



PRIORSLEE ACADEMY

Head of School: Mrs J Cooper

Priorslee Avenue, Priorslee, Telford TF2 9RS

Telephone: 01952 387927

Chief Operations Officer: Mrs J Wootton

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Acting CEO: Mrs A Priddey

Part of Mighty Oaks Academy Trust

Dear Parents/Carers,

Little-Seedlings Pre-School

Thank you for your interest in our pre-school.

Please find enclosed an information leaflet, together with an application form which needs to be completed and returned to the school office. On receipt we will contact you regarding the availability of places and payment for any non-funded hours required.

We also run Breakfast, Lunch and After School Clubs at an additional cost, as explained in the leaflet. If you wish your child to attend any of these, further information will be provided on how to book and make payments before your child starts.

We look forward to building a positive relationship with you during your child's formative years within the Academy.

Yours sincerely,

Mrs J Cooper
Head of School



Priorslee Academy

New Pre School Student Registration Form

CHILD'S DETAILS			
Full legal name of child:			
Preferred name of child:			
Date of birth:		Boy ☐	Girl ☐
Home address:			
Postcode:			

	PARENT 1	PARENT 2
Parental responsibility?	Yes / No	Yes / No
Relationship to child:		
Title & full name:	Mr/Mrs/Miss/Ms	Mr/Mrs/Miss/Ms
Parent D.O.B		
Email Address:		
Home phone:		
Mobile phone:		
Work address and phone:		
Home Address: leave blank if same as child		
Member of the Armed Forces?	Yes / No	Yes / No
Contact restrictions with child? If yes, please give details.		

PREVIOUS SETTING

Name and address of previous nursery (if applicable):

ETHNIC BACKGROUNDS, LANGUAGE AND RELIGION

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth.

Please study the list below and tick one box only to indicate the ethnic background of the pupil or child named above:

WHITE		ASIAN OR ASIAN BRITISH		BLACK OR BLACK BRITISH	
British		Indian		Caribbean	
Irish		Mirpuri Pakistani		Japanese	
Traveller of Irish heritage		Other Pakistani		Korean	
White European		Bangladeshi			
Gypsy/Roma		Any other Asian background			
Any other White background					
MIXED/DUAL BACKGROUND		ANY OTHER ETHNIC GROUP			
White and Black Caribbean		Chinese			
White and Black African		African			
White and Asian		Any other Black background			
Any other mixed background					

LANGUAGE	Home:	English
	Additional:	
RELIGION		
NATIONALITY		
COUNTRY OF BIRTH		
DISABILITY		

EMERGENCY CONTACTS

BY PROVIDING US WITH THIS CONTACT INFORMATION, YOU ARE CONFIRMING THAT THE BELOW PERSON(S) HAVE CONSENTED TO THEIR INFORMATION BEING HELD BY PRIORSLEE ACADEMY.

	1	2	3
Name:			
Telephone number(s):			
Relationship to child:			
Authorised to collect child?	YES / NO	YES / NO	YES / NO
Collection password to be given to those authorised to collect. Guardians will not be able to collect children without this password.			
Does your child have a sibling at Priorslee Academy or Priorslee Pre-School?	Please provide their name(s)		

CHILDCARE SESSION PLAN

(PLEASE TICK AS REQUIRED)

At Little Seedlings Nursery, we offer care either as **three to five full days** per week or **five half days**, with the option of **morning or afternoon sessions**. This consistent schedule enables our team to closely monitor each child's progress, support their development, and nurture strong relationships within a familiar routine. We understand that settling into a new environment takes time, so we are happy to support families with a transition period during the first term.

- 15 HOURS PER WEEK ARE FUNDED BY THE DEPARTMENT FOR EDUCATION
- IF YOU ARE ELIGIBLE FOR 30 HOURS FREE CHILDCARE PLEASE PROVIDE YOUR CODE BELOW
- **UNTIL YOU RECEIVE YOUR CONTRACT OF HOURS, YOUR REQUESTED HOURS ARE NOT CONFIRMED.**

<i>Session choice</i>	<i>Information</i>	<i>Please tick</i>
5 morning sessions 8:45-11:45am	No lunch session	Yes ☐ No ☐
5 afternoon sessions 12:30pm-3:30pm	No lunch session	Yes ☐ No ☐
Full day 8.45am - 3.30pm	- Lunch session 11.30am - 12.30pm £3.00 supervision only £5.00 hot lunch and supervision - This must be booked using your MCAS account	Yes ☐ No ☐
Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐		

* Please note, changes to these hours can only be made on a termly basis.

