



Ilington C of E 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 Ilington C of E 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

The Church Schools within the Link Academy Trust aim to provide an education with four key elements which are at the heart of all that we are, enriched by our Christian traditions; Wisdom, Hope, Community and Dignity.

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 Christian values. We focus on relationships and learning to live well in a wider community that can flourish together. Central to children's learning is respecting the worth, dignity and preciousness of each person in a safe and inclusive environment within the sight and love of God.

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

Illesington C of E Preschool admits:

- Eligible two-year-olds funded from the start of the funding period following their second birthday.
- Non-funded two-year-olds from their second birthday.
- Early Years funded three- and four-year-olds from the start of the funding period following their third birthday.
- Non-funded three- and four-year-olds from 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-year-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 9am to 12.30pm or
9am to 1.30pm (including lunch) and
 - Afternoon sessions of 12.00pm to 3.30pm and
 - 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.
- 6.2. 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 are able to offer extended provision for two year olds.
- 6.3. There is very limited availability for families who require a longer day for children of three years/plus at our trust run before and after school provision.
- 8.00am – 9.00am before school (Monday to Friday) and
 - 3.30pm – 5.00pm after school Monday to Thursday).
- 6.4. The provision before and after school will differ from the core early years provision between 9.00am and 3.30pm, as there will be older children attending and the adults will be different.
- 6.5. Before and after school childcare is available for all children (aged 3-11). This means that the Early Years Funding for three- and four-year-olds can be offered between 8.00am and 5.00pm as above making our preschool provision extremely flexible.
- 6.6. When allocating places, these extended services for three- and four-year-olds that are run by the school are an integral part of the Preschool provision.
- 6.7. If parents want to buy additional hours on top of the 15 funded hours or the extended entitlement, they can do this during any of our opening times. We sell (3-3 hours and 30 minutes and 6.5hour long sessions and can offer additional hours at £4.40 per hour for three & four year olds and £5.15 for two year olds. Our threehour thirty minute sessions are £15.40 for a three/four year old and £18.03 for a two year old. A full day session (6 .5 hours) is £28.60 for age 3 /4 and £33.48 age 2.
- 6.8. An extra charge will be made to cover any costs related to use of wraparound care.

- 6.9. 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
9am – 12.30pm	3.5	As part of the Early Years Education Funding or bought.
9am - 1.30pm	4.5	As part of the Early Years Education Funding or bought.
12.00pm – 3.30pm	3.5	As part of the Early Years Education Funding or bought.
9am – 3.30pm	6.5	As part of the Early Years Education Funding or bought.

- 6.10. 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 Ilsington 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 need to 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 Ilsington C of E Primary School Preschool, you should contact the school to make an appointment. Our Administrator is contactable via 01364 661208.

10.2. Taster sessions are recommended and 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. To apply, parents and carers need to fill out and return the **Preschool Registration form** at appendix One.

11.2. Applications can be made for pre-school places throughout the year.

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 application form at appendix one. 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. 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. Published Preschool Admissions Number (PNAN)

- 14.1. This is the number of places we intend to make available for our normal Preschool/ intake. Once we set this number, we will not refuse admission for applications below the 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.
- 14.2. 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.
- 14.3. 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.
- 14.4. The table below sets out our Published Preschool Admissions Number (PNAN)

The maximum number of 3 and 4-year-old children that will be admitted at any one time is:	16
The maximum number of 2-year-old children that will be admitted at any one time is:	5
The maximum number of 2,3 and 4-year-old children that will be admitted at any one time is:	16

- 14.5. 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^[9].

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.

15. Waiting lists

15.1. Following the allocation of Preschool/ places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child or by whether the sessions are funded or bought. It is possible that a child's name could go down on a list as well as up.

15.2. If a place is only available for a short period of time, i.e., half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to attend the Preschool for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.

15.3. 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.

16. Increasing the hours attended

16.1. 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.

