Stoke Gabriel Primary School

Preschool Admissions Policy

September 1, 2026 – August 31, 2027

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

The Ethos of Stoke Gabriel 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

- You may be entitled to funded Preschool sessions. Please use the Childcare Checker to find out what your family is entitled to receive.
- The government's Best Start in Life website gives information about childcare funding and support available to parents.

- School is required to check original copies of documentation to confirm that your child has reached the eligible age for all funded entitlements. You can provide a birth certificate, passport or Biometric Residence Permit (or something similar). School must retain copies of this document for seven years.

Universal Entitlement

- All 3 and 4 year olds are entitled to 570 funded hours a year or 15 hours a week over 38 weeks (term times) of funded early years provision.

Working Entitlement

- An additional 15 hours a week is available for working parents of aged 3 and 4 year olds and up to 30 hours a week for 2-year-olds and under (1140 hours a year) who meet the eligibility criteria.
- You need to open a Government Gateway Account Childcare Service to make an application online for this funding if you are a working parent or carer.
- Eligible parents/carers will receive a code beginning '50' (or a temporary code beginning '11') which they will need to give to school. **Please apply for your code in good time.** It can be provided up to 16 weeks before your child is of eligible age, however, if an application is made very early, you may need to reconfirm your code prior to taking up a funded place.
- School must validate your code through Devon County Council as they pay the funding to our school.
- 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.
- If your child is no longer eligible and the grace period has ended, you will continue to get the 570 hours universal entitlement if your child is three or four.

Early Learning for 2 Year Olds (ELF2)

- We encourage all parents/carers with a two year old (or approaching their second birthday) to check their eligibility for Early Learning for 2 year olds (ELF2) funding via the Citizens Portal or by telephoning the Customer Service Centre on 0345 155 1013 who will do an assisted application with you.
- Eligible parents/carers will receive an email to confirm entitlement. This will include the name of your child, the earliest date that they can take up a funded

place and a reference number starting TYF878. Please share the email with school to confirm your eligibility for ELF2 funding.

- If you are eligible for both the ELF2 funding (15 hours) and the 2-year-old funding for working parents (30 hours) school will claim the latter and will make a note of your eligibility for the ELF2 funding as your child may also be eligible for other funding.

Other funding to support your child

- **Disability Access Funding (DAF)** is given to school to support children with disabilities or special educational needs. It aids access by supporting us to make reasonable adjustments. Children who are accessing some, or all, of their early year's entitlement funding, who are in receipt of Disability Living Allowance and who meet the eligibility criteria can apply for Disability Access Funding.
- **Early Years Pupil Premium (EYPP)** is additional funding for school to improve the education we provide and the outcomes for children. Devon County Council identifies children who are in care to Devon and funding for these children is automatically paid to the school.
- Please ask the school office for an economic application form for EYPP so that we can claim all funding that your child may be eligible to receive.
- We need to know whether your child is in care to another local authority, or if they have left care and are subject to a special guardianship, child arrangement, or adoption order. If this applies to your child, please ask the school office for a Children in Care application form for EYPP.
- There is no lower age limit for a **Free School Meal**. Please check if your child can have free school meals on the Citizens Portal. In addition to meeting the eligibility criteria when you choose your session times Free School Meals can only be given when you book a full day.
- Please complete the **Parent Declaration Form**. You will find our privacy notice on this form to comply with the General Data Protection Requirements (GDPR). This form helps us to collect the information needed to make funding claims for your child. School must have your written consent to use your codes and personal details for funding purposes.
- 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.

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

Stoke Gabriel Primary School admits:

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

Points of admission to Preschool

- 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.
- 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.
- 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.

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

- The table above shows the dates when you can claim funding for your child if you are eligible.

- We expect most children will leave the Preschool to start full time in reception in the September following their fourth birthday.
- 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.
- There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday (compulsory school age). All places offered in reception are for full-time admission. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time.
- 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

- Our school makes an offer for the universal 570-hour (15 hours) funding entitlement for 3 and 4 year olds and Early Learning for 2 year olds (ELF2) funding as well as the 1140 hour extended working entitlement (30 hours) funding for children from two and three of:

  - Morning sessions of 8.50am to 11.50am and
  - Afternoon sessions of 11.50am to 3.20pm and
  - All day sessions of 8.50am to 3.20pm during term time only.