DfE Eligibility Reference Number (DERN) 30 HOURS CHILDCARE 11 DIGIT CODE (if applicable)	
National Insurance No applied with:	
Name of person who has applied:	

DOCTOR'S DETAILS	
Doctor's name:	Doctor's telephone number:
Doctor's address:	
Health visitor's name:	Health visitor's telephone number:

MEDICAL DETAILS	
Does your child have any medical conditions we should be made aware of? For example, allergies or long-term medication. Please give details:	
Do you give permission for staff to administer first aid?	Yes ☐ No ☐
I consent to necessary or emergency medical treatment to be sought and administered including anaesthetic and blood transfusions, as considered necessary by the medical authorities?	Yes ☐ No ☐

SPECIAL DIETARY REQUIREMENTS	
Does your child have any special dietary requirements? e.g. vegetarian. Please give details:	

FRUIT AND MILK	
Do you give permission for your child to have free fruit?	Yes ☐ No ☐
Do you give permission for your child to have free milk?	Yes ☐ No ☐

OTHER
Is there any other information related to the care of your child of which we should be aware? Please give details:

PERMISSIONS	
Do you give permission to take your child on outings/educational visits?	Yes ☐ No ☐
Do you give permission for photographs of your child for development files and displays?	Yes ☐ No ☐
Do you give permission for your child to interact with the school therapy Dog?	Yes ☐ No ☐
Do you give permission for photographs of your child to be used on the school website?	Yes ☐ No ☐

Fees:

I understand and acknowledge that the fee due for my child's place is to be paid per term and is paid before the end of the term. I further agree to give one month's notice or payment in lieu of notice, if I wish to withdraw my child from the pre-school. I understand that failure to pay said fees may result in loss of childcare provision.

Additional Funding: All information is available on our website.

I have read the:

ELIGIBLE?

- Disability Access Fund (DAF) ☐
- Early Years Pupil Premium ☐
- Early Years Funding (two year olds) ☐
- 30 Hour Code Eligibility (three year olds) ☐

☐ I confirm I **am** / **am not** eligible for one or more of the above

Funding:

I understand and acknowledge that if my child's care is funded by a third party and that party withdraw funding at short notice I will be liable for any fees accrued. I understand that I am liable for 6 weeks' notice or payment in lieu if funding is withdrawn.

Birth Certificate:

Please provide the school with a copy of your child's birth certificate. Your child will be unable to start unless we have received this.

× I confirm I will provide the school with a copy of the child's Birth Certificate.

Signature:

Date:

CONSENT FORM - PUPIL PERSONAL DATA

The Trust may provide photographs and videos to the media, or the Trust may be visited by the media who will take videos and photographs. When these have been submitted to or taken by the media the Trust has no control over these.

Student name: _____

Date of birth: _____

As a Trust we are very proud of the achievements of all of our pupils and we want to be able to celebrate these achievements both within the Trust and with others and to promote the Trust. We may also want to report on significant events which involve our pupils, such as visits from dignitaries. This will involve providing information about involvement in certain activities such as sports.

	YES	NO
I am happy for the Trust to use:		
Photographs of my child		
Videos of my child		
The following information may be used with the above:		
Name		
Class		
Year group		
Age		
I am happy for the information selected above to be used:		
In Newsletters		
On the Trust intranet		
On the Trust website		
On the Trust social media sites		
On Flyers		
In Trust Prospectus		
In local news media - newspapers, websites and television		
In national news media - newspapers, websites and television		
On internal screens which may also be viewed by visitors to the school site and/or on internal notice boards		
Other external documents		

You may change your mind in relation to any of the consents that you have provided at any time. This includes withdrawing your consent to anything that you have agreed to here.

To withdraw your consent to any of the above, or otherwise amend your position, please write to us at:

Mrs Cooper, Data Protection Officer, Priorslee Academy, Priorslee, Telford, TF2 9RS

This consent will otherwise continue until your child leaves the Trust [or your child reaches the age of 12 years old at which point the Trust will seek consent directly from your child in relation to the above matters].

