our preschool are offered the opportunity to either buy a school lunch or bring a packed lunch.

10. Visiting

10.1. We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our preschool. If you would like to visit Cheriton Bishop Primary School Preschool, you should contact the school to make an appointment. Our Administrator is contactable on 01647 24817 or via email at admincheritonbishop@thelink.academy.

10.2. We offer your child a taster session free of charge, parents are welcome to stay. If parents require additional settling in sessions where they wish to stay with their children, we are more than happy to accommodate this. These will be charged at the normal rate.

10.3. Most children will start at the preschool at the start of the term. Other children join us at other times. This may be because they are new to the area or would like to transfer from another early year's provider. However, if we have places available and an application is submitted, we will offer a place.

10.4. To apply for a place here you must use the registration form at Appendix one.

10.5. Places are not allocated to a child automatically, even where:

- there is an older sibling attending the school.
- a child attends a particular toddler group or Children's Centre attached to the school.
- a parent has expressed an interest at any time in the school; or
- the child has always lived close to the school.

10.6. No places will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission. We will publicise the need to apply on our website but the responsibility for making an application will be with you as the parent.

11. How to apply for a preschool place

11.1. **Parents must complete the Registration form at Appendix one and return it to the school.**

- 11.2.** The closing dates for applications for the preschool intake are 1 April, 1 July and 1 January. You can apply after these dates, but your application may not be considered until after all the applications that were on time. If you couldn't apply before because, for instance, you moved to this area, you should make sure that you inform the school. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.

12. Information provided in an application

- 12.1.** We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly, we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend preschool, and this disadvantages another child.
- 12.2. Before making an application** parents need to have checked their eligibility for 2-year-old funding [here](#) and the extended entitlement funding (15 and 30 hours) [here](#); evidence of eligibility will be checked before an offer of a place is made.
- 12.3.** Parents with three- and four-year-olds should check to see if they are eligible for Early Years Pupil Premium funding before making an application by completing this form [Early Years Pupil Premium Application Form](#).
- 12.4.** If you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.
- 12.5.** You will be asked to provide **date of birth evidence** so we can check your child's age.

13. What happens next

- 13.1.** If there are fewer applications than places, then no application will be refused. Only if there are more applications than there are places available will the Admissions Committee prioritise applications according to the oversubscription criteria.
- 13.2.** The applications will be listed in order of priority. We do not consider the sessions requested when prioritising the applications.
- 13.3.** We will endeavour to give the hours requested on the Parent Registration Form. It is inevitable, however, that some parents who have been prioritised will not get the hours they have requested. In these instances, we will offer times (days/hours/weeks) that fall closest to the hours requested.
- 13.4.** By 1 May, 1 October, and 1 February we will contact successful parents to welcome them to the preschool and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another provider.

14. Overview of the Admissions Process

Visit the nursery in:	Spring term	Summer term	Autumn term
Apply by:	1 May	1 September	1 January
Admissions panel meet in:	May	September	January
Receive a letter about your application before:	May half term	October half term	February half term
Reply to the letter	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school
Start at Nursery (or at the start of term closest to that month)	September Autumn Term	January Spring term	April Summer term

15. Published Nursery Admissions Number (PNAN)

- 15.1.** This is the number of places we intend to make available for our normal preschool intake. Once we set this number, we will not refuse admission for applications below the PNAN. If there is unexpectedly high demand and we believe we could admit more children, we inform Devon County Council's Early Years and Childcare Team and either some children will be admitted above the PNAN or we will increase the PNAN. The number of children that can be admitted will depend on their age, the amount of floor space we have and whether additional staff will be required.
- 15.2.** The Admissions Committee also factor in the local demand for places. If there is a change to the PNAN part way through the year, this will be published.
- 15.3.** If there is an increase in the demand for places the Admissions Committee may decide to increase the PNAN to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.
- 15.4.** The table below sets out our Published Nursery Admissions Number (PNAN)

The maximum number of 2,3 and 4-year-old children that will be admitted at any one time is:	32
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- 15.5.** Where the number of applications exceeds the number of places available the Admissions Committee will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

NURSERY ADMISSIONS OVERSUBSCRIPTION CRITERIA

January 1, 2024 – August 31, 2025

To be used only when the number of applications exceeds the number of sessions available in the nursery.