  The table below sets out the session times that you can choose. When applying for a place please use the **Application Form** and tell us what sessions you are requesting which we will confirm availability with you on the **Parent Declaration Form**.

- 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. This must be agreed and pre arranged with the pre school lead at the start of the session. 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?
8.50am – 11.50am	3	As part of the Early Years Education Funding or bought.
11.50am – 3.20pm	3.5	As part of the Early Years Education Funding or bought.
8.50am – 3.20pm	6.5	As part of the Early Years Education Funding or bought.

- 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

- There is no charge for applying for a Preschool 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.
- 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.
- 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
- 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 Stoke Gabriel Preschool will claim the 4 weeks funding in lieu of 4 weeks' notice.

School Lunches

- 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.
- A free school meal will be provided whether the child is attending for funded or bought time and regardless of their age. Please check your eligibility for a free school meal through the Citizens Portal so you can tell us if you are eligible when you apply for a place.
- 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. School lunches will need to be pre ordered and paid for on our BromCom site.

Help with the cost of childcare

- We accept childcare vouchers.
- We are registered for Tax-Free Childcare and if you work you may be able to claim Universal Credit Childcare.
- If you are under 20 and a student, you may get help with childcare costs through Care to Learn.
- 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.
- 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.
- 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

- 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. If you would like to visit us, you should contact the school to make an appointment. Our Administrator is contactable on 01803 782469.
- If you feel it would be beneficial for your child, parents can stay with them for up to 1 hour during their first session.
- 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 as soon as one is available.

Before you apply

- If your child is almost two or has had their second birthday - before making an application, please check your eligibility for Early Learning for 2-year-olds funding (ELF2) here.
- You can use the same link to check if you are entitled to a Free School Meal.

- If you are a working parent, please check your eligibility for the working entitlement funding (30 hours) through the Childcare Checker
- Evidence of eligibility will be checked before an offer of a place is made.
- Please check to see if you can get extra funding to support your child in our Preschool through Early Years Pupil Premium funding before making an application for a place. Ask the school office for an EYPP Declaration form if you receive benefits or for the EYPP Children in Care form if your child is in care, adopted or under a child arrangements or special guardianship order.
- 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

- You must complete both the **Application Form** and **Parent Declaration Form** and the and return them to the school.
- These forms are available as appendix at the end of this policy or as hard copies from the school office.
- If you would like help completing the forms, please mention this to the school office or to someone in the Preschool.
- Please provide evidence of your child's date of birth and address when you apply for a place. If you, or your child, has an exceptional medical or social need please, provide a letter from a professional to accompany your application.
- If there are places immediately available your child may be able to start right away.
- 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.
- 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.
- 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.

- No places will be held in reserve for a child who applies late; the Preschool 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

- Please complete your application fully and honestly. 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 you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.

What happens next

- 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 governing body/ trustees prioritise applications according to the oversubscription criteria.
- We do not consider the sessions requested when prioritising who should have a place.
- We will endeavour to give the hours requested on the Parent Declaration 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.
- 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.
- You will also be contacted if we do not have a place available so that you can apply to another provider.

Overview of the Admissions Process

Visit the Preschool:	**Spring term**	**Summer term**	**Autumn term**
Apply by:	**1 May**	**1 September**	**1 January**

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

Published Preschool Admissions Number (PNAN)

- This is the number of places we intend to make available in our Preschool.
- Once we set this number, we will not refuse admission for applications below the PNAN. If there is unexpectedly high demand for places and we could admit more children, we will endeavour to take more children - 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.
- If there is a change to the PNAN part way through the year this will be published on the school website.
- 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.

The table below sets out our PNAN for September 2026– September 27

The maximum number of 2, 3 and 4-year-old children that will be admitted at any one time is:	**14**

- 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, 2026 – August 31, 2027

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 Early Learning for 2 -year-olds (ELF2) 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 Early Learning for 2-year-olds (ELF2) 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.

Waiting lists

- 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.
- 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.
- Parents with children that are not due to start within the next two terms, will be asked to complete the Note of Interest form for a place (Appendix 3) and told when they should apply.

Admission appeals

- 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 are both the physical space and sufficient staff available.

Transport

- No transport is available for Preschool children.

Uniform

- Children are not expected to wear a uniform.

Claiming the Early Years Funding

- 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.
- It is important that everyone can clearly see what time is taken as funded and what time is being bought.
- 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

- Changes to the times that your child attends will generally be agreed with the school.
- 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.