Signed: _____

Name: _____

Date: _____

Tapestry - Online Learning Journal

All Pre-School and Reception children attending Priorslee Academy have a personal online Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their time with us.

We use Tapestry, an online system, which is hosted within the EU on secure servers. The benefits to yourselves from Tapestry being on-line means you will have secure access (via a website or mobile app, which you login to using your email address and a password) to your child's Learning Journey and, in addition to viewing our contributions, we encourage you to add to it by uploading photos and adjacent comments.

Our class has their own secure Tapestry website for which an account is required to enable access. In order for this to happen, we require you to provide the school with preferred e-mail address. Please note each parent only has access to their own child's Learning Journey; however, your child may appear in group photographs in other children's Learning Journeys. Therefore, as E-safety is extremely important to us at Priorslee Academy, we ask you to provide us with the information below and to sign the agreement to show that you understand and will agree with our guidelines.

If you do not have access to e-mail your child is still able to have an online Learning Journey which you may access using school computer equipment during specific dates throughout the year.

If you have any questions or queries about the online Learning Journeys, please do not hesitate to contact our fabulous EYFS team.

Tapestry Frequently Asked Questions

Why use an online system?

Handwriting observations, printing out photos, cutting out and sticking all of these into a paper learning journal is very time consuming. By taking photos and videos that can be instantly uploaded this increases the time that staff can spend preparing resource and supporting your children with their learning children.

How do I get onto the system?

Tapestry can be accessed online at: <https://tapestryjournal.com/> once you have entered a password from the link which will be emailed to you. You will then be able to log on using your email and password. Tapestry is available as a free app from the Apple Store and also on Android devices. We ask you to provide us with an email address so that we can set you up a personal account. This will be a secure way of logging in, and you will only be able to see your own child's learning journal.

I don't have a computer, laptop, tablet or smartphone. How can I access Tapestry?

If you are unable to access the Internet on any device at home, then please come and see us as we may be able to set up sessions at school for you to come in and view your child's learning journal.

I am not very confident with computers or the Internet. How can I access Tapestry?

One of the reasons for us choosing Tapestry was ease of use. It is a very easy system to use, but should you have any problems, a member of the Early Years Team will be happy to support you.

Why do you need my email address?

Your email address is required in order to set you up with access to your child's account. It is to ensure security on the site.

What if I do not give permission for group photos?

If you do not give permission for your child's photo to appear in any group photos then the photo will not be shared and you will only see photos that include your child on their own.

Tapestry Permission Slip

I give permission for Priorslee Academy to hold an online Tapestry Learning Journey
for _____ (name of child).

The e-mail address I would like to link with the account so I have access to my child's Learning Journey
is:

_____ (provide your e-mail address).

Child Date of Birth: _____

Agreed guidelines for accessing and using Tapestry 'Online Learning Journeys'

As a parent I will...

- Not publish any of my child's observations, photographs or videos on any social media site.
- Keep the login details within my trusted family.
- Speak to a member of staff if I experience any difficulties accessing my child's learning journey.

I agree to the guidelines:

Print name: _____

Signature: _____ Date: _____

Please return to the school office who will pass details on to your class teachers to set up your account
and send out your login details once permission has been received.

Priorslee Academy

From the 1st October 2021, Natasha's Law comes into effect. This means that children **cannot be given any food, unless parents have pre-consented to it**. As you pre-book meals online, you consent to the school meal given to them during the day.

From 1st October, if you do not book your child onto a school dinner and they do not have a packed lunch, we will be unable to give your child an emergency meal, unless you have consented to either a ham packed lunch, or a cheese packed lunch below. If we do not have your consent, you will be asked to bring in lunch for your child. Consent cannot be taken over the phone. We must also collect your consent for Breakfast Club, After School Club and Fruit and Milk.

