



# Cheriton Bishop Primary School



## Preschool Admissions Policy

**September 1, 2025 – August 31, 2026**

As an **academy** school, the **Trust** is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding Applications -we set our own oversubscription criteria.

# The Ethos of Cheriton Bishop Primary School

As a Multi Academy Trust encompassing community and church primary schools, we are proud of our intentionally individual and wonderfully unique character. Our overarching philosophy of valuing individuality and human flourishing permeates our shared vision and links our schools across the trust.

#LinkTogether

Flourishing schools for all at the heart of our communities.

Our learners will be given opportunities to become independent, collaborative, creative learners who have the confidence to seek wisdom and nurture a love of learning.

Our small schools provide big opportunities to broaden learners' horizons and prepare them for the fullness of life, through hope, aspiration and our core values.

We focus on relationships and learning to live well in a wider community that can flourish together.

## Early Years Funding

- 1.1 You may be entitled to funding to pay for preschool sessions. There is funding for most families available. [Find out what funding you can get for your child.](#)
- 1.2 The government's website [Childcare Choices](#) gives information about all current and upcoming childcare offers and support available to parents.
- 1.3 If you are a working parent and have an 11-digit code, you are eligible for the 30-hour **working entitlement** and can have up to 1140 hours **stretched across a year** or 30 hours a week over 38 weeks of the year.
- 1.4 The 11-digit code must be passed to school, so they know that you are entitled to 30 hours.
- 1.5 School will ask you to complete the [Extended Entitlement Funding Declaration Form Template](#) to collect your information.
- 1.6 School must validate your code through the Devon County Council.
- 1.7 If you become ineligible, there will be a 'grace period' in which school will continue to receive funding for your child until the end of the relevant funding period.
- 1.8 If your child is no longer eligible for the working entitlement and the grace period has ended you will continue to get the 570 hours **universal entitlement** if your child is three or four.
- 1.9 If your child is two, or will soon be turning two, you should also [use this checker to see if you can get a funded place](#) for your two-year-old before you make an application. This is for **Targeted Two Year old** funding.

1.10 As well as the targeted two year old funding, there is **universal funding for three and four year olds** and **working entitlement funding** for children from 9 months. Children can also be supported by **Disability Access Funding**, the **Early Years Pupil Premium** and **Free School Meals** if the criteria are met.

1.11 If you are eligible for both the **targeted 2-year-old funding (15 hours)** and the **2-year-old funding for working parents (30 hours)** school will claim the latter as it is for more hours and will make a note of your eligibility for the targeted two year old funding as your child may be eligible for other funding as well.

1.12 Please see the table below with dates relating to eligibility for the working parents funding.

<b>Date when parent becomes ineligible:</b>	<b>Devon County Council Check Eligibility on:</b>	<b>Grace period ends:</b>
1 January – 10 February	11 February	31 March (end of spring term)
11 February – 31 March	1 April	31 August (end of summer term)
1 April – 26 May	27 May	31 August (end of summer term)
27 May – 31 August	1 September	31 December (end of autumn term)
1 September – 21 October	22 October	31 December (end of autumn term)
22 October – 31 December	1 January	31 March (end of spring term)

1.13 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.

1.14 There may be some children who are only attending for bought hours and some that only attend for funded hours.

1.15 The maximum amount of funded time that you can take in a day is 10 hours; you cannot use more than two sites for funded early years places in a day.

## Admissions to the preschool

Cheriton Bishop Primary School admits:

- All funded children from their second birthday term times only
- All non-funded children from their second birthday term times only
- All funded children from their third birthday term times only
- All non-funded children from their third birthday term times only
- Funded and non-funded children from the start of the funding period following their second/third birthday term times only

## Points of Admission to preschool

- 2.1 We want children who are eligible for funding to start as soon as they can. If we have a space your child will be admitted.
- 2.2 If we don't have a space your child's name will be added to a waiting list that is kept in order of their priority for a place. We will let you know if a place becomes available.
- 2.3 Our preschool usually fills up during the autumn term. This means that places rarely become available until the following September unless a child reduces their hours or leaves. We do not want you to wait for a place if one is unlikely to be available. In these instances, we suggest that you find an alternative provision.
- 2.4 The table above shows the dates when you can claim funding for your child if you are eligible.
- 2.5 We expect most children will leave the preschool to start full time in reception in the September following their fourth birthday.