OVERSUBSCRIPTION CRITERIA FOR TWO YEAR OLDS

A child with an Education, Health, and Care Plan (EHCP) naming the school or preschool will be admitted^[6].

1. Looked after Children^[7] and children who were previously Looked After but immediately after being Looked After became subject to an adoption order, a child arrangements order (CAO), or a special guardianship order (SGO)^[8] including those who were in state care outside of England and ceased to be in state care because they were adopted.
2. Priority will next be given to children or parents with an exceptional medical or social need^[9] to attend this preschool.
3. Priority will next be given to children who live in the **designated area** and are eligible for **two-year-old funding^[10] and Early Years Pupil Premium and /or Disability Access Funding** (from April 2024).
4. Priority will next be given to children who live in the **designated area** and are eligible for **two-year-old funding^[11]**
5. Priority will next be given to children who live within the school's **designated area** and whose parents are working and **eligible for targeted two-year-old funding for working parents** [the extended entitlement of *15 hours from April 2024 or 30 hours from September 2025*] and **Early Years Pupil Premium and/or Disability Access Funding**.
6. Priority will next be given to children who live within the school's **designated area** and whose parents are working and **eligible for targeted two-year-old funding for working parents** [the extended entitlement of *15 hours from April 2024 or 30 hours from September 2025*].
7. Priority will next be given to children who live in the school's **designated area** who have a **sibling** at the school or preschool.
8. Priority will next be given to all other children who live in the school's **designated area**.
9. Priority will next be given to children who live **outside** the school's designated area who have a sibling at the school or preschool and are **eligible for two-year-old funding and Early Years Pupil Premium and /or Disability Access Funding**.
10. Priority will next be given to children who live **outside** the school's designated area who have a sibling at the school or preschool and are **eligible for two-year-old funding**.
11. Priority will next be given to children who live **outside** the school's designated area who have a **sibling** at the school or preschool and are eligible for **targeted two-year-old funding for working parents and Early Years Pupil Premium and/or Disability Access Funding**.
12. Priority will next be given to children who live **outside** the school's designated area who have a **sibling** at the school or preschool and are eligible for **targeted two-year-old funding for working parents**.
13. Priority will next be given to all other children who live **outside** the school's designated area who have a sibling at the school or preschool.
14. Priority will next be given to the children of **members of staff** who have been employed at this school for at least two years or who were recruited within the last two years to fill a vacancy for which there is a skills shortage.
15. **Other children**.

^[6] These children meet the eligibility criteria for two-year-old funding.

^[7] These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children act 1989 section 22 (1)) by a Local Authority.

^[8] These children meet the eligibility criteria for two-year-old funding and for Early Years Pupil Premium

^[9] Evidence from a medical specialist or social worker must be provided.

^[10] Parents must be encouraged to check their eligibility through the [Citizens Portal](#) before making an application.

^[11] Parents must be encouraged to check their eligibility through the [Citizens Portal](#) before making an application.

OVERSUBSCRIPTION CRITERIA FOR THREE- AND FOUR-YEAR OLDS

A child with an Education, Health, and Care Plan (EHCP) naming the school or preschool will be admitted^[12].

1. Looked after Children^[13] and children who were previously Looked After but immediately after being Looked After became subject to an adoption order, a child arrangements order (CAO), or a special guardianship order (SGO)^[14] including those who were in state care outside of England and ceased to be in state care because they were adopted.
2. Priority will next be given to children or parents with an exceptional medical or social need^[15] to attend this preschool.
3. Priority will next be given to children who live in the **designated area** and are eligible for **two-year-old funding^[16] (and Early Years Pupil Premium and/or Disability Access Funding from April 2024)**.
4. Priority will next be given to other children who live in the school's **designated area** who are eligible for **Early Years Pupil Premium and/or Disability Access Funding**.
5. Priority will next be given to children who live within the school's **designated area** and whose parents are working and **eligible for the extended entitlement** of 15 hours from April 2024 or 30 hours from September 2025.
6. Priority will next be given to children who live in the school's **designated area** who have a **sibling** at the school or preschool.
7. Priority will next be given to all other children who live in the school's **designated area**.
8. Priority will next be given to children who live **outside** of the school's designated area with a **sibling** at the school.
9. Priority will next be given to children who live **outside** the school's designated area who are three years old and **eligible for two-year-old funding and Early Years Pupil Premium and/or Disability Access Funding** (from April 2024).
10. Priority will next be given to the children of **members of staff** who have been employed at this school for at least two years or who were recruited within the last two years to fill a vacancy for which there is a skills shortage.
11. **Other children.**

^[12] These children meet the eligibility criteria for two-year-old funding.

^[13] These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children act 1989 section 22 (1)) by a Local Authority.

^[14] These children meet the eligibility criteria for two-year-old funding and for Early Years Pupil Premium

^[15] Evidence from a medical specialist or social worker must be provided.

^[16] Parents must be encouraged to check their eligibility through the [Citizens Portal](#) before making an application.

16. Waiting lists

- 16.1. Following the allocation of preschool places, the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child or by whether the sessions are funded or bought. It is possible that a child's name could go down on a list as well as up.
- 16.2. If a place is only available for a short period of time, i.e., half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to attend the preschool for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.
- 16.3. Parents with children that are not due to start within the next two terms, will be asked to complete a **Note of Interest for a Preschool Place** at Appendix two and told when they should apply.

17. Increasing the hours attended

- 17.1. If there are parents of children that already attend the preschool who want to either take up additional funded hours and/or buy extra hours a list of those parents will be made, and the oversubscription criteria will be applied to determine who should be given priority for the available session/s.
- 17.2. The Admissions Committee should work their way down this prioritised list until everyone has been offered the sessions available.
- 17.3. If there are unfilled sessions remaining after those in attendance have been given the sessions those sessions will be made offered to children on the prioritised waiting list.

18. Admissions appeals

If a preschool place is refused, parents can go through the Trust's complaints process which is available via the Complaints policy on our website to express their concerns. The Admissions Committee will review the decision and decide whether the refusal was justified on the grounds that the nursery is full. Even if it is agreed that the preschool was full, it will also consider the impact on the child and family and may still award a place at the preschool if there is both the physical space and sufficient staff available.

19. Transport

No transport is available for nursery children.

20. Uniform

Children attending Cheriton Bishop Primary School Preschool are not expected to wear a uniform but can choose to do so if they wish.

21. Claiming the Early Years Funding

- 21.1. The Early Years Funding can be taken at more than one provider; parents cannot use providers on more than two sites in one day. The provider claims the funding on your behalf based on the sessions that have been booked.
- 21.2. It is important that both the school and parent can see what time is funded and what time is being bought.
- 21.3. Parents must not claim more than the 570 or 1140-hour entitlement, checks are carried out to ensure that over claims are not made.

22. Changes to attendance

- 22.1. Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both a) and b) below to determine within each group which children should be given priority for the unfilled places.
- a) Parents whose children already attend the nursery to **increase or change the times their child attends**.
- b) **New applications** from parents whose children do not yet attend the nursery and are on the prioritised waiting List.
- 22.2. It is expected that parents will ensure that their child attends at the times agreed so that children can establish a good routine and be ready to start school.

23. Induction and transition arrangements

Children are invited in for a visit before their start date with parents to view the preschool. In addition, parents are welcome to stay with their child on their first day to help them settle in if necessary. New pupils can start fully with their hours as per the booking form or have a staggered start to aid settling in

24. Contacts and further information

Executive Academy Head	Peter Halford
E-mail:	admincheritonbishop@thelink.academy
Telephone:	01647 24817
Website:	http://cheritonbishop.thelink.academy/website
Social media:	https://www.facebook.com/CheritonBishopCommunityPrimarySchool

Appendix One



**CHERITON BISHOP PRE-SCHOOL
REGISTRATION FORM**

Record of Information to be completed by Parent/Carer(s). **Strictly Confidential.**

PERSONAL INFORMATION:

PLEASE KEEP US UPDATED OF CHANGES TO ANY OF THESE DETAILS

Child's name:		
Name known as for name cards etc. (if different from above):		
Date of birth:		
Home Address:		Home Tel. No.
Post code:		
Main contact e-mail address:		
Parent details	Carer 1	Carer 2
Name		
Date of birth		
NI number		
National Asylum Support service (NASS) number		
Address		
Parental responsibility?	YES/NO	YES/NO
Legal access to the child?	YES/NO	YES/NO
Home Tel No.		
Work Tel No.		
Mobile Tel No.		
Email Address:		
Who has parental responsibility if different from above?		

