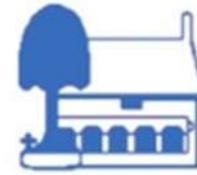




Moretonhampstead Primary School



Preschool Admissions Policy

January 2024 – August 2025

As an academy, 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.

1. The Ethos of Moretonhampstead School

Our Ethos - we ask parents to respect our ethos and its importance to the school community. This does not affect the right of all parents to apply and be considered for a place here.

As a Multi Academy Trust we want to be nationally recognised for putting our pupils first by:

- Delivering educational excellence underpinned by strong moral values
- Each learner exceeding their aspirations in a quality learning environment
- Highly motivated, research-led, passionate teaching
- Schools being at the heart of and an integral part of their community
- Being a partner of choice

Our mission is to deliver the best for our children, families and communities through

- Innovative approaches to learning
- The development of partnership and collaborative working to create a cutting-edge approach
- An uncompromising approach to health, safety, nurturing and inclusion

We will achieve this by investment in:

- High quality provision for staff and their pathways to success
- School environments that provide stimulating learning spaces
- Strong business planning to maximise the Trust's geographical range and collective expertise

Every Academy within our Trust has considered exactly what they offer their pupils and this has been summarised as:

Small Schools, Big Opportunities

- Unforgettable experiences- setting the foundations for life
 - No ceiling, the highest possible achievement for all
 - Individuality valued, collaboration not competition
 - People matter, every interaction, every moment

2. Early Years Funding

- 2.1. Parents can check to find out what funding they are entitled to receive through the governments [Childcare Choices website](#).
- 2.2. If your child is two you should also use the checker to see if you can get a funded place [use the checker to see if you can get a funded place](#) for your two-year-old before you make an application.
- 2.3. If a parent is eligible for both the **targeted 2-year-old funding for working parents** from April 2023 and the **2-year-old funding** school will claim two-year-old funding and parents will remain eligible for this funding even if their circumstances change.
- 2.4. 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.
- 2.5. There may be some children who are only attending for bought hours and some that only attend for funded hours.
- 2.6. The maximum amount of funded time that can be taken in a day is 10 hours; parents cannot use more than two sites for funded early years places in one day.

3. Admissions to the Preschool

Moretonhampstead Primary School admits:

- Eligible two-year-olds funded from the start of the funding period following their second birthday.
- Early Years funded three and four year olds from the start of the funding period following their third birthday.

4. Points of Admission to Preschool

- 4.1. Generally, children will start at Preschool at the beginning of a term. Eligibility for the Early Years Funding for two-year-olds is from the start of the funding period following a child's second birthday and eligibility for all three-years-olds to receive the Early Years Funding is at the start of the funding period following their third birthday.
- 4.2. This funding will be paid up until the time when the child reaches compulsory school age if the parent chooses to defer or delay entry into school.

If a child is born between:	Funding can be claimed 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

- 4.3. 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.

5. Patterns of attendance available

- 5.1. Our school makes an **offer** for the **universal** 570-hour (15 hours) funding entitlement and the 1140 hour extended entitlement (30 hours) funding of:
- Morning sessions of 9.00am to 12.00pm and
 - Afternoon sessions of 1.00pm to 3.30pm and
 - Lunch 12pm to 1pm
 - All day sessions of 9.00am to 3.30pm during term time only.
- 5.2. The school has signed the Provider Agreement and is compliant with the requirements for funded hours.

6. Extended Hours

- 6.1. Families with three- and four-year-olds that have an 11-digit code because they are working and eligible for the 30-hour **extended entitlement** can have up to 1140 hours **stretched across a year** or 30 hours a week over 38 weeks of the year. NB: some families may choose to attend more than one provider and want to stretch the entitlement across the year in one provision and take some funded sessions during term time in another.

Many working families with two-year-olds will get **570 funded hours from April 2024**; this increases to 1140 funded hours from September 2024 so is the same as the extended entitlement for three- and four-year-olds. We will offer these places from April 2024.