If your child is born between:	You can claim funding 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

- 2.6 If you choose to defer or delay entry into school the Early Years Funding is paid up until the time when your child reaches compulsory school age.
- 2.7 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.

2.8 If your child is offered a staggered or part time start in school, you will not be funded to also attend preschool because the school is funded for your child to attend full time in the reception class.

## Sessions available in our Preschool

3.1 Our school makes an **offer** for the **universal** 570-hour (**15 hours**) funding entitlement for 3 and 4 year olds and **targeted two year old funding** as well as the 1140 hour extended working entitlement (**30 hours**) funding for children from two and three of:

- Morning sessions of 9am to 12pm or 9am-1pm to include lunch
- Afternoon sessions of 12 to 3pm which include lunch and
- All day sessions of 9am to 3:30pm

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

3.3 These are the sessions that you can choose. 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.

Session choices	Hours	Bought, Funded or both?
9.00am – 12.00pm	3	As part of the Early Years Education Funding or bought.
9:00am-1:00pm	3.5	As part of the Early Years Education Funding or bought.
12.00pm – 3pm	3	As part of the Early Years Education Funding or bought.
9.00am – 3:30pm	6.5	As part of the Early Years Education Funding or bought.
Note - PM sessions plus lunch		

3.4 The school has signed up to the Devon County Council [Provider Agreement](#) and is compliant with the requirements for funded hours and for charging.

## Charges

4.1 There is no charge for applying for a place, for admission or for the provision of the funded entitlements.

- 4.2 We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary.
- 4.3 No bought activities are compulsory.
- 4.4 Details about buying additional sessions in the preschool are set out in the schools **Charging and Remissions Policy** which is available on the school website.
- 4.5 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
- 4.6 If a child's place is no longer required at the preschool, (apart from at normal expected entry into primary 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.

## School Lunches

- 5.1 Free school meals (FSM) must be provided by us 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.
- 5.2 A free school meal will be provided whether the child is attending for funded or bought time and regardless of their age. You should check your eligibility through the Citizens Portal so you can tell us if you are eligible when you apply for a place..
- 5.3 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 if they attend during lunch time.

## Help with the cost of childcare

- 6.1 We accept childcare vouchers
- 6.2 We are registered for Tax-Free Childcare, and Universal Credit Childcare.
- 6.3 If you are under 20 and a student, you may get help with childcare costs through Care to Learn.
- 6.4 If you are a full time student in higher education and you qualify for student finance - you may be able to get a Childcare Grant.

- 6.5 If you receive an [NHS Bursary](#) and you are a medical or dental student – you may be able to get a [Childcare Allowance](#) (CCA) through the NHS Business Services Authority.
- 6.6 If you are unemployed your work coach may be able to support you with the cost of childcare. Please speak directly with them.

## Visiting the preschool

- 7.1 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.
- 7.2 Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered.  
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.
- 7.3 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.
- 7.4 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.

## Before you apply

- 8.1 You can use this [link](#) to check if you are entitled to a **Free School Meal**.
- 8.2 If you are a working parent please check your [eligibility](#) for the **working entitlement funding (30 hours)** [here](#).
- 8.3 Evidence of **eligibility will be checked before an offer of a place is made**.
- 8.4 You should check to see if you can [get extra funding for your early years provider](#) through **Early Years Pupil Premium** funding before making an application for a place.
- 8.5 If you need more childcare than the funded entitlement allows, you can set up a [childcare account](#) to benefit from **Tax Free Childcare**.