Name:

Base:

Circumstance	Parent name & Signature
Emergency packed lunch - ☐ Cheese Sandwich packed lunch ☐ Ham Sandwich packed lunch Allergens of above: Gluten, Milk, Soya - May contain Egg, Sesame Seeds Any relevant information: _____ _____ _____ _____	
Breakfast Club ☐ I am happy for my child to have access to the variety of food available at Breakfast club, including but not limited to; toast, cereal, fruit Any relevant information: _____ _____ _____ _____	
Fruit and Milk ☐ I am happy for my child to have access to free fruit ☐ I am happy for my child to have access to free milk Any relevant information: _____ Yes, happy for her to have both _____ _____	

Circumstance	Parent name & Signature
Pre-School Children only ☐ I am happy for my child to have access to the variety of food available during the day as necessary and at Breakfast and After School Club, including but not limited to; toast, cereal, cheese, fruit, breadsticks. Any relevant information: _____ _____ _____ _____	

Allergies / Dietary Requirements
Please make sure you list all and any dietary requirements your child has. If they have an allergy, please ensure you indicate the severity and if they need an Epi-Pen. If your child has a slight allergy, you can have prescribed piriton kept in school. _____ _____ _____ _____ _____ _____ _____
Parent name and Signature:

I consent to all of the above and have included all relevant information relating to my child's dietary requirements. I will ensure that the Office are updated immediately should any of the above change.

Name: _____

Signature: _____

Date: _____

Will I qualify for 30 hours free childcare?

Parents of three and four year olds will need to meet the following criteria in order to be eligible for 30 hours free childcare:

- They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.
- This equates to £120 a week (or c.£6,000 a year) for each parent over 25 years old or £112.80 a week (or c.£5,800 a year) for each parent between 21 and 24 years old.
- This applies whether you are in paid employment, self-employed or on zero hours contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- If a non-EEA national, the parent must have recourse to public funds.

Who will not qualify?

A parent will not meet the criteria when:

- Either parent has an income of more than £100,000
- Either parent is a non-EEA national and subject to immigration control (and has no recourse to public funds)

What happens if a parent loses eligibility?

- They will receive a "grace period" – this means they will be able to keep their childcare for a short period.
- Once the "grace period" has lapsed, the parent may be entitled to the universal 15 hour entitlement.

Further details and how to apply are available:

<https://childcare-support.tax.service.gov.uk/par/app/applynow>

30 Hour Code Help Sheet

Her Majesty's Revenue & Customs (HMRC) administers the Childcare Choices website and helpline for **30 hours and tax free childcare registration**. [Visit the Childcare Choices website for 30 hours and tax free childcare registration](#).

Without a 30 hours code, parents will not be able to receive funding for the additional entitlement.

Parents of children already on the scheme are reminded they must reconfirm their eligibility every three months from the date of receiving their code. If they don't do this, they will automatically be put into their "grace period" (the duration of the following half term) before losing their funding.

Please note: you cannot access your funding in your Grace Period for the first time if you have not used your code before, please ensure your code is always updated regularly.

Should you require any further information, please email childcarefunding@telford.gov.uk or telephone 01952 385385.

This table shows the acceptance dates for 30 Hour Codes

TERM STARTING FUNDING	NEW APPLICATION	EXISTING APPLICATION	FINAL ACCEPTANCE DATE
Summer term	No later than 28 February	Must be renewed by the applicants validity end date	31 March
Autumn term	No later than 31 July	Must be renewed by the applicants validity end date	31 August
Spring term	No later than 30 November	Must be renewed by the applicants validity end date	31 December

Codes received after the final acceptance date or mid-term cannot be used until the following term.

What is the Disability Access Fund (DAF)

From April 2017 the Disability Access Fund (DAF) is new funding for early years providers to support children with disabilities or special educational needs. It aids access to early years places by supporting providers in making reasonable adjustments to their settings.

Eligibility

- 3 and 4 year olds will be eligible for the DAF if they meet the following criteria:
- the child is in receipt of child disability living allowance (DLA) and;
- the child accesses the funded entitlement at the early years provider

Note: 4 year olds in primary and infant school reception classes are NOT eligible for DAF funding.

Entitlement

- Providers taking three- and four-year-olds that are eligible for the DAF will be entitled to receive a one-off payment of £615 per year. The DAF is not based on an hourly rate and is an additional entitlement.
- Children do not have to take up the full 570 hours of early education they are entitled to in order to receive the DAF. Children in receipt of the DAF will be eligible where they take-up any period of free entitlement.