- It is expected that you will ensure that your child attends at the times agreed so that a good routine can be established.

Induction and transition arrangements

To support successful induction, we encourage parents to come in for settling in sessions. We will work with parents and their child as to how many settling sessions are required. If a child transfers from another setting, we will contact them for their records. Within the first few weeks, we will allocate a key worker and encourage parents to set up their tapestry accounts.

Contacts and further information

Academy Head:	Alice Eeles
Preschool Contact:	Hayley Butler
E-mail:	sgpreschool@thelink.academy
Telephone:	01803 782469
Website:	http://www.stokegabriel.thelink.academy/website
Social media:	Stoke Gabriel Community Primary School and Pre-School | Facebook

Appendix One – Application Form

Child's details	
Forename(s):	Surname/Family name:
Name your child prefers to be known by:	Child's Date of Birth: Certificate seen? **YES / NO**
Gender (M or F):	Religion:
Home address: *(This must be the address where the child is normally resident)* Postcode:	
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)	
Will your child be attending any other Preschool or Preschool whilst at Stoke Gabriel Primary and Preschool YES / NO (If yes, please provide details)	
Throughout your child's time at our Preschool their key worker will be	

Parent/ carer details		
	Parent/ carer 1	Parent/ carer 2
Title		
Forename (s)		
Surname		
Relationship to child		
Home address (if different from child's) Postcode:		
Telephone number (home)		

Telephone number (mobile)		
Telephone number (work)		
Email address		
Does this person have parental responsibility?	**YES / NO**	**YES / NO**

Who will usually be bringing/collecting your child?

Any changes should be notified to the Preschool staff before the start of the session and all persons collecting Preschool children must be aged 16 or over.

Emergency contact and medical

Emergency contact details in case those named above cannot be contacted.	Name:	Name:
	Address: Telephone: Relationship to child:	Address: Telephone: Relationship to child:
Doctors detail	Surgery 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 Stoke Gabriel Preschool and 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

<u>Has your child been vaccinated against the following:</u>

- Two months old - Diphtheria, tetanus, pertussis (whooping cough), polio and haemophilus influenza type b (Hib). Pneumococcal infection.

  Yes/No (delete) Date:

- Three months old - Diphtheria, tetanus, pertussis (whooping cough), polio and haemophilus influenza type b (Hib). Meningitis C (meningococcal group C).

Yes/No (delete) Date:

- Four months old - Diphtheria, tetanus, pertussis (whooping cough), polio and haemophilus influenza type b (Hib). Meningitis C (meningococcal group C). Pneumococcal infection.

  Yes/No (delete) Date:

- 12 months old- Haemophilus influenza type b (Hib) and meningitis C.

  Yes/No (delete) Date:

- 13 months old - Measles, mumps and rubella (German measles). Pneumococcal infection

  Yes/No (delete) Date:

- Two and Three years - Flu vaccine (annual)

  Yes/No (delete) Date:

- Three years and four months or soon after- Diphtheria, tetanus, pertussis (whooping cough) and polio. Measles, mumps and rubella.

  Yes/No (delete) Date:

Does your child have any health issues?

YES/NO *If yes please give details*

Does your child take any long term prescribed medications?

YES/NO *If yes please give details*

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

Permission and consent

Intimate care and toileting

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 in accordance with our Intimate Care Policy. All staff and volunteers are fully DBS checked.

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

☐ I do not give my consent for the staff of Stoke Gabriel Preschool and 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:

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 pace 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 Preschool premises for various outings as described above. ☐ I do not give my consent for the child named above to be taken off the Preschool premises for various outings as described above.

Signed:	Date:

Suncream
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 waterproof 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 Stoke Gabriel Primary School and Preschool. ☐ I do not give my consent for the child named above to have sun cream applied by staff at Stoke Gabriel Preschool and Primary School

Signed:	Date:

Photo
We take photographs, video recordings and recordings of the pupils in our Preschool. This could include displaying or using the images on project boards, Tapestry group observations, school newsletters, our website, 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 Facebook page, local media, school website and correspondence with other schools

Signed:	Date:

Additional information

Equipment

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

We regularly go on welly walks so it is helpful if you can leave a spare pair in school, we are also outside a lot so warm/waterproof coats are required every day.