## How to apply for a preschool place

- 8.1 You must complete **both** the registration form and the declaration form and **return them to the school**.

- 8.2 These forms are available as appendix at the end of this policy or as hard copies from the school office.
- 8.3 If you would like help completing the forms, please mention this to the school office or to someone in the preschool.
- 8.4 If there are places immediately available your child may be able to start right away.
- 8.5 If there are no places available and if there is also a waiting list for places; this may particularly be the case for children starting in September, the following dates will be in place so we can manage the applications.
- 8.6 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.
- 8.7 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.
- 8.8 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.

## Information provided in an application

- 9.1 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.
- 9.2 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.
- 9.3 You will be asked to provide **date of birth evidence** so we can check your child's age.

## What happens next

- 10.1 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.

- 10.2 We do not consider the sessions requested when prioritising who should have a place.
- 10.3 We will endeavour to give the hours requested on the Registration form. It is inevitable, however, that some parents 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.
- 10.4 By 1 May, 1 October, and 1 February we will contact successful parents to welcome them to the preschool and to plan for your child to start.
- 10.5 You will also be contacted if we do not have a place available so that you can apply to another provider.

#### **10.6 Overview of the Admissions Process**

<b>Visit the preschool:</b>	Spring term	Summer term	Autumn term
<b>Apply by:</b>	1 May	1 September	1 January
<b>Admissions panel meet:</b>	May	September	January
<b>Receive a letter about your application before:</b>	May half term	October half term	February half term
<b>Reply to the letter:</b>	within 2 weeks to accept a place (or if you wish, to ask why you did not get a place).	within 2 weeks to accept a place (or if you wish, to ask why you did not get a place).	within 2 weeks to accept a place (or if you wish, to ask why you did not get a place).
<b>Start at Preschool (or at the start of term closest to that month)</b>	September Autumn Term	January Spring term	April Summer term

# Published Preschool Admissions Number (PNAN)

- 11.1 This is the number of places we intend to make available in our preschool.
- 11.2 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 will take more children - above the PNAN, or we will increase the PNAN.
- 11.3 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.
- 11.4 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 on the school website.
- 11.5 If there is an increase in the demand for places, we 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.
- 11.6 The table below sets out our **PNAN for September 2025 – September 26**.

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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- 11.7 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:

## PRESCHOOL ADMISSIONS OVERSUBSCRIPTION CRITERIA

**September 1, 2025 – August 31, 2026**

*To be used when the number of applications exceeds the number of sessions available in the preschool for all ages of children.*

A child with an Education, Health, and Care Plan (EHCP) naming the school or preschool will be admitted [11].

- i) Looked after Children [12] 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) [13] including those who were in state care outside of England and ceased to be in state care because they were adopted.

- ii) Priority will next be given to children or parents with an **exceptional medical or social need** [14] to attend this preschool.
- iii) Priority will next be given to children who live in the schools **designated area** and are eligible for **targeted two-year-old funding** or **Early Years Pupil Premium** or **Disability Access Funding**.
- iv) Priority will next be given to children who live within the schools **designated area** and whose parents are **eligible for the working entitlement**.
- v) Priority will next be given to children who live in the schools **designated area** who have a **sibling** at the school or preschool.
- vi) Priority will next be given to all other children who live in the schools **designated area**.
- vii) Priority will next be given to children who live **outside** of the schools designated area with a **sibling** at the school or preschool.
- viii) Priority will next be given to children who live **outside** the schools designated area who are **eligible for targeted two-year-old funding, Early Years Pupil Premium** or **Disability Access Funding**.
- ix) 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.
- x) **Other children.**

[12] 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.

[13] These children meet the eligibility criteria for targeted two-year-old funding and for Early Years Pupil Premium.

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

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

## Waiting lists

12.1 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.

- 12.2 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.
- 12.3 Parents with children that are not due to start within the next two terms, will be asked to complete the Note Of Interest for a Preschool Place at Appendix 3 and told when they should apply.

## Admission appeals

- 13.1 If a preschool place is refused, you can go through the trust's complaints process to express your concerns. The trustees will review the decision and decide whether the refusal was justified on the grounds that the preschool is full. Even if it is agreed that the preschool was full, the panel will consider the impact of the decision on your child and family and may still award a place at the preschool if there is both the physical space and sufficient staff available.

## Transport

- 14.1 No transport is available for preschool children.

## Uniform

- 15.1 Children **are not** expected to wear a uniform.

## Claiming the Early Years Funding

- 16.1 Early Years Funding can be taken at more than one provider; you cannot use providers on more than two sites in one day. Each provider claims the funding on your behalf based on the sessions that have been booked and up to the amount that you are eligible to have.
- 16.2 It is important that everyone can clearly see what time is taken as funded and what time is being bought.
- 16.3 You must not claim more than you are entitled to receive, checks are carried out to ensure that over claims are not made.

## Changes to attendance

- 17.1 Changes to the times that your child attends will generally be agreed with the school.
- 17.2 The oversubscription criteria will be applied to both a) and b) below to determine within each list which children should be given priority for the unfilled sessions.
  - a. Children already attending the preschool wishing to **increase, decrease or change the times attending**.
  - b. **New applications** from parents whose child does not yet attend the preschool and are on the prioritised waiting list.
- 17.3 It is expected that you will ensure that your child attends at the times agreed so that a good routine can be established.

## 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

## Contacts and further information

<b>Academy Head:</b>	Alex Cross
<b>Preschool Contact:</b>	Christine Grist
<b>E-mail:</b>	<a href="mailto:admincheritonbishop@thelink.academy">admincheritonbishop@thelink.academy</a>
<b>Telephone:</b>	01647 24817
<b>Website:</b>	<a href="http://cheritonbishop.thelink.academy/website">http://cheritonbishop.thelink.academy/website</a>
<b>Social media:</b>	<a href="https://www.facebook.com/CheritonBishopCommunityPrimarySchool">https://www.facebook.com/CheritonBishopCommunityPrimarySchool</a>

## 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: <b>Contact 1</b>	Tel. No. Mobile No.
<b>Contact 2</b>	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:
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Has your child been immunised against (please tick)							
Diphtheria	<input type="checkbox"/>	Measles	<input type="checkbox"/>	Tetanus	<input type="checkbox"/>	HIB	<input type="checkbox"/>
Whooping cough	<input type="checkbox"/>	Mumps	<input type="checkbox"/>	Polio	<input type="checkbox"/>	Rubella	<input type="checkbox"/>

Child's Doctor:	Surgery Address:
Tel. No.	

Child's Health Visitor: Tel. No.	Has your child had their 2½ year old health visitor check? <b>YES/NO</b>
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Please give details of any other agencies or professionals working with your child and their role (e.g. speech therapist, social worker):	
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Please give details of any other settings or childcare previously or currently attended (including Childminder or Nanny):	
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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](http://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 Alex Cross. 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 Alex Cross as above in the first instance.

#### **OTHER PARENT/CARER HELP:**

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

Mending/making equipment	<input type="checkbox"/>	Fund-raising	<input checked="" type="checkbox"/>
Outings	<input type="checkbox"/>		
Speaking to the children about my job/hobbies	<input type="checkbox"/>		
Other (please specify)	<input type="checkbox"/>		

.....

