



Pre-School Admissions Information and Session Request Form

Dear Parents and Carers,

Chagford Primary School Pre-School (Foundation Stage Unit) offers morning, afternoon and full day sessions for 2-4 year olds Monday-Friday. Our aim is to provide a variety of sessions in order to facilitate the needs of all families.

3 Year Olds

All 3 year olds currently receive 15 hours of government funding available from the term after their third birthday, however extra hours can be taken and are charged at the DCC recommended rate of £3.70/hour. We are also able to offer wraparound care to 3 year olds in our Breakfast Club (8-9am) and After School Club (3.30-6pm).

2 Year Olds

We welcome 2 year olds in our provision and are the chosen registered nursery provider to take children in receipt of '2gether' funding which entitles eligible children to 15 hours of government funded nursery care a week. Parents of eligible children will receive a letter known as the 'Golden Ticket' from the Early Years Team at Devon County Council which will state the term when eligibility starts. To find out more or to check your eligibility, please visit www.devon.gov.uk/2gether or contact 0345 1551013. The standard hourly rate for those without funding or taking additional sessions is £4/hour. We are currently unable to offer places in our Breakfast or After School Clubs to children under 3 years old.

If you are interested in placing your child in our care we will need you to complete and return the forms that are downloadable from the 'Early Years' page of our website. To facilitate this process please use the checklist below to ensure we have all the necessary documentation to get you started!

Thank you

Admissions Paperwork Checklist:

Please ensure that you return all of the following documentation to the school office.

All Applicants

- Pre-School Registration Form
- School Data Forms S11
- Pre-School Session_Request_Form
- Early Years Pupil Premium Application Form
- Birth Certificate (for copy to be taken)

2gether Funded/Golden Ticket Holders Only

- Golden Ticket Letter
- Proof of Address (Utility Bill, Driving License)

Chagford Primary School

Pre-School Termly Session Request Form

Pupil Name **DOB**

Parent/Carer Name **Email**

Mobile tel **Home tel.**

Start date **Work tel.**

Please indicate below the hours you would like your child to attend our Pre-School (Foundation Stage Unit). If your requested sessions are **not available** you will be informed as soon as possible to discuss alternative days or add your child's name to our waiting list. Our waiting list operates in line with our Admissions Policy. We will require proof of Date of Birth and Address in due course.

For details of charges and eligibility for free childcare, please see our website.

Preschool Sessions in Foundation Stage Unit – Please indicate with * if flexible

	Monday	Tuesday	Wednesday	Thursday	Friday
9.00am – 12.00pm					
12.00pm-1.00pm					
1.00pm-3.30pm					

Is your child in receipt of funding (3 Year Old/2gether)?	Yes / No
Are you sharing funding with another childcare setting and if so where?	
How many hours of funding do you wish to claim at Chagford Primary?	
Signed	
Date	

Office Use

- Availability Confirmed
- Entered onto system
- Parent confirmed