



# Moretonhampstead 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 Moretonhampstead 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

Moretonhampstead 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 and
- Afternoon sessions of 1pm to 3.30pm
- Lunch 12-1pm
- All day sessions of 9am to 3.30pm during term time only.

3.2 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 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 – 12pm	3	As part of the Early Years Education Funding or bought.
1pm – 3.30pm	2.5	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.
12pm –1pm (lunch)	1	As part of the Early Years Education Funding or bought.

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 Moretonhampstead 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 us, you should contact the school to make an appointment. Our Administrator is contactable on 01647 440482.
- 7.3 Taster sessions are available upon request.
- 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**

Visit the preschool:	Spring term	Summer term	Autumn term
Apply by:	1 May	1 September	1 January
Admissions panel meet:	May	September	January
Receive a letter about your application before:	May half term	October half term	February half term
Reply to the letter:	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).
Start at Preschool (or at the start of term closest to that month)	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:	20
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- 11.7 Where the number of applications exceeds the number of places available the trustees 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

At Moretonhampstead Preschool uniform is not compulsory; however, we do prefer preschool jumpers to be worn. This can help prepare the children for school readiness, give a child a sense of belonging and help them recognise others within their peer group. It also helps staff to identify them quickly when taking part in whole school events.

## 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

To support successful induction, we encourage a phased start. Parents are requested to stay with their child for part of session 1 for information sharing. If a child transfers from another setting, we will contact them for their records. Within the first few weeks, a letter will be sent allocating a key worker and parents of 2 year olds will be invited in to discuss compulsory 2-year checks

## Contacts and further information

Academy Head:	Alex Waterman
Preschool Contact:	Sarah Brock
E-mail:	<a href="mailto:adminmoretonhampstead@thelink.academy">adminmoretonhampstead@thelink.academy</a>
Telephone:	01647 440482
Website:	<a href="http://www.moretonhampstead.thelink.academy/website">http://www.moretonhampstead.thelink.academy/website</a>
Social media:	<a href="https://www.facebook.com/moretonhampsteadprimaryschool">https://www.facebook.com/moretonhampsteadprimaryschool</a>

## Appendix One

### Moretonhampstead Preschool Registration Form

#### Important

**This application is for a place in the Preschool only. Application for a school place must be made to Devon County Council between 1st November and 15<sup>th</sup> January of the academic year before your child starts school.**

Child details		
Forename(s):	Surname/Family name:	
Name your child prefers to be known by:		
Home address: <i>(This must be the address where the child is normally resident)</i>		
Postcode:		
Date of Birth: <i>(certificate required)</i>	Gender (M or F):	
Religion:	Ethnic origin:	
What languages are spoken at home?	Is English the main language spoken at home?	
Does your child have special educational needs or have a disability?	YES / NO	
If yes, please give brief information (we will contact you for more details)		
Parent/Carer details		
	Parent/carer 1	Parent/carer 2
Title		
Forename(s)		
Surname		
Relationship to child		
Home address (if different from child's)		
Postcode:		

Telephone number (home)		
Telephone number (mobile)		
Telephone number (work)		
Email address		
Does this person have parental responsibility?	YES / NO	YES / NO
Does this person have legal access for the child?	YES / NO	YES / NO
Is this person responsible for payment of fees?	YES / NO	YES / NO
Details of any brothers/sisters		
<b>Names</b>	<b>D.O.B</b>	<b>School/s (if any):</b>

<b>Emergency contact and Doctor Details</b>		
Emergency contact details <i>(minimum of two – additional to those above)</i>	Name:  Address:  Telephone:  Relationship to child:	Name:  Address:  Telephone:  Relationship to child:
Doctors details	Address:  Telephone:	
Does your child have any involvement with outside professional agencies e.g. speech and language therapist, social worker, paediatrician? <b>YES / NO</b> – if yes please give details		

Do you give permission for your child to be taken to the doctor or hospital in an emergency?

**YES / NO** (parents would be contacted as soon as possible)

Do you consent to staff of Little Tors Preschool and Moretonhampstead primary school administering first aid to your child in the event of an accident/incident? YES/NO

Does your child have any dietary requirements? (Please give details)

#### **Two year old progress check – children aged 24-36 months**

If your child is aged between 24-36 months, has a two year old progress check already been completed? **YES / NO**

If not, as per the requirements of the Early Years Foundation Stage we will complete a progress check on your child between the ages of 24-36 months. We will ask you to be involved in completing the check and will discuss it with you.

