



Willow Bank Pre-School

Duffield Road, Woodley, Reading, Berkshire, RG5 4RW

Tel: 0118 9272338

Pre-school admission/registration form

Child's Details

Date of birth		Gender	M / F
First name(s)		Surname	
Address			
	Postcode		
Preferred choice of name if any			

Name of First Parent/Guardian Living at Home Address Above

Title		First name		Surname	
Relationship to child		Parental responsibility?	Yes / No		
Home telephone number		Mobile phone number			
Email address		Work telephone number			
Work place					

Name of Second Parent/Guardian

Title		First name		Surname	
Relationship to child		Parental responsibility?	Yes / No		
Mobile telephone number		Work telephone number			
Workplace		Address (if different)			

Other children in the family Name(s) and date of birth	
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Supplementary Details

Has your child had any serious illnesses or injuries?	Yes/No Details
Has your child any known allergies and medical conditions?	Yes/No Details
Does your child have any particular or special needs?	Yes/No Details
Was your child born premature or conceived by IVF?	Yes/No Details
Are you currently receiving benefits? (you may be entitled to 2yr old free funding)	
Any other information you think would be helpful for us to know about your child.	

A £10.00 non-refundable administration fee is required and we must see your child's original Birth Certificate (OFSTED requirement), when you register your child for pre-school. Without these, the registration cannot be completed.

Any information given to the pre-school as part of this application/registration form will be treated with the strictest of confidence. Any Data collected will be, fairly and lawfully processed, for limited purposes, adequate, relevant and not excessive, accurate, not kept longer than is necessary, processed in accordance with the data's subjects rights, held securely and not transferred to other organisations unless required to do so by Ofsted, health and safety legislation or other legal obligations.

Your child will be placed on the waiting list and contacted when a place becomes available
Thank you for telling us about your child, we look forward to your child joining us and enjoying their time at Willow Bank.

Signature

Signature		Date	
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Office Use Only

Date of Registration and Signature		
£10 Admin fee received	Cash	Cheque
Birth Certificate copied	Yes	No

Attendance preferences:

All three and four year olds are currently entitled to 15 hours Free Entitlement funding per week, for 38 weeks per year.

The nationally prescribed dates for determining eligibility are as given below:

- If your child's third birthday falls between 1st January and 31st March, funding will start in the Summer term (April).
- If your child's third birthday falls between 1st April and 31st August, funding will start in the Autumn term (September).
- If your child's third birthday falls between 1st September and 31st December, funding will start in the Spring term (January).

At Willow Bank the 15 hours free entitlement may be taken as detailed below:

08.45- 11.45 (morning session) Monday to Friday= 15 hours

12.30-15.30 (afternoon session) Monday to Friday= 15 hours

08.45- 14.45 2 days + 1 morning or 1 afternoon = 15 hours

08.45-14.45 1 day + any combination of total 3 mornings & afternoons = 15 hours

Extended pre-school can be accessed subject to availability (fees payable):-

Lunch club 11.45-12.30

Extended PM 14.45 to 15.30

EnergyKidz Breakfast club 07.45- 08.45

Please complete the table below giving an indication of sessions required for your child. Please note that no guarantee of sessions available can be made at this time and the requirements indicated will be reviewed with you when a place becomes available.

	8.45 to 11.45	8.45 to 12.30 *	12.30 to 15.30	11.45 to 15.30*	08.45 to 14.45	08.45 to 15.30*
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

* extended session/lunch club

If you intend to send your child to more than one setting, please can you advise the name of the setting and the no of funded hours you wish to claim through Willowbank.

Other Setting Name:

Funded Hours through Willowbank Pre School:

Please note that where places are oversubscribed, priority will be given to funded sessions and any sessions offered over the 15hr entitlement will only be valid on a termly basis.