#### **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 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.**

**Appendix Two**

**Parent Declaration Form**

***Cheriton Bishop Primary School Preschool***

To claim the Early Years Funding, parents must complete and sign this Declaration Form **for each Devon provider that your child attends.**

### 1. Child's details (to be completed by the parent/carer)

Child's Legal Surname:	Child's Legal Forename/s:
Name by which the child is known (if different from above):	
Date of Birth:	DD/MM/YYYY
Gender:	Girl / Boy / Prefer not to say
Address:	
Postcode:	
Child's date of birth checked by:	Name of staff member:  Date checked:
Type of evidence provided by parent/carer:	Birth certificate Passport Other please state
Child's date of birth as per evidence:	
Language spoken at home:	

**Please TICK all that apply to your child: *This data is needed for the Early Years Census and the Schools Census returns.***

What is your child's ethnic group?	
White	If you ticked this go to Box 2
Mixed or multiple ethnic groups	If you ticked this go to Box 3
Asian or Asian British	If you ticked this go to Box 4
Black, African, Caribbean, or Black British	If you ticked this go to Box 5
Other ethnic group	If you ticked this go to Box 6
Prefer not to say	

### BOX 2

Which of the following best describes your White background?	
English, Welsh, Scottish, Northern Irish or British	
Irish	

Gypsy or Irish Traveller	
Any other White background	
Prefer not to say	

**BOX 3**

<b>Which of the following best describes your Mixed or Multiple ethnic groups background?</b>	
White and Black Caribbean	
White and Black African	
White and Asian	
Any other Mixed or Multiple ethnic background	
Prefer not to say	

**BOX 4**

<b>Which of the following best describes your Asian or Asian British background?</b>	
Indian	
Pakistani	
Bangladeshi	
Chinese	
Any other Asian background	
Prefer not to say	

**BOX 5**

<b>Which of the following best describes your Black, African, Caribbean, or Black British background?</b>	
African	
Caribbean	
Any other Black, African, or Caribbean background	
Prefer not to say	

**BOX 6**

<b>Which of the following best describes your background?</b>	
Arab	
Any other ethnic group	
Prefer not to say	

## 2. Parent/Carer details

<b>Title:</b> (Mr, Mrs, Ms etc.)	
<b>Full Name:</b>	
<b>Date of Birth: DD/MM/YYYY</b>	
<b>Address:</b>	

<b>Postcode:</b>	
<b>Telephone:</b>	
<b>Email:</b>	
<b>Relationship to the child:</b>	Mother Father Grandmother Grandfather Foster carer Other, please state:
<b>Do you have parental responsibility?</b>	

### 3. Information needed to claim targeted two-year-old funding

<b>Eligibility Message from the Citizens Portal checked:</b>	Name of staff member:  Date of check:
<b>Copy of eligibility message taken.</b>	Screenshot Photo Other please state:
<b>Citizen Portal Application Reference:</b>	TYF 878 - _____ - _____ - _____
<b>Eligible Start Date:</b> <b>DD/MM/YYYY</b>	

### 4. Working entitlements

<b>National Insurance Number</b>	_____ - _____ - _____
<b>Eligibility code:</b> <b>(11 digits)</b>	501 - _____ - _____ 11 - _____ - _____ 400 - _____

## 5. My child is attending the following Providers:

You need to complete a Declaration Form with each provider your child attends to ensure that funding is paid fairly between them.

Your child can attend providers on a maximum of two sites in a single day. Please check with a provider if you are unsure what you can claim. If your child attends more than one provider and there is an overclaim, the funding will be fairly split between the providers.

**Please tell us which providers you are attending and circle the term that this relates to**

### SPRING/ SUMMER/ AUTUMN 2025-26

<b>Name of Provider 1:</b>	
<b>Total hours attended each week</b>	
<b>Number funded hours attended each week</b>	
<b>Total funded weeks attended each year</b>	
<b>Name of Provider 2:</b>	
<b>Total hours attended each week</b>	
<b>Number of funded hours attended each week</b>	
<b>Total funded weeks attended each year</b>	
<b>Name of Provider 3:</b>	
<b>Total hours attended each week</b>	
<b>Number of funded hours attended each week</b>	
<b>Total funded weeks attended each year</b>	

## 6. Additional funding that may be available for your child

If you have set up an account on the [Citizen Portal](#) and given permission for your details to be checked Devon County Council will pay Early Years Pupil Premium directly to the provider that your child attends.

