

### **September 2024 Intake**

Dear Parent/Carer,

Our next intake of children will be in September 2024 and this letter outlines the procedure to apply for a place for September for your child.

Jeavons Wood Pre-School opened for the first time in September 2013, offering funded and non-funded sessions during term time. We have a 'Good' Ofsted rating. The setting operates 2 sessions a day of 3 hours duration. The morning session runs from 8.45am – 11.45am and the afternoon session from 11.45am – 2.45pm. The afternoon session begins with lunch. Children can bring in a packed lunch from home or a hot lunch can be provided by the school (at an additional cost of £2.35 per day, subject to change). The children can also attend for a whole day, 8.45am to 2.45pm (6 hours).

Sessions can be funded by the Government and/or paid for at a rate of £15 per 3-hour session (subject to increase). We offer a minimum of 3 sessions (9 hours) per week. This is to ensure children are with us for enough time for them to settle and to enable staff to make accurate assessments of their development.

Please complete the application form at the end of this letter with all details, particularly ensuring that the email address is very clear, as we communicate mostly via email.

Please follow these pointers to help your application be more successful:

- In accordance with our policy, children who have a sibling attending Jeavons Wood Primary School will be given priority in date of birth order (providing they have had their third birthday by the time they are due to start at Pre-school). This does not apply to those who have siblings who have not yet been accepted into the school.
- Priority is then given to the eldest child on the waiting list, regardless of how long they have been on the waiting list (this is in line with LEA Guidelines).
- We try our best to accommodate all children who will be starting school the following September (2025). If your child is summer born and does not have siblings at the school, please try to be as flexible as you can with your choice of sessions.
- All children are entitled to 5 sessions (15 hours) of funded childcare per week (this can be split between settings). You can also apply for a further 5 sessions (15 hours) of extended funded childcare by going to <https://www.childcarechoices.gov.uk/>

## **Jeavons Wood Pre-School**

If you are not eligible for an extended 15 hours of funded childcare, then you can also pay for extra sessions (£15 for a 3-hour session, subject to increase) enabling your child to attend for more than 15 hours per week if you wish them to.

- Jeavons Wood Pre-School offers a maximum of fifteen 30 hour funded places (discretionary year on year). These places are allocated following our usual allocation process. If you do not meet eligibility, then you can still request 30 hours, but 15 hours will be funded and you will be charged for the other sessions. When you apply, if you are successful for funding, you will be given a code which you can add to this application form.
- It is unlikely that once places are allocated for September 2024 that more places will become available during the academic year (until September 2025). So, if you are thinking of increasing sessions throughout the year, you may wish to consider choosing those sessions from this September.

## **Open Day**

We will be holding an Open Day on **Friday 15<sup>th</sup> March, 3.00-4.30pm** There is no need to book onto the Open Day. Just come along to have a look around and ask any questions you may have.

**All Applications must be received by Monday 22<sup>nd</sup> March. Any late applications will not be considered until places have been allocated.**

**We will aim to confirm if your application has been successful by Thursday 28<sup>th</sup> March.**

Please note that if your child is allocated a place, this does not mean that they will automatically be given a place at the Primary School the following year.

If you have any queries or require any further information, please contact me on the email address above.

I look forward to meeting you and your child soon.

Yours Faithfully,  
Miss East  
Pre-school Leader

**Jeavons Wood Pre-School Application for September 2024**

**PLEASE RETURN BY Monday 22<sup>nd</sup> March 2024**

Child's Full Name \_\_\_\_\_

Gender \_\_\_\_\_ D.O.B \_\_\_\_\_

Name and class of sibling (if any) at Jeavons Wood School \_\_\_\_\_

\_\_\_\_\_

Address (including post code) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Named Contact \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Contact Telephone Number \_\_\_\_\_

Email (please print clearly) \_\_\_\_\_

*Please continue onto the next page*



# Jeavons Wood Primary School

## Jeavons Wood Pre-School

An academy of



Eastgate, Great Cambourne, Cambridge, CB23 6DZ

[Office@jeavonswood.org](mailto:Office@jeavonswood.org)

Telephone: (01954) 717180

[www.jeavonswood.org](http://www.jeavonswood.org)

Headteacher: Emily McMurray

Pre-School Leader: Nina East

[neast@jeavonswood.org](mailto:neast@jeavonswood.org)

Continuation Sheet – Child's name \_\_\_\_\_

### Funding and Sessions

I would like my child to attend Jeavons Wood Pre-School for a total of \_\_\_\_\_ sessions per week.

I will be claiming \_\_\_\_\_ funded hours (*3 hours = 1 half-day session*).

Extended funded hours eligibility code: \_\_\_\_\_ (*for if you are claiming 15 extended funded hours on top of the 15 universal funded hours*)

National Insurance number (required to claim extended funded hours):  
\_\_\_\_\_

I require \_\_\_\_\_ additional sessions at £15 per session (cost of session is subject to increase).

Are you currently attending another setting? Yes or No? \_\_\_\_\_

If yes, which setting? \_\_\_\_\_

And are you claiming funded hours at this setting between now and the end of August?  
Yes or No? \_\_\_\_\_

Will your child still attend this setting in September? Yes or No? \_\_\_\_\_

Will you be splitting their funded hours between Jeavons Wood Pre-school and this current setting?  
Yes or No? \_\_\_\_\_

*Please continue onto the next page*



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Continuation Sheet – Child's name \_\_\_\_\_

Please indicate with a '1' your first-choice preference of sessions (if you do not mind which sessions, please put a '1' in all boxes). Indicate with a '2' your second choice and an 'X' with sessions which your child cannot attend. If you would prefer all day sessions, leave morning or afternoon blank. If a second choice is not provided and your first choice is not available, sessions will not be allocated. Please be as flexible as you can.

	<b>Morning Session 8.45 – 11.45am</b>	<b>Afternoon Session 11.45 – 2.45pm</b>	<b>All Day 8.45 – 2.45pm</b>
<b>MON</b>			
<b>TUES</b>			
<b>WED</b>			
<b>THURS</b>			
<b>FRI</b>			

Any Comments \_\_\_\_\_

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Signed \_\_\_\_\_ Date \_\_\_\_\_