



## 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 Hennock 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<br>(end of spring term)    |
| 11 February – 31 March                      | 1 April   | 31 August<br>(end of summer term)   |
| 1 April – 26 May                            | 27 May  | 31 August<br>(end of summer term)   |
| 27 May – 31 August                          | 1 September                                       | 31 December<br>(end of autumn term) |
| 1 September – 21 October                    | 22 October  | 31 December<br>(end of autumn term) |
| 22 October – 31 December                    | 1 January   | 31 March<br>(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**

Henock Primary School admits:

- All funded children from their third birthday term times only
- All non-funded children from their 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 three of:

- Morning sessions of 9am to 12pm and
- Afternoon sessions of 12.15pm to 3.15pm and
- All day sessions of 9am to 3.15pm 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?                                 |
|------------------|-------|---|
| 9am – 12pm       | 3.00  | As part of the Early Years Education Funding or bought. |
| 12.15pm – 3.15pm | 3.00  | As part of the Early Years Education Funding or bought. |
| 9am – 3.15pm     | 6     | 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 Hennock 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 01626 833233.
- 7.3 We do offer taster sessions in preschool.
- 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</b><br>(or at the start of term closest to that month) | September<br>Autumn Term   | January<br>Spring term   | April<br>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 3 and 4-year-old children that will be admitted at any one time is: | 14 |
|---|----|

- 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

- 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

We are happy to work with parents if they feel their children would benefit from a staggered start approach, we understand that some children will need a more tailored start to suit their individual needs. Please do contact the office and the preschool to discuss this.

A typical day at the Preschool looks a bit like this:

**9:00 am Morning session starts:** Starts with self-registration, Staff will be very happy to help you to settle your child if needed, please do not hesitate to ask. The staff will be available on the door if you need to discuss anything at this time too.

**Circle time** morning greeting song. These sessions will be short and involve lots of interaction, listening and concentration skills, as well as getting to know each other better.

**Child initiated play and focus activities:** Which staff support children to develop their learning by choosing from the activities/areas available. Reception children often join us during this time.

**10.15 am Snack time:** Children are provided with a healthy snack and drink of milk or water. This is a social time and children, and staff sit together. And then we practise brushing our teeth.

**10:30 am – 11:00 Carpet Session:** Children will access a range of activities including, Phonics, Maths, singing and mark making..

**11.00 am – 12.00 pm Child initiated play:** both indoors and outdoors

**12.00 pm Lunchtime:** We sit in the school hall with the rest of the school, this is a fun and social time. Followed by outdoor play

**13:15 – 3:00pm Afternoon Session:** This session, like the morning ones, will be a balance of indoor and outdoor play and learning. The session will finish with tidying up and then a whole group activity usually a story or singing.

**3:00 pm Afternoon session ends:** We will dismiss the children from the Pre-School play area.

During the week we try to get out as much as possible and weather depending, we may take part in Natural Learning walks. During these walks we will explore our local environment and take part in a variety of activities based around nature. We also attend Forest school with our peers every other week.

## Contacts and further information

|                                |   |
|--------------------------------|---|
| <b>Executive Academy Head:</b> | Anthony Arnold  |
| <b>Preschool Contact:</b>      | Deborah Parris and Isabelle Parsons   |
| <b>E-mail:</b>                 | <a href="mailto:adminhennock@thelink.academy">adminhennock@thelink.academy</a>  |
| <b>Telephone:</b>              | 01626 833233  |
| <b>Website:</b>                | <a href="http://www.hennock.thelink.academy/website">http://www.hennock.thelink.academy/website</a>                                   |
| <b>Social media:</b>           | <a href="https://www.facebook.com/hennockprimaryschool/?locale=en_GB">https://www.facebook.com/hennockprimaryschool/?locale=en_GB</a> |

## Appendix One

### Hennock Pre-School registration form

#### CONFIDENTIAL

**This form should be filled in, in conjunction with the S11/1 form**

To register your child with the Early Years Unit please complete this form in full and return it to:

Hennock Primary School

Hennock

Newton Abbot

Devon

TQ13 9QB

Telephone (01626) 833233

Email [adminhennock@thelink.academy](mailto:adminhennock@thelink.academy)

Children can join us from the term in which they turn three; they are eligible for their 15 funded hours in the term after they turn three. You may be entitled to a further 15 hours funding. Please see the office for more details and costs.

**Child's Name** \_\_\_\_\_

#### About your child

Has your child received all of the recommended immunisations?

Yes / No (*delete as appropriate*)

Please give information on any immunisations your child has not received.