Identifying Children

- Early years providers are responsible for identifying eligible children. Providers are encouraged to speak to parents in order to find out who is eligible for the DAF. Parents of children qualifying for Disability Living Allowance are required to provide documented evidence of this entitlement.
- Providers need to take a copy of this evidence and email it to talkingchildcare@telford.gov.uk

Responsibilities

- The local authority will fund all early years providers providing a place for each child eligible for the DAF in their area at the fixed annual rate of £615 per eligible child.
- The DAF will not be offset against any other funding which the local authority may ordinarily be providing for children eligible for the DAF.
- The DAF is payable as a lump sum once a year per eligible child. If a child eligible for the DAF is splitting their funded entitlement across two or more providers, the local authority will ask parents to nominate the main provider. The Local Authority will then pay this provider the DAF for the child.
- If a child receiving the DAF moves from one provider to another within a financial year, the new provider is not eligible to receive the DAF funding for this child within the same financial year. DAF funding received by the original setting will not be recouped by the local authority.
- Where a child lives in one authority area but attends a provider in a different local authority, the provider's local authority is responsible for funding the DAF for the child and eligibility checking.
- All early years providers who are eligible to receive funding for the 3 and 4 year old early years entitlement are also eligible to receive the DAF.

Early Years Pupil Premium Registration

About this form

From April 2015 all early years providers who deliver Government funded early education will be able to claim the Early Years Pupil Premium (EYPP) for three and four year old children. If your child is eligible, the EYPP will provide your child's childcare provider with extra funding to enhance the opportunities, experiences and the support offered to your child. We need information about you and your child to provide the best education and support by making sure we receive all the government funding to which the childcare provider and your child are entitled.

What makes you eligible?

Children will be eligible if they are 3 or 4 years old, receiving Free Early Education Entitlement with any OFSTED registered childcare provider and their parent(s)/carer(s) are in receipt of one or more of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Universal Credit
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit) and have an annual gross income as assessed by HM Revenue and Customs of no more than £16,190

Or if they have been:

- Looked after by the local authority for 1 day or more in England or Wales
- Have been adopted from care in England or Wales
- Have left care through a special guardianship order or a child arrangement order in England or Wales

Registering could result in extra funding for your child's early years provider

Registering could provide up to an extra £300 for your child's nursery, pre-school or child minder to fund valuable support like extra training or resources to help raise the quality of your child's early education.



**Early Years
Pupil
Premium**



03327



**Telford & Wrekin
COUNCIL**

Early Years Pupil Premium Registration

We need information about you and your child, to make sure we receive all the government funding (the Early Years Pupil Premium) to which the childcare provider and your child are entitled. Please complete this form and return to your child's childcare provider. If you require any help, please speak to your childcare provider.

Please complete all sections in BLOCK CAPITALS.

Information about your child/children

Child Details:

Child's Last Name	Child's First Name	Date of Birth	Name of childcare provider

Information about you: The information you provide in this form will be used by Telford & Wrekin Council to check for eligibility to claim additional grant money (the Early Years Pupil Premium) from central government. It will be used for no other purpose and will remain confidential.

Parent(s)/Carer(s) Details: If two people are maintaining a household as husband and wife, whether married or not, details are required from **BOTH** people.

Title	Parent/Carer Surname	First Name	Date of Birth (DD/MM/YYYY)	National Insurance or NASS Reference Number							

Address:

Postcode:

Telephone No:

Email:

Please state your relationship to the child named above,
for example Mother/Father/Carer etc.

Declaration to be signed by both Parent(s)/Carer(s) (as applicable) **Important reminder:** We require the signature of the parent/s that provide NI/NASS details.

- I understand that my NI or NASS number will be checked against the national database.
- I agree that Telford & Wrekin Council may check any of the information on this form. I declare that the above details are true and I understand that any false or incorrect information could lead to funding being withdrawn.
- I agree that my information can be held on a Telford & Wrekin Council confidential database and will be shared with my local Children and Family Locality Services Centre.

Signed:

Signed:

Date:

FOR OFFICE USE ONLY

ECS Date Checked:	Eligible for EYPP:	NOT Eligible for EYPP:	Initials: