



**Cheriton Bishop  
Primary School**



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## **Preschool Admissions Policy and Oversubscription Criteria**

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**Policy Updated:** November 2019

**Policy Review Date:** November 2020

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

These arrangements seek to comply with the government's [School Admissions Code](#), the [Local Conditions of Funding the Early Years Education for two-, three- and four-year-olds](#) and the [Early Years Pupil Premium](#), the [Early Education and Childcare Statutory Guidance for Local Authorities September 2014](#) and the [Co-ordinated Admissions Schemes of Devon County Council](#), the local authority (LA) for this area.

## **1. The Ethos of Cheriton Bishop Primary School**

- 1.1.** We provide our pupils with an exciting, rich curriculum involving a wide range of experiences linked to our local environment and the wider world.  
We ensure children feel confident, safe and secure so that they are able to experiment with their learning.  
We value the contributions of all members of our schools communities, responding positively, rewarding and celebrating together.  
We provide a stimulating and varied environment which pupils have a say in, and enjoy; where their curiosity, ability to question, think and argue rationally is fostered.  
We encourage children to understand the way they learn, the purpose of learning and its relevance to the real world and their future.  
We foster sensitivity, tolerance, understanding and responsibility within our schools communities and within our multi- cultural society.  
We provide opportunities for pupils to develop creatively, emotionally, physically, morally and spiritually.  
We foster a healthy lifestyle by developing understanding and encouraging good practice.

## **2. Early Years Education Funding for three and four-year-olds**

- 2.1.** All three and four-year-olds are entitled to a free early years education place for 570 hours a year over no fewer than 38 weeks of the year. Children whose parents are working may be entitled to 1140 hours a year.
- 2.2.** We expect to admit children that will be using their Early Years Education Funding as well as children whose parents are buying additional hours and those that are both funded and buying hours. There may be some children who are only attending for bought hours and some that only attend for funded hours. The minimum amount of funded time in a day is 2.5 hours and the maximum is 6.5 hours.

## **3. Admissions to the Preschool**

- 3.1.** Cheriton Bishop Primary School admits:
- Eligible two-year-olds funded from their second birthday.
  - Non-funded two-year-olds from their second birthday.
  - Early Years Education funded three- and four-year-olds.
  - Non-funded three- and four-year-olds.

## **4. Patterns of attendance available**

- 4.1.** We are required to offer the Early Years Education Funding in a flexible way. Our school, during term time only, makes a core offer of:
- Morning sessions of 9.00am to 11.30am and
  - Afternoon sessions of 12.45pm to 3.15pm and
  - All day sessions of 9.00am to 3.15pm
- 4.2.** If you choose an all-day session this includes the lunchtime period that is 11.30 – 12.45pm. This time is considered to be part of the day when children continue their learning and will be funded as part of the Early Years Education Funding.

## 5. Charging

- 5.1. There is no charge for applying for a place, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities, such as visits, are compulsory.
- 5.2. The school must comply with Devon County Councils [Local Conditions of Funding](#)<sup>1</sup>. A charge cannot be made if a child is only attending the Preschool as part of their Early Years Education Funding.
- 5.3. Voluntary donations may be requested to help fund off site activities taking place during the school day. The Trust's Charging & Remissions Policy, available on our website provides more details.

## 6. Childcare Vouchers

- 6.1. Our school accepts [childcare vouchers](#). If your employer has a different voucher scheme please contact the school office to discuss your requirements.
- 6.2. The table below sets out our session times. When applying for a place please tell us what sessions you need. We only consider requests for sessions AFTER the oversubscription criteria have been applied.

Session choices	Hours	Funded/bought hours
9.00am – 11.30am	2.5	As part of the Early Years Education Funding or bought.
12.45pm – 3.15pm	2.5	As part of the Early Years Education Funding or bought.
9.00am – 3.15pm	6.5	As part of the Early Years Education Funding or bought.
<ul style="list-style-type: none"><li>Note - AM or PM sessions plus lunch = 3.75hrs</li></ul>		

- 6.3. Parents only wishing to use their 15 funded hours with us need to choose sessions carefully so that they can access the full 15 hours e.g. sessions of 6.25 + 6.25 + 2.5 hours = 15 OR 9 + 6 hours = 15.