EXTENDED ENTITLEMENT – for 3/4-year-olds.

If you are eligible and have already registered for this, please add your 11-digit code here.

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If you haven't already done so you can check if you are eligible and apply for your 11 digit code here - <https://childcare-support.tax.service.gov.uk/par/app/applynow>

Who to contact in an emergency: Contact 1	Tel. No. Mobile No.
Contact 2	Tel. No. Mobile No.
Name of person(s) to collect child if different from parents/carers:	
Password to allow your child to be released with person different to above:	

OTHER INFORMATION:

Any special diet, allergies, health problems, disabilities, special educational needs etc. the Pre-school needs to know about:	
Has your child been immunised against (please tick)	
Diphtheria <input type="checkbox"/>	Measles <input type="checkbox"/>
Whooping cough <input type="checkbox"/>	Mumps <input type="checkbox"/>
Tetanus <input type="checkbox"/>	Polio <input type="checkbox"/>
HIB <input type="checkbox"/>	Rubella <input type="checkbox"/>
Child's Doctor:	Surgery Address:
Tel. No.	
Child's Health Visitor:	Has your child had their 2½ year old health visitor check? YES/NO
Tel. No.	
Please give details of any other agencies or professionals working with your child and their role (e.g. speech therapist, social worker):	
Please give details of any other settings or childcare previously or currently attended (including Childminder or Nanny):	
I give my permission for Cheriton Bishop Pre-school to contact them for information sharing purposes.	
YES/NO	
What language(s) is/are spoken at home?	
What is the main religion in your family (if applicable)? (e.g. C of E, Catholic, Muslim)	

How would you describe your child's ethnicity/cultural background? (e.g. White British, Chinese, Roma etc.)
Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is at pre-school?
Which primary school will your child attend after pre-school?
Any other information you think it would be useful for pre-school to know:

PLEASE KEEP US UPDATED OF CHANGES TO ANY OF THESE DETAILS

AUTHORISATIONS & CONSENTS: Please complete all the following consents: tick or delete where necessary.

Sunscreen -In order to reduce the risk of skin damage we will ensure children are protected before playing outside. We ask that you provide suitable sunscreen, which is labelled with your child's details at all pre-school sessions. We also ask that you provide a sunhat for use by your child when appropriate.

- I authorise pre-school staff to apply sunscreen to my child (provided by me).
- I understand that sunscreen must be a brand that does not contain any possible allergens which might cause a risk to other children (e.g. almond oil, peanuts).
- In the occasional case when my child does not have sun cream at pre-school, I authorise pre-school staff to apply a suitable high factor sun cream, provided by pre-school to my child.
- I understand that if my child does not have a sunscreen applied, he/she may not be allowed outside.

Plasters - It may sometimes be appropriate for our staff to administer a plaster to your child in the event of an accident.

***I give/do not give** permission for the staff of Cheriton Bishop Pre-school my child to apply a plaster to my child should they feel it is necessary.

Baby Wipes - It may sometimes be appropriate for our staff to use baby wipes for hands and faces during a session or in the event of a toileting accident.

***I give/do not give** permission for the staff of Cheriton Bishop Pre-school to use baby wipes for my child should they feel it is necessary.

Paracetamol based medicine (e.g. Calpol or Sudafed)

***I give/do not give** permission for Pre-school staff to administer paracetamol-based products (e.g. Calpol) to my child in the case of a raised temperature and on the understanding that I will be making arrangements for my child to be collected as soon as possible in accordance with the setting's procedures on the administration of medicines.

Nappy Cream - If your child is wearing a nappy and develops a rash, it may sometimes be appropriate for our staff to apply nappy cream.

***I give/do not give** permission for the staff of Cheriton Bishop Pre-school to use Nappy Cream for my child that I will supply, should they feel it is necessary.

***I give/do not give** permission for my email address to be used as a method of contact for correspondence regarding pre-school only e.g. newsletters/fundraising etc. It will not be passed on to any third party.