#### **Your child's health**

Has your child been vaccinated against the following:

Tetanus/diphtheria/polio? **YES/NO**

Whooping cough? **YES/NO**

Meningitis C? **YES/NO**

MMR? **YES/NO**

Does your child have any health issues? **YES/NO**

If yes please give details

Does your child take any long term prescribed medications? **YES/NO**

If yes please give details

Prescribed medications must be labelled with a prescription label and handed into the school office at the start of each session. You will be required to complete a consent form for the administration of the medication.

#### **Additional information**

Will your child be attending any other Preschool or preschool whilst at Little Tors Preschool **YES / NO**

(If yes, please provide details)

Which primary school will your child be attending (*this information will help us to support transition*):

Have you any skills you would like to share with the school?

<p>Are you interested in volunteering in the school? <b>YES / NO</b></p> <p>Does your child have a special toy or comforter? <b>YES/NO</b></p> <p><i>If yes please give details.</i></p>	
<p>Does your child have a favourite song or story? <b>YES/NO</b></p> <p><i>If yes please give details.</i></p>	
<p>Does your child have any fears i.e. animals, getting messy? <b>YES/NO</b></p> <p><i>If yes please give details</i></p>	
<p>Is your child confidently dry during the day? <b>YES / NO</b></p> <p>Please supply any relevant information.</p>	
<p>If your child requires nappies/pullups you will need to ensure the preschool has enough nappies/pullups to keep your child dry and comfortable for the duration of the session. Parents can leave a supply of named nappies and wipes with the Preschool.</p>	
<p>Who will usually be bringing/collecting your child?</p> <p>Any changes should be notified to the Preschool staff before the start of the session.</p>	
<p><b>Consent and permissions</b></p>	
<p><b>Intimate care consent</b></p>	
<p>Your child should arrive at Preschool clean and dry every day. Sometimes your child will need to get changed or have help to get changed. Please provide a spare set of clothes, including underwear. However, we cannot avoid accidents at this young age and so from time to time, your child may need help with their personal care, such as toileting, nappy changing or a change of clothes following an 'accident'. The preschool staff will treat your child with dignity, privacy and professionalism.</p>	
<p><b><u>I give my consent</u></b> for the staff of Little Tors Preschool and Moretonhampstead Primary School to help the child named above with their personal care needs.</p> <p><input type="checkbox"/></p>	
<p><b><u>I do not give my consent</u></b> for the staff of Little Tors Preschool and Moretonhampstead Primary School to help the child named above with their personal care needs, and therefore an individual plan will be put in place to accommodate this request.</p> <p><input type="checkbox"/></p>	
<p>Signed: _____ Date: _____</p>	
<p><b><i>If your child has had a toilet accident you will be informed when you collect your child.</i></b></p>	

### Trips and visits

As part of the early learning curriculum, the Preschool aged children will often visit the local area to support children's knowledge and understanding and provide real life experiences. For your child to take part in such activities, we require written permission from their parent or carer. All outings will be assessed to identify risks and measures put in place to ensure children, staff and other adults are safe during their time away from the Preschool. Adult to child ratios will also comply with current regulations. Parents will be notified of trips that require any form of transport.

<input type="checkbox"/> <b>I give my consent</b> for the child named above to be taken off the school premises for various outings as described above.	
<input type="checkbox"/> <b>I do not give my consent</b> for the child named above to be taken off the school premises for various outings as described above.	
Signed:	Print Name:
Date:	

### Sun cream consent

As our weather is unpredictable please remember to apply sun cream on your children before their Preschool session when necessary as we always have outdoor play. We are aware that at hand washing time even water proof sun cream can be removed from hands, arms and faces and we are happy to re-apply cream to those areas as necessary. If you would like us to do so please provide cream (marked with child's name) in their bags and indicate your agreement by completing and signing the permission slip below.

<input type="checkbox"/> <b>I give my consent</b> for the child named above to have sun cream applied by staff at Little Tors Preschool and Moretonhampstead Primary School	
<input type="checkbox"/> <b>I do not give my consent</b> for the child named above to have sun cream applied by staff at Little Tors Preschool and Moretonhampstead Primary School	
Signed:	Print Name:
Date:	

### Password to be used by other people collecting my child

We are aware that on occasion changes need to be made regarding who will be collecting your child from preschool. In order for us to know that this adult is someone you have approved, we ask that you choose a password that is only shared with the school and the adult collecting your child. The adult collecting your child will be expected to know the password when they arrive at school.

