

COLLEGIATE

INDEPENDENT CO-EDUCATION

PRE-SCHOOL

PRE-SCHOOL INFORMATION FOR THE 2024/25 ACADEMIC YEAR

Collegiate is an authorised provider of Early Years Funding for the universal 15 hour allowance and 15 hour extended provision. Our user ID is 50004849655.

The Pre-School is able to accept children who will turn 3 during their first term. Please note children will only become eligible for up to 15 hours of funding in the term after their third birthday.

The sessions that can be booked using the 30 hour provision are from 9.30 to 12.30 and 12.30 to 3.30 (six hours a day). In addition, there will be the following additional sessions, outside of these hours, that will incur an additional cost and need to be booked in advance:

7.30 – 8.30	Breakfast club	£5
8.30 – 9.30	Pre-School session	£12
9.30 - 12.30	Pre-School session	£22
12.30 - 3.30	Pre-School session	£22
3.30 – 5.00*	After school club	£5
5.00 – 6.00*	After school club	£8

*Charges incurred after a 10 minute period of grace or if pre-booked.

Childcare vouchers can be used to pay for these sessions.

LUNCH

For those attending the morning session only, lunch is optional and will be charged at £2.75 per day. As a school we strongly believe that the social interaction and introduction to new foods is an important part of a child's personal development and would hope that parents would support this. However if a pupil is not having lunch then they will join the group in the dining room and complete a quiet activity.

ELIGIBILITY FOR 30 HOURS FREE CHILDCARE

Eligibility for the 30 hours free childcare will include households where:

- All parents (whether two parent family or lone parent) are working and earning the equivalent of 16 hours a week at the National Minimum or living wage (includes income received from tax credits or universal credit) and / or:
- One or both parent(s) is away on leave (parental, maternal etc.)
- One or both parent(s) is on Statutory sick pay.

Parents can check whether they are eligible for the full 30 hours provision by visiting <https://www.childcarechoices.gov.uk>.

We recommend that parents check their eligibility and apply for their codes well in advance of their child's anticipated start date to ensure they do not miss the cut-off date. If eligible, parents will be given a unique 11 digit code starting with 5000. This code will then need to be emailed to the finance department (finance@collegiate.org.uk) along with your national insurance number and date of birth. The school will then validate the number on Pioneer (the system used by Bristol City Council) and confirm that the sessions have been booked.

Parents will need to re-new their code every three months. In the event that a new code is not forthcoming then there is a grace period where your child can continue to receive 30 Hours Free Childcare. After the grace period has ended, all pre-booked sessions in excess of the universal 15 hour entitlement will be charged for. We will advise you of the date that your child's grace period ends.

All parents will also be required to complete the EYRI form.

INVOICING

If you only reserve sessions that are covered by the 30 hour or 15 hour entitlement, your invoice, sent before the start of term, will include any additional charges e.g. the early morning session (8.30am-9.30am) and lunch.

Breakfast club and after school care will be charged in arrears and can be booked via the Prep School Office or the online parents system.

PRE-SCHOOL REGISTRATION FORM

Please indicate which sessions you would like to book on the Pre-School Registration Form and return to the Prep School Office. If you are applying for the extended provision, we will only be able to confirm that sessions have been secured once we have received validation from Bristol City Council as to your funding entitlement.

TERMLY SESSIONS AND DEPOSIT

Please see our Admissions Policy for further details.

PRE-SCHOOL REGISTRATION FORM

1.

PUPIL DETAILS

Please complete in capitals

Surname
Forenames Please underline first name generally used
Date of Birth Gender
Nationality Religion
First Language Language Spoken at Home

2.

PARENT / LEGAL GUARDIAN DETAILS

Parent 1 Title
Full name
Address
Postcode
Email
Tel home
work
mobile
Occupation

Where parents have different
addresses please indicate where
the child normally lives

Parent 1 ☐ Parent 2 ☐

Parent 2 Title
Full name
Address
Postcode
Email
Tel home
work
mobile
Occupation

Are parents jointly financially responsible
for child's education?

Yes ☐ No ☐

If 'No' please supply details separately on the Additional Information section
on page 4

3.

30 HOURS PROVISION

If you are eligible for the 30 hours provision please complete the following:

Your 11-digit code
Date of Birth
National Insurance Number

4.

PREFERRED SESSION CHOICE

Start Date:

	TIME	COST	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Pre-School	8.30 – 9.30	Charged*					
Pre-School	9.30 – 12.30	Free					
Pre-School	9.30 – 12.30	Charged*					
Lunch		Charged*					
Pre-School	12.30 – 3.30	Free					
Pre-School	12.30 – 3.30	Charged*					

Please note that session choices are subject to availability. If eligible for the universal grant and your child is over 3, please select sessions up to 15 hours shown as free. If eligible for the 30 hours provision, you may select sessions up to 30 hours shown as free. *

* Pre-School charges are updated annually, details will be available at the time a place is offered.

5.

NURSERY / PRE-SCHOOL ATTENDANCE TO DATE

Present Nursery / Pre-School	Date entered	Date leaving
Address	Postcode	Telephone
Previous Nursery if present Nursery / Pre-School attended for less than one year	Date entered	Date left
.....	Postcode	Telephone

6.

ADDITIONAL INFORMATION

Please provide us with details of any medical condition, health problem or allergy affecting your child; any learning difficulty, disability, or special educational need of your child, as well as any behavioural, emotional and / or social difficulty of your child. Please indicate below or on the Confidential Information Form (if applicable.)

N/A ☐ Enclosed ☐

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7.

DECLARATION

I/ We request that my / our child named above is registered as a prospective pupil and acknowledge that:

- Parents will be expected to complete EYRI form in order to receive Pre-School funding for the above named child;
- If eligible for the 30 hour provision, we must re-new the eligibility code every 3 months otherwise we accept that we will have to pay for the booked sessions and they will not be free;
- A term's notice must be given in writing to the Head of Prep School, including transfer to Reception, before the removal of any pupil. Notice must be received on or before the first day of term. If such notice is not received, the full charge for booked sessions will be charged in lieu.

Each parent / legal guardian to sign and print name.

Signature

Name in full

Relationship to child

Date

Signature

Name in full

Relationship to child

Date

8.

HOW WE WILL USE THE INFORMATION PROVIDED ON THIS FORM

This information will be used by the school during the admissions process and to access the Pioneer System to confirm eligibility for the 30 hours provision.

Please return this form to:

Admissions, Prep School Office, Collegiate Prep School, Park Road, Stapleton, Bristol, BS16 1BA

Tel: 0117 965 5297 Email: prepschool@collegiate.org.uk

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