Photographs/DVD Consents-Permission is required in order that photographs or DVD recordings can be taken of your child.

***I give/do not give** permission for photos to be used for confidential child progress records.

***I give/do not give** permission for photos to be used for publicity purposes on the website or local press/parish newsletter from time to time (names will never be included).

***I give/do not give** permission for photos to be used for display on the pre-school notice board(s).

***I give/do not give** permission for my child to appear in a video/DVD recording to be used for private use by parents/carers of pre-school children (for instance the nativity performance).

Please sign below to confirm all of the above authorisations and consents:

Full Name of Child	
Parent/Carer Signature	

MANDATORY CONSENTS:

In order for pre-school to run efficiently and to standards there are a number of necessary requirements. Please read and sign these necessary requirements below:

a) **Medical emergency:** I give consent, in the event of an emergency, for appropriate medical advice/treatment to be sought/given for my child- e.g. qualified first aider/doctor/paramedic etc.

Please note – in the event of your child being injured or taken ill whilst at Cheriton Bishop Pre-school a member of staff would immediately attempt to contact the child’s parent/carer and if unable to make contact, would then try the emergency contacts you have nominated.

b) **Intimate care:** I give permission to the Pre-school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting.

c) **Intimate care:** I will advise the play leader of any medical complaint my child may have which affects issues of intimate care.

d) **Policies & Procedures:** I confirm that I have read and agreed all of the Pre-school’s policies and procedures.

e) **Child Records:** I understand that as part of OFSTED’s requirements records and observations will be made for your child. Records will be kept strictly confidential. Arrangements will be made to view these records if you wish.

f) **Information Sharing:** I understand that transition documents will be shared with your child’s school class teacher during their last half term at pre-school.

g) **Information Sharing:** It may sometimes be helpful to share information about your child’s development with other agencies/professionals e.g. health visitor. You will always be informed when this is happening and who this information is being shared with.

h) **Internet use:** There are times when we would like to access the internet to extend and enrich learning and play activities. Children will be monitored and supervised appropriately whilst

accessing the internet. The Internet Service Provider operates a vigorous filtering system that restricts access to undesirable material.

- i) **Local short visits:** I agree that my child can join the group in visiting the school’s outside play areas and the local scout field during Tuesday morning sessions.
- j) **Notice Period:** I agree to give 4 weeks’ notice to the play leader before removing my child from pre-school (other than July school leavers), or I may be liable to pay any fees payable for that period.

Please sign below to agree to all of the above mandatory consents:

Full Name of Child	
Parent/Carer Signature	

If you have any queries or questions or wish to know more details please feel free to discuss these with the play leader or a member of staff.

Your personal data is being used by Cheriton Bishop Pre-school/School for the purposes of admitting your child onto school roll. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed via our school website: www.cheriton-bishop-primary.devon.sch.uk (Policies & Documents, GDPR - Individual Right Policy).

You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact Christine Grist. Tel: 07977777318 or Mr Peter Halford. Tel: 01647 24817.

If you wish to exercise any of your rights under the General Data Protection Regulations, please contact our Data Protection Officer. Contact Mr Peter Halford as above in the first instance.

OTHER PARENT/CARER HELP:

I am willing to help with the following: (Please tick)

- Mending/making equipment Fund-raising
- Outings
- Speaking to the children about my job/hobbies
- Other (please specify)

.....

EARLY YEARS PUPIL PREMIUM REGISTRATION

About this form

From April 2015 all early year’s providers who deliver Government funded early education will be able to claim the early years pupil premium for three and four-year old children whose parents are in receipt of one or more of the following benefits:

- Income Support • Income-based Jobseekers Allowance • Universal Credit • Income-related Employment and Support Allowance • Support under Part VI of the Immigration and Asylum Act 1999 • The guaranteed element of State Pension Credit • Child Tax Credit (provided you’re not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

Three and four-year olds will also be eligible if:

They have been in local-authority care for 1 day or more in England or Wales.

They have been adopted from care in England or Wales

They have left care through a special guardianship order or a child arrangement order in England or Wales Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit Registering could result in extra funding for your child’s early years provider.

Registering could provide up to an extra £300 for your child’s preschool to fund valuable support like extra training or, resources to help raise the quality of your child’s early education. We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information.

