

## *Pre-School Admissions Information and Session Request Form*

Dear Parents and Carers,

Chagford Primary School Pre-School (Foundation Stage Unit) offers morning, afternoon and full day sessions for 2-4 year olds Monday-Friday. Our aim is to provide a variety of sessions in order to facilitate the needs of all families.

**3 Year Olds**

All 3 year olds currently receive 15 hours of government funding available from the term after their third birthday, however extra hours can be taken and are charged at the DCC recommended rate of £4.20/hour. You can also apply for 30 hour funding via <https://new.devon.gov.uk/educationandfamilies/early-years-and-childcare/childcare>. We will require your code, national insurance number and date of birth to process.

**2 Year Olds**

We welcome 2 year olds in our provision and are the chosen registered nursery provider to take children in receipt of ‘2gether’ funding which entitles eligible children to 15 hours of government funded nursery care a week. Parents of eligible children will receive a letter known as the ‘Golden Ticket’ from the Early Years Team at Devon County Council which will state the term when eligibility starts. To find out more or to check your eligibility, please visit [www.devon.gov.uk/2gether](http://www.devon.gov.uk/2gether) or contact 0345 1551013. The standard hourly rate for those without funding or taking additional sessions is £5.10 hour.

If you are interested in placing your child in our care we will need you to complete and return the forms that are downloadable from the ‘Early Years’ page of our website. To facilitate this process please use the checklist below to ensure we have all the necessary documentation to get you started!

 our Provider Agreement (2.51 on page 13) we are now allowing you to apply a 4 week notice period (to the Early Years Funding) for a child that leaves your setting.

If you want give notice or reduce hours you must give us four week’s notice. Your funding will remain with us and you will not be able to be funded with a new provider until after the notice period.

Thank you

### **Admissions Paperwork Checklist:**

Please ensure that you return all of the following documentation to the school office.

**All Applicants**

c Pre-School Registration Form

c School Data Forms S11

c Pre-School Session\_Request\_Form

c Early Years Pupil Premium Application Form

c Birth Certificate (for copy to be taken)

**2gether Funded/Golden Ticket Holders Only**

c Golden Ticket Letter

c Proof of Address (Utility Bill, Driving License)

***Chagford Primary School***

***Pre-School Termly Session Request Form***

# *Pupil Name* *DOB*

***Parent Name Email***

***Mobile tel Home tel.***

***Start date Work tel.***

Please indicate below the hours you would like your child to attend our Pre-School (Foundation Stage Unit). If your requested sessions are **not available** you will be informed as soon as possible to discuss alternative days or add your child's name to our waiting list. Our waiting list operates in line with our Admissions Policy. We will require proof of Date of Birth and Address for new starters.

For details of charges and eligibility for free childcare, please see our website.

**PLEASE NOTE - IF FEES ARE NOT PAID IN FULL BY THE END EACH TERM YOU WILL NOT BE GUARANTEED YOUR PREFERRED SESSIONS AND WILL ONLY BE ABLE TO BOOK SESSIONS WITHIN YOUR ELIGIBLE HOURS (e.g. 15 up to 30) – From 25/04/2022 the cost will be £4.30 for 3 / 4 year olds and £5.24 for 2 year olds**

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| **Preschool Sessions in Foundation Stage Unit – Please indicate with \* if flexible** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| **MORNING**  08:45am – 12.00pm |  |  |  |  |  |
| **LUNCH**  12.00pm-1.00pm |  |  |  |  |  |
| **AFTERNOON**  1.00pm-3.30pm |  |  |  |  |  |

|  |  |
| --- | --- |
| Is your child in receipt of funding (golden ticket/3 Year Old/ 30hours)? | Yes / No |
| Are you sharing funding with another childcare setting and if so where? |  |
| How many hours of funding do you wish to claim at Chagford Primary? |  |
| **Signed** |  |
| **Date** |  |

Office Use

□ Availability Confirmed

□ Entered onto system

□ Parent confirmed