Password for collection:

**(please write clearly)**

Shared information (please tick yes or no)	YES	NO
I understand the circumstances in which information may be shared without my consent. (This relates to 'Safeguarding and child protection') Please familiarise yourself with the child protection policy which is available on our website or you can request a copy via e-mail).		
I give my consent for information to be shared with external professional agencies with regard to any special educational needs should it be required.		
I consent to my child's development summaries being transferred to his/her next preschool/ school prior to starting.		
Signed:	Print Name:	
Date:		
Photo consent		
<p>We take photographs, video recordings or webcam recordings of the pupils in our preschool. This could include displaying or using the images on project boards, school newsletters, at school conferences, in school projects or taking pictures of pupils for historical purposes such as class photos.</p> <p>There are times when our school is visited by the media who will take photographs or video footage of a visiting dignitary or a high profile event. Pupils will often appear in these images, which may be published in local or national newspapers, or television programmes.</p> <p>We would be grateful if you could read the following, sign and date the form and return it to school as soon as possible to ensure we comply with your wishes.</p> <p>We realise that there may be occasions when parents/guardians would prefer their child's picture not to be used in any publications whether it is for legitimate educational use or for promotional purposes.</p> <p>If you have any concerns about your child's image being published or displayed, please inform us below.</p> <p>..... .....</p>		
Conditions of Use	<p>- Please find below our conditions for using your child's image(s)</p> <ul style="list-style-type: none"> <li>• We will only use the minimum amount of personal information about your child in any publication i.e. your child's first name and will never reveal personal email addresses, home telephone numbers, home addresses or surnames.</li> </ul>	

- We will not use your child's image(s) for any purpose if it would prejudice the interests of your child.
- We will only use images of pupils who are suitably dressed e.g. in a school uniform or track suit.
- We will not use your child's image(s) for any reason other than that /those stated, unless we have a legal obligation/legal power or have received further consent from you.
- We will keep your child's image(s) and personal information secure.

**I have read and understood the Conditions of Use and understand that I can withdraw my consent in writing at any time.**

**I give my consent** to my child's image and first name being used for any school purposes, e.g. class displays, prospectus, school face book page, school twitter account, local media, school website and correspondence with other schools

**I do not give my consent** to my child's image and first name being used for any school purposes, e.g. class displays, prospectus, school face book page, school twitter account, local media, school website and correspondence with other schools

Signed:	Print Name:
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Date:
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### Register

Children should be in Cranbrook for the start of their session time (access top gate). The morning session begins at 9am and children cannot be left unattended before this time.

The afternoon session finishes at 3.30pm and children should be collected from Cranbrook (access top gate).

If dropping/collecting during the day (12pm or 1pm) children must be collected from the school office where preschool staff will hand the child to parents/carers.

Children will not be sent home with anyone under the age of 18.

Children will not be sent home with anyone not named on this form unless prior notice and the agreed password is given.

Signed:	Print Name:
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Date:
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## Appendix Two

# Parent Declaration Form

### Moretonhampstead 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**

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

**BOX 4**

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

**BOX 5**

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

**BOX 6**

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

**2. Parent/Carer details**

Title: (Mr, Mrs, Ms etc.)	
Full Name:	

Date of Birth: DD/MM/YYYY	
Address:	
Postcode:	
Telephone:	
Email:	
Relationship to the child:	Mother Father Grandmother Grandfather Foster carer Other, please state:
Do you have parental responsibility?	

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

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

### 4. Working entitlements

National Insurance Number	_____
Eligibility code: (11 digits)	501 _____ 11 _____

	<b>400 -----</b>
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## 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 Moretonhampstead 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 Moretonhampstead 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 Moretonhampstead Primary School using your personal data as outlined in our privacy notice, by completing the details below.

I give my consent for Moretonhampstead 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 Moretonhampstead Primary School on 01647 440482.

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:

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<sup>1</sup> 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 440482 or [adminmoretonhampstead@thelink.academy](mailto:adminmoretonhampstead@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

# Moretonhampstead Primary School

## Chargeable extras template:

Our Preschool is open Monday – Friday 9.00am – 3:30pm, **term time only**. Our sessions are 9.00am – 12.00pm (3 hours) or 12:00pm – 3:30pm (3 hours), or a full day 9.00am – 3:30pm (6.5 hours). Parents are welcome to use their 15 or 30 hours funded sessions across the week. If your child does a full week, this will be 32.5 hours per week and you would need to pay for 2.5 hours. 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. Some parents are entitled to 30 hours working entitlement</b>	Weekly during <b>term time only</b>	Free	Free
Additional hours purchased – 3yrs+	Hourly	£4.40	Depends on number of hours
Additional hours purchased – 2yrs	Hourly	£5.00	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 can be discussed.)