## 7. School Lunches

- 7.1. [Free school meals](#) (FSM) must be provided for children (whose parents meet the [eligibility criteria](#)) and if their child attends **both** before and after the lunch time period. This generally means an all-day session. A free school meal will be provided whether the child is attending for funded or bought time and regardless of their age.
- 7.2. Children who do not meet the eligibility criteria for free school meals are offered the opportunity to either buy a school lunch or bring a packed lunch.

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<sup>1</sup> The Local Conditions of Funding are continually being updated so please make regular visits to the document.

## 8. Visiting

- 8.1. We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our Preschool. If you would like to visit Cheriton Bishop Primary School, you should contact the school to make an appointment.
- 8.2. We offer your child a taster session free of charge, parents are welcome to stay. If parents require additional settling in session where they wish to stay with their children, we are more than happy to accommodate this. These will be charged at the normal rate.
- 8.3. There is a toddler group based at the school one morning a week, we encourage parents and children to attend.
- 8.4. Most children will start at the Preschool at the start of the term or half term. Other children join us “in-year” at other times. This may be because they are new to the area or would like to transfer from another school or early years’ provider.
- 8.5. To apply for a place here you must use the application form attached as Appendix A.
- 8.6. Places are not allocated to a child automatically, even where:
  - there is an older sibling attending here;
  - a child attends a particular toddler group or Children’s Centre attached to the school;
  - a parent has expressed an interest at any time in the school; or
  - the child has always lived close to the school.
- 8.7. 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 but the responsibility for making an application will be with you as the parent.

## 9. How to apply for a Preschool place

- 9.1. **Parents must complete the application form and return it to the school.**
- 9.2. You can apply for a pre-school place at any time.

## 10. Information provided in an application

- 10.1. 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. If necessary, we will ask for evidence of a child’s home address and date of birth before admission.
- 10.2. 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.
- 10.3. You will be asked to provide date of birth evidence so we can check your child’s age.

## 11. What happens next

- 11.1.** 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 Trust prioritise applications according to the oversubscription criteria below.
- 11.2.** We will contact parents to welcome them to the pre-school and to make arrangements for admission and to book a taster session.
- 11.3.** If you need help finding a place at another provider please visit <https://www.pinpointdevon.co.uk/>

## 12. Points of Admission to Preschool for funded hours

- 12.1.** Generally children will start at Preschool at the beginning of a term. Eligibility for all three-years-olds to receive the Early Years Education Funding is at the start of the term following their third birthday. This funding will be paid up until the time when the child reaches statutory school age if the parent chooses to defer or delay entry into school.

Children who are eligible 3 year olds		
On or after	And on or before	Funding starts:
1 September	31 December	Spring (after Christmas)
1 January	31 March	Summer (after Easter)
1 April	31 August	Autumn (after Summer)

- 12.2.** 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 at the normal round 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.

## 13. The Admissions Process

<b>1) Children become eligible for a place when they were born:</b>	On or after 1 April and on or before 31 August	On or after 1 September & on or before 31 December	On or after 1 November & on or before 31 March
<b>2) Visit the Preschool in:</b>	Spring term	Summer term	Autumn term
<b>3) Receive a letter about your</b>	May half term	October half term	February half term

<b>application before:</b>			
<b>4) Reply to the letter</b>	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school		
<b>5) Start at Preschool</b> (or at the start of term closest to that month)	September Autumn Term	January Spring term	April Summer term

## 14. Published Admissions Number (PAN)

- 14.1.** This is the number of places we intend to make available for our normal Preschool intake. Once we set this number, we will not refuse admission for applications below the PAN. If there is unexpectedly high demand and we believe we could admit more children, we inform Devon County Council's Early Years and Childcare Team and either some children will be admitted above the PAN or we will increase the PAN. 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.
- 14.2.** The Trustees also factor in the local demand for places. If there is a change to the PAN part way through the year this must be published.
- 14.3.** If there is an increase in the demand for places the Trustees may decide to increase the PAN at the start of the following term in order to accommodate children on the waiting list and conversely reduce the PAN if there is a very low demand.
- 14.4.** The table below sets out our Published Admissions Number (PAN)

