**Headingley Preschool Online Application Form**

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| My preferred site is :  **Burton Cresent Wood Lane (Shire Oak)** | | | | | |
| Name of child | | | Date of birth | | |
| Name and address of child and parent or guardian with parental responsibility: | | | Email | | |
| Telephone number | | |
| I would like my child to start:  January 2018 April 2018  September 2018 January 2019 | | | I have a specific start date : | | |
| My application is urgent because : | | |
| **I would like the following sessions:**  Children can attend Burton Crescent site from 24 months | | | | | |
| **Monday** | **Tuesday** | **Wednesday** | | **Thursday** | **Friday** |
| 8.30 – 9am | 8-9am | 8-9am | | 8.30 – 9am | 8.30 – 9am |
| 9-12pm | 9-12pm | 9-12pm | | 9-12pm | 9-12pm |
| 12-3pm | 12-3pm | 12-3pm | | 12-3pm | 12-3pm |
|  | 3-5pm | 3-5pm | |  |  |

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| **How will you pay/ fund your child’s sessions ?**   1. My child will be funded (Please circle the funding you are eligible for)   Two year old funding 3-4 year old funding 3-4 year old funding  15 hrs 15 hrs 30 hrs | | | |
| I have evidence that I am eligible  Yes No | I will be paying preschool fees  Yes No | | I would like to pay my fees:  Weekly  monthly half termly |
| Signature  Date | | It would help us if you could let us know how you heard about Headingley Preschool | |

For any enrolment queries, please contact Clare Bligh

[**clare.bligh@headingleypreschool.co.uk**](mailto:clare.bligh@headingleypreschool.co.uk) **0113 2786722**

**For all funding and fees enquiries, please contact Shehnaz Shah**

[**headingleypreschool.finance@gmail.com**](mailto:headingleypreschool.finance@gmail.com)

**For preschool use:**

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| **Date received** |  |
| **Deposit** |  |
| **Start date** |  |
| **Key Person** |  |
| **Info pack sent** |  |

**Headingley Preschool Fees and Funding Information Sheet**

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| **What am I entitled to ?**  All Children are entitled to 15 hours free early years education from the term following their 3rd birthday.  You may choose any combination of sessions to suit your needs, for example:    5 mornings/ afternoons or 2 and ½ days  Preschool do not have a minimum number of sessions requirement, so you can ease your child in with one or two sessions to begin with and build up from this when it suits you and your child. |

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| **Means tested funding**  Some children are eligible for a funded place at preschool from two years old; this funding is based on your household’s income.  Your 3 or 4 year old may be entitled to 30 hours free childcare if all the adults that live in your house work more than 16 hours  If you think you may be eligible for any of the above you will need to provide preschool with evidence of your eligibility.  To find out more please visit - <https://www.gov.uk/find-free-early-education> childcarechoices.gov.uk |

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| **Fee paying places**  If you want to pay for your sessions or additional sessions your fees (per 3 hour session) are as follows:   * £15.75 per 3 hour session for 2 year olds (£31.50 per day) * £12.60 per 3 hour session for 3 and 4 year olds (£25.20 per day) |

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| **Additional facilities at Burton Crescent**  Breakfast club runs from 8-9am can be included as part of the 30 hour funding.  After school club runs from 3-5pm is £10 per session 3-4 year olds and £10.50 per session for 2 year olds this includes a light tea. |

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| **Deposit – securing my place**  To secure your child's place at Headingley Preschool, you will need to provide a deposit of £30, of which £15 is refunded in your final invoice.  This deposit includes the cost of your child’s printed learning journal when they leave and the administration involved in enrolment.  We require a notice period of 6 weeks to cancel or reduce allocated places once your child is enrolled. |

**Please fill on an application form and we can get the ball rolling!!**

**Kind regards**

**Clare Bligh**

**General manager Headingley Preschool**