**Are there any other professionals who have regular contact with the child, e.g. health workers, social care workers?**

|        |       |           |       |
|--------|-------|-----------|-------|
| Name 1 | _____ | Role      | _____ |
| Agency | _____ | Telephone | _____ |
| Name 2 | _____ | Role      | _____ |
| Agency | _____ | Telephone | _____ |
| Name 3 | _____ | Role      | _____ |
| Agency | _____ | Telephone | _____ |

#### Toilets

Is your child toilet trained? **Yes / No**

Is your child confident using the toilet alone? **Yes / No**

*We encourage the children to be reasonably independent in using the toilet though we understand that accidents do happen. We therefore ask that every child is equipped with a full spare set of clothes to change into. If children cannot manage the toilet alone they will be helped. Parent helpers and volunteers will not be allowed to accompany children to the toilet. All staff and volunteers are fully DBS checked.*

**Has your child previously attended another setting?** If so, please list the name and contact details below;

**Will your child be attending another setting whilst at Hennock Pre School?** If so, please list the name and contact details below;

### **Key persons - Information for parents**

Each child joining the setting will have a key person appointed to them, you will be informed of this when your child starts. It will be the key person's responsibility to ensure that your child receives the best possible attention whilst in our care and to ensure that their records are kept up-to date. Your child's key person will change as your child progresses through the setting. You will be notified of these changes. Your child's key person is your first point of contact for anything you wish to discuss about your child. Please keep us informed if there are any family circumstances that may affect your child during the year e.g. the birth of a baby, recent move or loss of a close relative.

### **The school day**

The school day starts at 9.00am. Please be in the playground at this time as we begin our day promptly. Children are to be collected at 12pm if they are staying for a morning (one session) or 3.15pm if they are staying for a whole day or afternoon session only.

Each morning your child will be asked if they are having a school dinner or packed lunch.

Please talk to your child about their daily choice before school.

### **Photographs**

As part of the on-going recording of our curriculum and for children's individual development records, staff regularly take photographs of the children during their play. These photographs are used for display and for your child's records within the setting. We may use photos for the school website, linked social media site e.g. Facebook etc and other school publications and in the local press but your child will not be identified by their full name. We may also record events and activities on video. These may continue to be used after your child leaves the setting.

I give permission for \_\_\_\_\_ (name of your child) to have her/his photo taken or videoed as per the above conditions. *(please tick as appropriate)*

Display's within school

Internal use

School website

Social Media (school Facebook pages)

**Please sign and date here to confirm this:**

Signed \_\_\_\_\_ Date \_\_\_\_\_

### **Equipment**

It is helpful if the children can bring a bag to school daily in which they can carry books, letters and artwork.

We also do PE so they will need a change of clothes, including trainers.

We regularly go outside so warm/waterproof coats and wellies are required everyday!

### **Sun cream**

During the sunny weather the children are encouraged to wear sun cream. We ask that children come to school with their own, labelled sun cream factor 30. These will be kept in your child's bag in the classroom. Please also provide your child with a hat in the warm weather. Please sign below to give your permission for reapplication.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### **Snacks**

We have fruit and other healthy choices available. Milk will be offered (no charge) to drink at snack time and water is freely available throughout the day. Please bring in a drinks bottle to be kept in pre-school.

### **ATTENDANCE REQUIREMENTS**

Which sessions would you like your child to attend?

|            |                 | <b>a.m.</b>              | <b>Lunch 12-1</b>        |                 | <b>p.m.</b>              |
|------------|-----------------|--------------------------|--------------------------|-----------------|--------------------------|
| Monday:    | 9.00am to 12.00 | <input type="checkbox"/> | <input type="checkbox"/> | 12.15 to 3.15pm | <input type="checkbox"/> |
| Tuesday:   | 9.00am to 12.00 | <input type="checkbox"/> | <input type="checkbox"/> | 12.15 to 3.15pm | <input type="checkbox"/> |
| Wednesday: | 9.00am to 12.00 | <input type="checkbox"/> | <input type="checkbox"/> | 12.15 to 3.15pm | <input type="checkbox"/> |
| Thursday:  | 9.00am to 12.00 | <input type="checkbox"/> | <input type="checkbox"/> | 12.15 to 3.15pm | <input type="checkbox"/> |
| Friday:    | 9.00am to 12.00 | <input type="checkbox"/> | <input type="checkbox"/> | 12.15 to 3.15pm | <input type="checkbox"/> |

If your child stays for the full day this includes lunch time at no additional cost. Children will need a packed lunch or can order a school meal which will need to be paid for in advance.

**Further Comments**

Please add any further details you feel it is important for us to know about your child:

**Please sign and date the form:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix Two

# Parent Declaration Form

### *Hennock 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:                |
| SCHOOL TO COMPLETE  | Date checked:                        |
| Type of evidence provided by parent/carer:                  | Birth certificate – number:          |
| SCHOOL TO COMPLETE  | Passport – number:                   |
|   | Other please state & include number: |
| Child's date of birth as per evidence:                      |                                      |
| SCHOOL TO COMPLETE  |                                      |
| 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.*

|   |                                |
|---|--------------------------------|
| <b>What is your child's ethnic group?</b>   |                                |
| 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**

|   |  |
|---|--|
| <b>Which of the following best describes your White background?</b> |  |
| 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: (Mr, Mrs, Ms etc.)</b> |  |
| <b>Full Name:</b>                |  |
| <b>Date of Birth: DD/MM/YYYY</b> |  |
| <b>Address:</b>                  |  |
| <b>Postcode:</b>                 |  |