- 6.2. We are unable to offer a longer day for Preschool children.
- 6.3. If parents want to buy additional hours on top of the 15 funded hours or the 30-hour extended entitlement, they can do this during most of our opening times. We sell 3-hour/5-hour long sessions. A 3 and/or 5-hour long session is charged at £5 for 2-yr olds and £4.40 for 3-years and up.
- 6.4. 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 need.

We only consider requests for sessions AFTER the oversubscription criteria have been applied.

Session choices	Hours	Funded/bought hours
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.

- 6.5. These are the sessions that you can choose. We claim funding on this basis. 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.

7. Charging

- 7.1. There is no charge for applying for a place, for admission or for the provision of the funded entitlements. 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 are compulsory.

- 7.2. The school must comply with Devon County Councils [Provider Agreement](#).
- 7.3. Details about buying additional sessions/hours in the preschool are set out in the Trust's **Charging and Remissions Policy** which is available on the school website.
- 7.4. 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.
- 7.5. If a child's place is no longer required at the Preschool, (apart from at normal expected entry into primary/secondary 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.

8. Help with the cost of childcare

- 8.1. Our school accepts childcare vouchers.
- 8.2. Our school is [registered](#) for [tax free childcare](#).
- 8.3. Find the right offer for you on [Childcare Choices](#).

9. School Lunches

- 9.1. [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. Parents must check eligibility through the [Citizens Portal](#).
- 9.2. 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.

10. Visiting

- 10.1. 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 Moretonhampstead Primary School Preschool, you should contact the school to make an appointment. Our Administrator is contactable on 01647 440482.
- 10.2. Taster sessions are available upon request.
- 10.3. 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.

10.4. To apply for a place here you must use the registration form at Appendix one.

10.5. Places are not allocated to a child automatically, even where:

- there is an older sibling attending the school.
- 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.

10.6. 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.

11. How to apply for a Preschool place

11.1. Parents must complete the Registration form at Appendix one and return it to the school.

11.2. Booking forms are distributed in the first week after each half term holiday, parents then have two weeks in which to return completed forms. You can apply after these dates, but your application may not be considered until after all the applications that were on time. 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.

12. Information provided in an application

12.1. 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.

12.2. Before making an application parents need to have checked their eligibility for 2-year-old funding [here](#) and the extended entitlement funding (15 and 30 hours) [here](#); evidence of eligibility will be checked before an offer of a place is made.

12.3. Parents with three- and four-year-olds should check to see if they are eligible for Early Years Pupil Premium funding before making an application by completing this form [Early Years Pupil Premium Application Form](#).

12.4. 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.

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

13. What happens next

- 13.1. 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.
- 13.2. The applications will be listed in order of priority. We do not consider the sessions requested when prioritising the applications.
- 13.3. We will endeavour to give the hours requested on the Parent Registration Form. It is inevitable, however, that some parents who have been prioritised 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.
- 13.4. Following the application process, we will contact successful parents to welcome them to the Preschool and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another provider.

14. Overview of the Admissions Process

Please see section 11.2

15. Published Preschool Admissions Number (PNAN)

- 15.1. 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 PNAN. 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 PNAN or we will increase the PNAN. 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.
- 15.2. The Admissions Committee also factors in the local demand for places. If there is a change to the PNAN part way through the year this will be published.
- 15.3. If there is an increase in the demand for places the Admissions Committee 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.
- 15.4. The table below sets out our Published Preschool Admissions Number (PNAN)

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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- 15.5. Where the number of applications exceeds the number of places available the Admissions Committee will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

PRESCHOOL ADMISSIONS OVERSUBSCRIPTION CRITERIA

January 1, 2024 – August 31, 2025

To be used only when the number of applications exceeds the number of sessions available in the Preschool.

OVERSUBSCRIPTION CRITERIA FOR TWO YEAR OLDS

A child with an Education, Health, and Care Plan (EHCP) naming the school or Preschool will be admitted^[6].