We will use the information you provide to assess entitlement to the early years’ pupil premium. We need information about you and your child, to provide the best education and support by making sure we receive all the government funding to which we and your child are entitled.

SECTION A - FAMILY INCOME AND BENEFIT DETAILS

Is your joint family income over £16,190 per year? (Please place an X in the appropriate box

Yes No

If you have ticked yes, you do not need to complete this section.

If you ticked no, please place an X in this box if you* are in receipt of any of the benefits listed below

- Income support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Universal credit
- Support from NASS (National Asylum Support Service) under part 6 of the immigration and Asylum Act 1999
- Working tax credit run-on

Please place an X in this box if you are not sure whether your joint family income is over £16,190, or whether you are in receipt of one of the benefits listed above, but you would still like us to check whether your child is eligible for the early year’s pupil premium.

*This includes those who have parental rights for the child/children named on this form

SECTION B – ADOPTED CHILDREN, CHILDREN SUBJECT TO A SPECIAL GUARDIANSHIP ORDER OR A CHILD ARRANGEMENTS ORDER

If your child has left care through adoption, special guardianship or child arrangements order and you would like your child to attract the early years pupil premium, you should complete the following section and attach a copy of the relevant order:

Has your child been adopted from care?

Yes No

If you have ticked yes in the previous question, have you been granted an adoption order by the courts? Yes No

Did your child leave the local authority’s care under a special guardianship order or a child arrangements order (formally known as a residence order?)

Yes No

Children who have been adopted from care or are subject to a special guardianship order or a child arrangements order.

Eligibility will be based on your declaration that your child was formally a looked after child & on the evidence of their status e.g. a copy of the relevant order. The local authority will decide whether your child’s pre-school is eligible for extra funds through the early year’s pupil premium. This form & a copy of the relevant order (do not send in original documents) should be returned to your early years provider to return to the local authority to enable funding to be allocated. If you would prefer to send it directly, please send this page only to: EYPP, Early Years & Childcare Service, Room 170, county Hall, Topsham Road, Exeter, EX2 4QD or hand it in at the front desk at County Hall with the envelope marked EYPP, Early years & Childcare Service.

SECTION C – HOW THE INFORMATION IN THIS FORM IS USED

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. They will do this by checking out of work benefit date provided by Her Majesty’s Revenue and Customs (HMRC) & Department of Work & Pensions (DWP). We would like your consent to make this check. Once this is confirmed, we can decide how much money your child’s pre-school will receive. You are free to withdraw your consent so that your details are not used in future. Whether you use this scheme or not will not affect any of the benefits you may be entitled to.

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely for six years and will be used only for local authority purposes.

I agree to the local authority using this information to enable my child’s pre-school to claim the early years pupil premium for my child.

Signature of parent/guardian..... Date.....

Thank you for completing this form and helping to make sure your child’s early years provider is as well funded as possible.

Note of Interest for a Preschool Place

You can complete this form if your child is not yet old enough for you to make a preschool application.

We will send the Registration Form via email when you need to apply.

Please check on the [Citizens Portal](#) to see if you are eligible for two-year-old funding and a nursery free school meal.¹ Also, [check your eligibility](#) for funding if you are working as this will be needed when completing the application form.

Childs Details
First name:
Last name:
Date of birth:

Siblings Name/s (brothers and sisters who come to this school)
First name:
Last name:
Date of birth:

First name:
Last name:
Date of birth:

First name:
Last name:
Date of birth:

¹ If your circumstances change you must recheck your eligibility.

Parent/Guardians Details	
First name:	
Last name:	
Address:	
Phone Number:	
Email Address:	
Relationship to the child:	

Privacy and Data Protection

Your personal data is being used by us because you have showed an interest in applying for a place in our school preschool when your child is old enough. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed via the school website. Please confirm that you give your consent to the School using your personal data as outlined in our privacy notice, by signing below.

Applicant's signature:	
Date:	

You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact the school administrator on 01647 24817 or admincheritonbishop@thelink.academy

If you wish to exercise any of your rights under the General Data Protection Regulation, please contact the schools Data Protection Officer, Susan Stansfield, at DPO@thelink.academy