##### **Newick Pre-School**

##### **WAITING LIST FORM**

**Charity No. 1060282**

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| **Parent Details** |
| Parent/Carer Full Name: | Parent/Carer Full Name: |
| Home address:  | Home address:  |
| Home Telephone Number: | Home Telephone Number: |
| Mobile Telephone Number: | Mobile Telephone Number: |
| E-Mail: | E-Mail: |

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| **About Your Child** |
| Surname: | First Names: |
| Known as:  | Date of Birth: / / | Sex: \* Male Female |
| Home address: |
| Postcode: |

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| Does your child attend another Pre-school/Nursery? Yes / No *If yes, please provide name, days and hours attended:* |

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| Please indicate which sessions you would like your child to attend. We recommend that children in the last year of Pre-School must attend a minimum of 4 sessions, unless already attending another nursery. All other children must attend a minimum of 2 sessions. |
| MORNING SESSION – 9.00am-12.30pm |
| Monday |  | Tuesday |  | Wednesday |  | Thursday |  | Friday |  |
| AFTERNOON SESSION – 12.30pm-3.00pm |
| Monday |  | Tuesday |  | Wednesday |  | Thursday |  | Friday |  |
| When would you like your child to start Pre-School?  |

**General Data Protection Regulation (GDPR)**

**By ticking this box, you accept that Newick Pre-School will store all information pertaining to your child securely and confidentially and understand that it will only be used for Pre-School purposes and not shared unless required to do so by law.**

**I give my consent to receiving communication via email and text message whilst attending Newick Pre-School.**

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| Please sign to acknowledge you have read our Admissions Policy attached.  | Signed: |
| Signed: | Date: |

Please return your application with £30 registration fee-bank transfer (Account number-97528705, Sort code-09-01-55, with your child’s name as a reference)

Admissions, Newick Pre- School, The Reading Room, Church Road, Newick BN8 4JX

**How did you hear about the Pre-School?:**

**Newick Pre-School**

**Charity No. 1060282**

# **Newick Pre-School, The Reading Room, Church Road, Newick, East Sussex.BN8 4JX Tel: 07788 603633**

# **www.newickpreschool.co.uk**

**Admissions**

**Policy Statement**

It is Newick Pre-School’s intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

**Procedures**

* Children can attend from their second birthday up to the age of 5 years.
* We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
* We ensure that information about our setting is accessible, in written and spoken form.
* We arrange our waiting list in order of receipt of completed booking form and the £30 deposit.
* In the Spring Term, before the next academic year, sessions will be allocated in waiting list order but priority is given to:
	+ Children already at the pre-school
	+ the vicinity of the home to Newick Pre-School
	+ Children claiming the EYEE( Early Years Educational Entitlement)
* Children must attend Newick Pre-School for at least 2 sessions a week.
* The term after a child is 3 they are entitled to EYEE and can attend Newick Pre-School for up to 15 hours a week at no cost to their parent/carer, this is subject to availability.

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| Your child’s date of birth | EYEE FREE 15 hours start |
| 1st April to 31st August  | Autumn term  |
|  1st September to 31st December  | Spring term  |
| 1st January to 31st March  | Summer term  |

* Your 2-year-old can get free early education and childcare if you get one of the following:
* Income Support
* Income-based Jobseeker’s Allowance (JSA)
* Income-related Employment and Support Allowance (ESA)
* Universal Credit
* Tax credits and you have an annual income of under £16,190 before tax
* The guaranteed element of State Pension Credit
* Support through part 6 of the Immigration and Asylum Act
* The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
* A child can also get free early education and childcare if any of the following apply:
* They’re looked after by a local council
* They have a current statement of [special education needs (SEN)](https://www.gov.uk/children-with-special-educational-needs) or an education, health and care (EHC) plan
* They get [Disability Living Allowance](https://www.gov.uk/disability-living-allowance-children)
* They’ve left care under a special guardianship order, child arrangements order or adoption order

If you think your 2 year old is eligible for funding you can apply directly with East Sussex Council at <https://www.eastsussex.gov.uk/childrenandfamilies/childcare/free-childcare/2-years/>

* Some children are also eligible to additional free childcare after their 3rd birthday subject to their parent’s circumstances. To confirm eligibility parents need to apply to the Inland Revenue directly who, if your application is successful, will issue a unique identifying code. This code has a limited validity and we are unable to deduct funding from invoices without one. It is parent’s responsibility to ensure they reapply for an updated code when their existing one is due to expire. Further details of the Extended Entitlement Scheme can be found at <https://www.gov.uk/government/publications/30-hours-free-childcare-eligibility>.
* Most children take up their sessions with us in the Autumn term, occasionally sessions are taken up in the Spring term. We are unable to reserve sessions just for the Summer term.
* We endeavour to accommodate attendance needs of individual children and families, subject to availability.
* Our Admissions Policy reflects our ‘Valuing Diversity and Promoting Equality Policy’
* We reserve the right, with prior knowledge of conflicting circumstances or previous negative experience, to refuse admission to any family whose attendance in this setting may potentially cause conflict or significant upset to a child who is already in attendance or to an existing member of Newick preschool staff or committee.

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| This policy was adopted by | Newick Pre-School |  |
| ON | June 2019 | (date) |
| Date to be reviewed | June 2020 or before if needed | (date) |
| Signed on behalf of the provider |  |
| Name of signatory | Katy Elliott |
| Role of signatory (e.g. chair/owner) | Manager & General Committee Member |