1. Looked after Children^[7] 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)^[8] including those who were in state care outside of England and ceased to be in state care because they were adopted.
2. Priority will next be given to children or parents with an exceptional medical or social need^[9] to attend this Preschool.
3. Priority will next be given to children who live in the **designated area** and are eligible for **two-year-old funding^[10] and Early Years Pupil Premium and /or Disability Access Funding** (from April 2024).
4. Priority will next be given to children who live in the **designated area** and are eligible for **two-year-old funding^[11]**
5. Priority will next be given to children who live within the school's **designated area** and whose parents are working and **eligible for targeted two-year-old funding for working parents** [the extended entitlement of *15 hours from April 2024 or 30 hours from September 2025*] and **Early Years Pupil Premium and/or Disability Access Funding**.
6. Priority will next be given to children who live within the school's **designated area** and whose parents are working and **eligible for targeted two-year-old funding for working parents** [the extended entitlement of *15 hours from April 2024 or 30 hours from September 2025*].
7. Priority will next be given to children who live in the school's **designated area** who have a **sibling** at the school or Preschool.
8. Priority will next be given to all other children who live in the school's **designated area**.
9. Priority will next be given to children who live **outside** the school's designated area who have a sibling at the school or Preschool and are **eligible for two-year-old funding and Early Years Pupil Premium and /or Disability Access Funding**.
10. Priority will next be given to children who live **outside** the school's designated area who have a sibling at the school or Preschool and are **eligible for two-year-old funding**.
11. Priority will next be given to children who live **outside** the school's designated area who have a **sibling** at the school or Preschool and are eligible for **targeted two-year-old funding for working parents and Early Years Pupil Premium and/or Disability Access Funding**.
12. Priority will next be given to children who live **outside** the school's designated area who have a **sibling** at the school or Preschool and are eligible for **targeted two-year-old funding for working parents**.
13. Priority will next be given to all other children who live **outside** the school's designated area who have a sibling at the school or Preschool.
14. 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.
15. **Other children.**

^[6] These children meet the eligibility criteria for two-year-old funding.

^[7] 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.

^[8] These children meet the eligibility criteria for two-year-old funding and for Early Years Pupil Premium

^[9] Evidence from a medical specialist or social worker must be provided.

^[10] Parents must be encouraged to check their eligibility through the [Citizens Portal](#) before making an application.

^[11] Parents must be encouraged to check their eligibility through the [Citizens Portal](#) before making an application.

OVERSUBSCRIPTION CRITERIA FOR THREE- AND FOUR-YEAR OLDS

A child with an Education, Health, and Care Plan (EHCP) naming the school or Preschool will be admitted^[12].

1. Looked after Children^[13] 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)^[14] including those who were in state care outside of England and ceased to be in state care because they were adopted.
2. Priority will next be given to children or parents with an exceptional medical or social need^[15] to attend this Preschool.
3. Priority will next be given to children who live in the **designated area** and are eligible for **two-year-old funding^[16] (and Early Years Pupil Premium and/or Disability Access Funding** from April 2024).
4. Priority will next be given to other children who live in the school's **designated area** who are eligible for **Early Years Pupil Premium and/or Disability Access Funding**.
5. Priority will next be given to children who live within the school's **designated area** and whose parents are working and **eligible for the extended entitlement** of 15 hours from April 2024 or 30 hours from September 2025.
6. Priority will next be given to children who live in the school's **designated area** who have a **sibling** at the school or Preschool.
7. Priority will next be given to all other children who live in the school's **designated area**.
8. Priority will next be given to children who live **outside** of the school's designated area with a **sibling** at the school.
9. Priority will next be given to children who live **outside** the school's designated area who are three years old and **eligible for two-year-old funding and Early Years Pupil Premium and/or Disability Access Funding** (from April 2024).
10. 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.
11. **Other children.**

^[12] These children meet the eligibility criteria for two-year-old funding.

^[13] 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.

^[14] These children meet the eligibility criteria for two-year-old funding and for Early Years Pupil Premium

^[15] Evidence from a medical specialist or social worker must be provided.

^[16] Parents must be encouraged to check their eligibility through the [Citizens Portal](#) before making an application.

16. Waiting lists

16.1. 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.

- 16.2. 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.
- 16.3. Parents with children that are not due to start within the next two terms, will be asked to complete a **Note of Interest for a Preschool Place** at Appendix two and told when they should apply.