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

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

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

### 4. Working entitlements

|   |   |
|---|---|
| <b>Parent/Carer National Insurance Number or National Asylum Support Service (NASS) Number (if applicable):</b> | _____   |
| <b>Parent/Carer DOB</b>   | --/--/----  |
| <b>Eligibility code: (11 digits)</b>  | <b>501</b> _____<br><br><b>11</b> _____<br><br><b>400</b> _____ |

### 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

| Setting name:                                   | Mon | Tues | Wed | Thurs | Fri | Total no. of hours per week | Total weekly charge | No. of weeks per year (e.g. 38, 45, 51) |
|---|-----|------|-----|-------|-----|-----------------------------|---------------------|---|
| Total funded entitlement hours attended per day |     |      |     |       |     |                             | N/A                 |   |
| Total extra (chargeable) hours per day          |     |      |     |       |     |                             |                     |   |
| Total daily hours attended                      |     |      |     |       |     |                             |                     |   |

If your child is splitting their funded entitlement across more than one setting, please nominate their main setting:

To fill in if your child attends more than one setting:

#### Total funded entitlement hours attended per day

|               | Mon | Tues | Wed | Thurs | Fri | Total no. of hours per week |
|---------------|-----|------|-----|-------|-----|-----------------------------|
| Setting name: |     |      |     |       |     |                             |
| Setting name: |     |      |     |       |     |                             |

To note: the maximum number of funded hours your child can receive is:

1) for early learning for 2-year-olds: 15 hours a week for across 38 weeks of the year (570 hours a year).

2) for all 3- and 4-year-olds: 15 hours a week across 38 weeks of the year (570 hours a year).

3) for children aged from 9 months to 4 years old of eligible working parents: 30 hours a week across 38 weeks of the year (1,140 hours a year). For children aged 2 to 4 years, this can be combined with either of the above entitlements to a maximum of 30 hours.

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

To be completed with assistance from your chosen provider(s). Please tick which entitlement(s) you will be using. If your child is 2 years old and eligible for both entitlements, your provider must use the early learning for 2-year-olds funding first.

- Early learning for 2-year-olds:
  - If parents/carers live in England and are in receipt of certain benefits,
  - If a child is looked after by a local authority, has an EHC plan, gets Disability Living Allowance or has left care under an adoption order, special guardianship order or a child arrangements order.
- Universal entitlement for 3- and 4-year-olds.
- Working parent entitlement for children from 9 months old

**Your provider could receive extra funding for your child if certain criteria are met, please opt in by ticking the below boxes if they apply to you or your child:**

The Disability Access Fund (DAF) is used to help providers to make reasonable adjustments in their settings, either to support an individual child, or for the benefit of all children attending the setting.

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

Is your child entitled to the Disability Living Allowance? Ticking yes will enable your chosen provider to receive the DAF.

Yes  No

Early Years Pupil Premium (EYPP) is paid to childcare providers to provide extra support for your child. EYPP can be used to improve teaching and learning facilities and resources to impact positively on your child's progress and development. Ticking yes to the questions may enable your chosen provider to receive the EYPP.

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

Are you in receipt of Universal Credit?

Yes  No

Is your child currently looked after by a local authority/have they ever been looked after by a local authority in England or Wales?

Yes  No

Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999?

Yes  No

## 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 Hennock 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 Hennock 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 Hennock Primary School using your personal data as outlined in our privacy notice, by completing the details below.

I give my consent for Hennock 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 Hennock Primary School on 01626 833233.

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](mailto: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: |

---

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

| <b>Parent/Guardians Details</b>   |  |
|-----------------------------------|--|
| <b>First name:</b>                |  |
| <b>Last name:</b>                 |  |
| <b>Address:</b>                   |  |
| <b>Phone Number:</b>              |  |
| <b>Email Address:</b>             |  |
| <b>Relationship to the child:</b> |  |

### **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.

|                               |  |
|-------------------------------|--|
| <b>Applicant's signature:</b> |  |
| <b>Date:</b>                  |  |

You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact the school administrator on 01626 833233 or [adminhennock@thelink.academy](mailto:adminhennock@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

## Hennock Community Primary School

### Chargeable Extras

Our Preschool is open Monday – Friday 9am – 3/3:15pm, **term time only**. Our sessions are 9am – 12am (3 hours) or 12am – 3:00pm (3 hours), or a full day 9am – 3:15pm (6 hours). Parents are welcome to use their 15 or 30 hours funded sessions across the week. Prices are below, should you wish to do extra hours.

| Description  | Unit   | Unit price                     | Line total                 |
|--|--|--------------------------------|----------------------------|
| Free entitlement hours –15/30 hours per week (must not have a charge).<br><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 – 1 hour per week   | Hourly                                       | £4.40<br>£5.15 for under 3's   | Depends on number of hours |
| Half Day Session   | 3 hours, either Morning Session or afternoon | £13.20<br>£15.45 for under 3's | Depends on number of hours |
| Full Day Session   | 6 hours                                      | £26.40<br>£30.90 for under 3's | 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   |