### Early Years Pupil Premium

Early Years Pupil Premium (EYPP) is additional funding for early years providers to improve the education that they provide for some three- and four-year-olds. Children may be eligible if parents are in receipt of one or more of the qualifying benefits or if a child is in care.

[\*\*For more information on Early Years Pupil Premium\*\*](#)

### Disability Access Funding

Disability Access Funding (DAF) is available for early years providers to support three- and four-year-old children who receive Disability Living Allowance (DLA). The funding aids access to early years places by supporting providers in making reasonable adjustments to their settings.

[\*\*For more information on Disability Access Funding\*\*](#)

## Free School Meals

If you are using a nursery class in a school your child may be able to have a free school meal.

Your child must attend both before and after the lunchtime period as well as meet the qualifying criteria. Please apply through the [Citizens Portal](#).

### General Data Protection Regulation Consent Form

Your personal data is being used by Cheriton Bishop Primary School for the purposes of claiming early years funding from Devon County Council. 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.

The information provided will be shared with Devon County Council (DCC) who may share it with the Department for Education, Department for Work and Pensions, neighbouring Local Authorities, Her Majesty's Revenue and Customs and other funded providers that your child attends to confirm their eligibility and enable Cheriton Bishop Primary School to claim early years funding on behalf of your child.

For more details read [Devon County Council Privacy Notices](#).

Please confirm that you give your consent to Cheriton Bishop Primary School using your personal data as outlined in our privacy notice, by completing the details below.

I give my consent for Cheriton Bishop Primary School to use my personal data as outlined in their privacy notice.

**Signed:**

**Print name:**

**Date of consent:**

You have the right to withdraw your consent at any time. Should you wish to withdraw consent please contact the administrator at Cheriton Bishop Primary School on 01647 24817.

If you wish to exercise any of your rights under the General Data Protection Regulations, please contact our Data Protection Officer Susan Stansfield DPO@thelink.academy. For more details visit our website.

**Providers should keep this form to enable them to claim funding through the Provider Portal.**

**PLEASE DO NOT SEND IT TO DEVON COUNTY COUNCIL**

## Appendix three

### 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 a nursery free school meal.<sup>1</sup> 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:

Parent/Guardians Details
First name:
Last name:
Address:

<sup>1</sup> If your circumstances change you must recheck your eligibility.

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](mailto: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](mailto:DPO@thelink.academy)

## Appendix four

# Cheriton Bishop Preschool

## Chargeable extras template:

Our Preschool is open Monday – Thursday 8:50am – 3:30pm, **term time only**. Our sessions are 8:50am – 12:00pm (3 hours) 08:50am-1:00pm (includes lunch) 4 hours or a full day 08:50am – 3:30pm (6.5 hours).

Parents are welcome to use their 15 or 30 hours funded sessions across the week – unfunded sessions - Prices are below.

Description	Unit	Unit price	Line total
Free entitlement hours –15/30 hours per week (must not have a charge). <b>15 hours are provided to all parents of children aged 3-4 years old. Some parents are entitled to 30 hours working entitlement</b>	Weekly during term time only	Free	Free
Additional hours purchased 3-4 year olds	Hourly	£5	Depends on number of hours
Additional hours purchased 2 year olds	Hourly	£5.50	Depends on number of hours
School lunch	Daily - Per meal	£2.60	Depends on number of meals
Any trips arranged for Preschool that incur a cost, would be advised by parents, giving at least 4 weeks notice	Ad Hoc	Ad Hoc	Depends on price of trip

### **We do accept Childcare Vouchers or Tax Free Childcare vouchers**

(If you do not wish to pay for specific consumables, for example because you wish to provide your own, please make your nursery aware so next steps