<b>The maximum number of 3 and 4 year old children (this includes rising 3 year olds) that will be admitted at any one time:</b>	32
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- 14.5.** 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:
- 14.5.1.** A child with an Education, Health and Care Plan naming Cheriton Bishop Primary School will be admitted.
- 14.5.2.** Looked After Children or those who were Looked After but ceased to be because they were adopted, made the subject of a child arrangements order or made the subject of a special guardianship order.
- 14.5.3.** Children with an exceptional medical or social need to attend this setting.
- 14.5.4.** Children who live in the designated area and are eligible for the Early Years Education Funding for two-year-olds.

- 14.5.5. Children who live in the school's designated area who have a sibling at the school.**
- 14.5.6. All other children who live in the designated area.**
- 14.5.7. Children who live outside of the designated area with a sibling at the school.**
- 14.5.8. Children who live outside the designated area who are eligible for the Early Years Education Funding for two-year-olds.**
- 14.5.9. Other children.**

## **15. Waiting lists**

- 15.1.** Following the allocation of Preschool places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria above. 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.
- 15.2.** If a place is only available for a short period of time, i.e. half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to attend the Preschool for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.

## **16. Increasing the hours attended**

- 16.1.** If a place becomes available part way through a term and there is a waiting list, priority for the place will be given to the child/children on the waiting list. If the parents on the waiting list do not want the places at the times that are available then the places can be offered to parents of children who are already attending the Preschool. Similarly, if there is not a waiting list and there are parents of children that already attend the Preschool who want to either take up additional funded hours and/or buy extra hours then a list of those parents will be made and the oversubscription criteria will be applied to determine who should be given priority for that place.

## **17. Admissions appeals**

- 17.1.** If a Preschool place is refused, parents can go through the school's complaints process to express their concerns. The Trust 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, it will also consider the impact on the child and family and may still award a place at the Preschool if there is both the physical space and sufficient staff available.

## **18. Transport**

- 18.1.** No transport is available for pre-school children.

## **19. Uniform**

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

## 20. Claiming the Early Years Education Funding

- 20.1.** The Early Years Education Funding can be taken at more than one provider. Although there is no upper limit on the number of providers a child can attend careful consideration must be given to ensuring that the child feels settled, safe and can form relationships with significant adults.
- 20.2.** It is important that both the school and parent can see what time is funded and what time is being bought.
- 20.3.** Parents must not claim more than the 15/30 hour entitlement, checks are carried out to ensure that over claims are not made.
- 20.4.** You may be asked to help complete a [Conflict Buster](#) if you want some funded time with us and some at another provider.

## 21. Changes to attendance

- 21.1.** Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both 1 and 2 below to determine within each group which children should be given priority. Order of priority for the consideration of unfilled places.
- 1) New applications from parents whose children do not yet attend the Preschool.
  - 2) Requests by parents whose children attend the Preschool and they want to increase OR change the times their child attends
- 21.2.** It is expected that parents will ensure that their child will attend at the times agreed, so that children can establish a routine and be ready to start school. If a child does not arrive, the parent/carer is telephoned to find out why the child is absent.
- 21.3.** If a child is sick the parent must inform the school.

## 22. Contacts and further information

<b>Executive Academy Head</b>  <b>Alex Waterman</b>	<b>E-mail:</b>	admincheritonbishop@thelink.academy
	<b>Telephone:</b>	01647 24817
	<b>Website:</b>	cheriton-bishop-primary.devon.sch.uk/website

## 23. Policy Version

- 23.1.** This policy was reviewed by the Standards & Curriculum Committee on 27 November 2019 and approved by the Trust Board of Trustees on 9 December 2019.

## 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	Mother	Father
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:	
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>
Please give details of any other agencies or professionals working with your child and their role (e.g. speech therapist, social worker):	
Please give details of any other settings or childcare previously or currently attended (including Childminder or Nanny):	
I give my permission for Cheriton Bishop Pre-school to contact them for information sharing purposes. <div style="text-align: right;"><b>YES/NO</b></div>	
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 Mrs. Alex Waterman. 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 Mrs. Alex Waterman 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 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 years pupil premi ☐

\*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.**