Tapestry

Using a piece of educational software called 'Tapestry' every Reception and Preschool child at Stoke Gabriel has their own individual e-learning journal. Tapestry online learning journeys allow you to view your child's observations and photographs from their time in Preschool or Reception, almost as they happen.

By logging on with a secure username and password you will be able to access your child's learning Journey. Parents are only able to view their own child's journal. Tapestry allows you to add observations and photographs of your own as well as comments on observations we have made in school. We are keen to hear about learning moments from home and about how your child feels about their learning in school.

Because children play in close proximity with their friends some photographs of your child may appear on their friend's online learning journey.

Staff

Each child joining the setting will have a key person appointed to them. 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 if 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.

Session requirements

	Morning only (9 am- 12 pm)	**Afternoon only (12:30- 3:30 pm)**	**All day (9-3:30 pm)**
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Appendix Two

Parent Declaration Form

Stoke Gabriel 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: **Gender:**	**DD/MM/YYYY** **Girl / Boy/ Prefer not to say**
Address: **Postcode:**	
Child's date of birth checked by: **SCHOOL TO COMPLETE**	**Name of staff member:** **Date checked:**
Type of evidence provided by parent/carer: **SCHOOL TO COMPLETE**	**Birth certificate – number:** **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.***

What is your child's ethnic group?	
White	**If you ticked this go to Box 2**
Mixed or multiple ethnic groups	**If you ticked this go to Box 3**
Asian or Asian British	**If you ticked this go to Box 4**

Black, African, Caribbean, or Black British	**If you ticked this go to Box 5**
Other ethnic group	**If you ticked this go to Box 6**
Prefer not to say	

BOX 2

Which of the following best describes your White background?	
English, Welsh, Scottish, Northern Irish or British	
Irish	
Gypsy or Irish Traveller	
Any other White background	
Prefer not to say	

BOX 3

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

BOX 4

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

BOX 5

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

BOX 6

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

2. Parent/Carer details

Title: (Mr, Mrs, Ms etc.)	
Full Name:	
Date of Birth: **DD/MM/YYYY**	
Address: **Postcode:**	
Telephone:	
Email:	
Relationship to the child:	**Mother** **Father** **Grandmother** **Grandfather** **Foster carer** **Other, please state:**
Do you have parental responsibility?	

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

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

4. Working entitlements

Parent/Carer National Insurance Number or National Asylum Support Service (NASS) Number (if applicable): **Parent/Carer DOB**	— — — — — — — — — --/--/----
Eligibility code: **(11 digits)**	**501** — — — — — — — — — **11**— — — — — — — — — — **400** – - - - - - - -

5. My child is attending the following Providers:

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

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

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

SPRING/ SUMMER/ AUTUMN 2026-27

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

I give my consent for Stoke Gabriel 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 Stoke Gabriel Primary School on 01803 782469

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

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

PLEASE DO NOT SEND IT TO DEVON COUNTY COUNCIL

Any changes made during the academic year:

DATE	CHANGE MADE (if any)	SIGNED BY PARENT

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.[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 01803 782469 or adminstokegabriel@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

Appendix four

Stoke Gabriel Primary School

Chargeable extras template:

Our Preschool is open Monday – Friday 8.50am – 3:20pm, **term time only**. Our sessions are 8.50am – 11.50am (3 hours) or 11.50am – 3:20pm (3.5 hours), or a full day 9am – 3:30pm (6.5 hours). Parents are welcome to use their 15 or 30 hours funded sessions across the week. If your child does a full week, this will be 32.5 hours per week and you would need to pay for 2.5 hours. Prices are below.

Description	Unit	Unit price	Line total
Free entitlement hours –15/30 hours per week (must not have a charge). **15 hours are provided to all parents. Some parents are entitled to 30 hours working entitlement**	Weekly during **term time only**	Free	Free
Additional hours purchased 3-4 year old – 1 hour per week	Hourly	£6.00	Depends on number of hours
Additional hours purchased 2 year old – 1 hour per week	Hourly	£7.00	Depends on number of hours
School lunch	Daily - Per meal	£2.70	Depends on number of meals
Any trips arranged for Preschool that incur a cost, would be advised by parents, giving at least 4 weeks notice	Ad Hoc	Ad Hoc	Depends on price of trip

We do accept Childcare Vouchers or Tax Free Childcare vouchers

(If you do not wish to pay for specific consumables, for example because you wish to provide your own, please make your preschool aware so next steps can be discussed.)