16.2. The Admissions Committee should work their way down this prioritised list until everyone has been offered the sessions available.

16.3. 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.

17. 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.

18. Transport

No transport is available for Preschool children.

19. Uniform

Children attending Ilsington C of E Primary School Preschool are not expected to wear a uniform.

20. Claiming the Early Years Funding

- 20.1. 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.
- 20.2. It is important that both the school and parent can see what time is funded and what time is being bought.
- 20.3. Parents must not claim more than the 570 or 1140-hour entitlement, checks are carried out to ensure that over claims are not made.

21. Changes to attendance

- 21.1. Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both 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.
- 21.2. 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.

22. 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.

23. Contacts and further information

Academy Head	Samantha McCarthy-Patmore
E-mail:	adminilsington@thelink.academy
Telephone:	01364 661208
Website:	http://www.ilsington.thelink.academy/website
Social media:	https://www.facebook.com/ilsingtonprimaryschool/

Appendix One – Ilsington Preschool Registration Form

Important

**This application is for a place in the Pre-School only.
Applications 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 normally residents)</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 any of the following in place?	
Early Years Action	YES / NO
Early Years Action Plus	YES / NO
EHCP	YES / NO
No special education need identified	YES / NO

Parent/Carer details		
	Parent/Carer 1	Parent/Carer 2
Title		
Forename(s)		
Surname		
Relationship to child		
Home address (if different from child's)		
Postcode:		
Telephone number (home)		
Telephone number (mobile)		
Telephone number (work)		
Email address		
Does this person have parental responsibility?	YES / NO	YES / NO
Does this person have legal access for the child?	YES / NO	YES / NO
Is this person responsible for payment of fees?	YES / NO	YES / NO
Details of any brothers/sisters		
Names	D.O.B	School/s (if any):
Please list the names of those (over 16 years of age) who are authorised to collect your child. Any changes should be raised to the pre-school staff at the start of the session where a collection password will be arranged.	1. 2. 3. 4.	

Password for collection:	
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Emergency contact and Doctor Details

Persons other than parent(s) authorised to collect the child must be over 16 years of age.

Emergency contact details <i>(minimum of two – additional to those above)</i>	Name: Address: Telephone: Relationship to child:	Name: Address: Telephone: Relationship to child:
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Doctors' details	Address: Telephone:
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Any other professional who has regular contact with the child:

Name 1		Role	
Agency		Telephone	
Name 2		Role	
Agency		Telephone	
Name 3		Role	
Agency		Telephone	

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 pre-school and school staff administering first aid to your child in the event of an accident/incident? YES/NO

Signed:

Date:

Two-year-old progress check for 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/allergies? **YES/NO**

If yes, please give details:

Does your child have any dietary requirements? **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.

Is your child confidently dry during the day? **YES / NO**

Please supply any relevant information:

We encourage the children to be reasonably independent in using the toilet though we understand that accidents will happen. We therefore ask that every child is equipped with a full spare set of clothes. If children cannot manage the toilet alone, they will be helped in accordance with our Intimate Care Policy. All staff and volunteers have been Enhanced DBS checked.

If your child requires nappies/pull-ups you will need to ensure the preschool has enough of these 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 Pre-School.

Additional information

Will your child be attending any other nursery or preschool whilst at Ilington Pre-School?

Does your child currently attend another setting?

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

Does your child have a special toy or comforter?

Does your child have a favourite song or story?
What are your child's favourite things/activities to do at home?
Where do they like to play the most? Indoors/Outdoors?
Does your child have any fears i.e. animals, getting messy?
Have you any skills you would like to share with the pre-school?
Are you interested in volunteering in the school? YES / NO
What is the main religion in your family?
Equalities monitoring Please tell us your ethnicity:

Key Person

Each child joining the setting will be allocated a 'key person'. It will be the key person's responsibility to ensure that your child receives the best possible attention whilst in our care and ensure their records are kept up to date. Your child's key person may change as they progress 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.