17. Increasing the hours attended

- 17.1. If there are parents of children that already attend the *Preschool* who want to either take up additional funded hours and/or buy extra hours a list of those parents will be made, and the oversubscription criteria will be applied to determine who should be given priority for the available session/s.
- 17.2. The Admissions Committee should work their way down this prioritised list until everyone has been offered the sessions available.
- 17.3. If there are unfilled sessions remaining after those in attendance have been given the sessions those sessions will be made offered to children on the prioritised waiting list.

18. Admissions appeals

If a *Preschool* place is refused, parents can go through the Trust's complaints process, which is available via the Complaints policy on our website to express their concerns. The Admissions Committee 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.

19. Transport

No transport is available for *Preschool* children.

20. 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.

21. Claiming the Early Years Funding

- 21.1. The Early Years Funding can be taken at more than one provider; parents cannot use providers on more than two sites in one day. The provider claims the funding on your behalf based on the sessions that have been booked.
- 21.2. It is important that both the school and parent can see what time is funded and what time is being bought.
- 21.3. Parents must not claim more than the 570 or 1140-hour entitlement, checks are carried out to ensure that over claims are not made.

22. Changes to attendance

- 22.1. 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 a) and b) below to determine within each group which children should be given priority for the unfilled places.
- a) Parents whose children already attend the Preschool to **increase or change the times their child attends**.
- b) **New applications** from parents whose children do not yet attend the Preschool and are on the prioritised waiting List.
- 22.2. It is expected that parents will ensure that their child attends at the times agreed so that children can establish a good routine and be ready to start school.

23. 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.

24. Contacts and further information

Academy Head	Alex Waterman
E-mail:	adminmoretonhampstead@thelink.academy
Telephone:	01647 440482
Website:	http://moretonhampstead.thelink.academy/website
Social media:	https://www.facebook.com/moretonhampsteadprimaryschool

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 15th 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/carers 1	Parent/carers 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		
Names	D.O.B	School/s (if any):

Emergency contact and Doctor Details

Emergency contact details <i>(minimum of two – <u>additional</u> to those above)</i>	Name: Address:	Name: Address:
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	Telephone:	Telephone:
	Relationship to child:	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? YES / NO – 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		
<i>If yes please give details</i>		

<p>Does your child take any long term prescribed medications? YES/NO</p> <p><i>If yes please give details</i></p> <p>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.</p>
<p>Additional information</p>
<p>Will your child be attending any other Preschool or preschool whilst at Little Tors Preschool YES / NO</p> <p><i>(If yes, please provide details)</i></p>
<p>Which primary school will your child be attending <i>(this information will help us to support transition)</i>:</p>
<p>Have you any skills you would like to share with the school?</p>
<p>Are you interested in volunteering in the school? YES / NO</p>
<p>Does your child have a special toy or comforter? YES/NO</p> <p><i>If yes please give details.</i></p>
<p>Does your child have a favourite song or story? YES/NO</p> <p><i>If yes please give details.</i></p> <p>Does your child have any fears i.e. animals, getting messy? YES/NO</p> <p><i>If yes please give details</i></p>
<p>Is your child confidently dry during the day? YES / NO</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>

Consent and permissions

Intimate care consent

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.

I give my consent for the staff of Little Tors Preschool and Moretonhampstead Primary School to help the child named above with their personal care needs.

I do not give my consent 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.

Signed:

Date:

If your child has had a toilet accident you will be informed when you collect your child.

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.

I give my consent for the child named above to be taken off the school premises for various outings as described above.

I do not give my consent 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.

I give my consent for the child named above to have sun cream applied by staff at Little Tors Preschool and Moretonhampstead Primary School

I do not give my consent 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

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.

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.

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.

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.

If you have any concerns about your child's image being published or displayed, please inform us below.

.....
.....

Conditions of Use - Please find below our conditions for using your child's image(s)

- 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.
- 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:

Date:

Register

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

The afternoon session finishes at 3.30pm; preschool staff will bring the children down to meet their parent/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:

Date:

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 for two-year-old funding and a nursery free school meal.¹ 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:

¹ 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

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