Consent and permissions

Intimate Care Consent

Your child should arrive at Pre-School 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 Pre-School staff will treat your child with dignity, privacy, and professionalism.

<input type="checkbox"/>	<p><u>I give my consent</u> for the staff of Woodhouse Pre-School and Ilsington C of E Primary School to help the child named above with their personal care needs.</p>
<input type="checkbox"/>	<p><u>I do not give my consent</u> for the staff of Woodhouse Pre-School and Ilsington C of E Primary School to help the child named above with their personal care needs, and therefore an individual plan will be put in place to accommodate this request.</p>

Signed:	Date:
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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 Pre-School 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 Pre-School. Adult to child ratios will 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:	Date:
Print Name:	

Animals

We may occasionally have supervised visits of animals to our setting. We will ensure that our pets are healthy and fully inoculated as appropriate. A risk assessment will be carried out for visiting animals and parents will be informed. Please state below any known allergies or aversion you child may have to animals:

Sun cream consent

As our weather is unpredictable, please remember to apply sun cream on your children before their Pre-School 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. Please provide sun cream (marked with child's name) in their bags and indicate your agreement by completing and signing the permission slip below. Please note that children who do not have sun cream may not be able to participate in outdoor activities.

I give my consent for the child named above to have sun cream applied by staff at Woodhouse Pre-School and Ilsington C of E Primary School

I do not give my consent for the child named above to have sun cream applied by staff at Woodhouse Pre-School and Ilsington C of E Primary School

Signed:	Print Name:
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Date:	

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 email).			
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 permissions	
Reason for Permission	Please tick to give your permission
I give permission for my child to have their photograph taken in school which may be used on internal display boards.	
I give permission for my child's photograph to be used in the school newsletter which will also appear on the school's website and social media platforms. Please note that names will not be used with photographs.	
I give permission for my child to be included in photographs that may appear in the press. Please note that we will seek specific permission from you at the time of the event.	
Please be aware that if you have given the photo permissions above, your child's photo may continue to be used once they have left the school.	

Register

Children should be in Woodhouse for the start of their session time. The morning session starts at 9:00am and **children cannot be left unattended** before this time.

The afternoon session finishes at 3.30 and Pre-School staff will bring the children out at the bottom gate of the school for collection.

Children will not be sent home with anyone under the age of 16.

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

Signed:

Print Name:

Date:

Tapestry

Tapestry is an online software package that allows us to record what your child is doing, allowing us to capture their learning 'in the moment'.

In line with the Early Years Foundation Stage Curriculum, we keep a record of each child's development through observations and on-going assessments of their learning, and we use these to create a 'personalised Learning Journal'.

You will be able to access your child's Learning Journal from your phone or PC and are able to add comments and upload the activities that your child may have been doing at home. You will be sent an activation link which will allow you to access your child's journal once you have returned the attached consent form.

Please note that your child's journal is only accessible by yourselves, the pre-school staff and school management.

To comply with the General Data Protection Regulations, we need your permission before we can create an online learning journal for your child. Please can you read carefully, before signing the consent:

Please tick to confirm your permission for each point:

I give permission for an online Tapestry Learning Journal to be created and maintained for my child.	
I give permission for the staff at school to take photographs and videos of my child to be used in their Learning Journal.	
I give permission for my child to be in group photos used in the Learning Journal. I understand that my child's image will be viewable by all parents/carers of the pupils featured in the photograph.	
I agree NOT to share electronically, by social media or any other platform, any part of my child's Learning Journal (including photographs and videos). I understand that my child's Learning Journal is to be used for my own personal use, meaning that information cannot be published in any other way.	
I agree to keep my log in details safe and secure.	

Please confirm email address to be used for access to Tapestry Learning Journal:

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Name of child: **Date:**

Parent/Carer Signature: **Name:**

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 01364 661208 or adminilsington@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