



## ALL SAINTS C of E PRIMARY SCHOOL AND NURSERY

PARSONAGE LANE  
BISHOP'S STORTFORD  
CM23 5BE

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10<sup>th</sup> January 2018

Dear Parents/Carers,

As part of your application for a nursery place, you will need to complete the attached early years funding form and return it to the school along with your CIF form. The form is required to enable the school to apply for funding to support your child should you be successful and are offered a place here at All Saints nursery.

By completing this declaration form you are confirming your child's attendance at this early years provider for any given term. The school requires the form to be completed in order to confirm your entitlement to a place with the Local Authority and to claim payment for the place. You need to complete **section A** and **section C**.

The school will complete section B of the form, confirming the number of hours and weeks we will be claiming for your child. However, if your child is going to attend another nursery, pre-school, maintained nursery school / nursery class on top of the 15 hours that our Nursery provides, please advise us in writing, providing us with details of how many hours you wish to claim for each early years provider. Please discuss with all providers' manager/administrator on how many hours you wish to attend at each early years provider.

If you decide to change your early years provider during the term and leave All Saints School, the certificate of leaving (**section D**) will need to be completed by the school with the leaving date and the number of hours attended. This certificate must be handed to the new early years provider to enable them to provide any remaining hours.

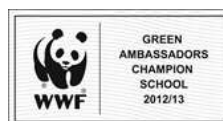
Any personal data collected will be treated as confidential under the principles of the Data Protection Act 1998. Hertfordshire County Council will store this information electronically and will use the information submitted to assess your eligibility for Early Years Pupil Premium and Disability Access Fund.

We will not use the data for any other purpose, nor will we share your data with any third parties other than the Department for Education (for statutory reporting), Hertfordshire County Council departments who may from time to time send you advice, guidance and information relating to changes to early years provision and educational services that are relevant and/or of benefit to your child, and your local Children's Centre who support the Local Authority by assisting families to access the services that children are entitled to. Early years providers will also share information regarding your child's progress and development with your local Children's Centre.

I have attached some brief guidance to help you complete sections A and C.

Yours sincerely,

Mrs Wilks  
School Business Manager



## **Brief guidance notes**

1. Section A, you must complete questions 1, 2, 3, 4, 5, 6, 9, 10, 12, 13, 15, and 16.
2. Section A, please complete questions 7, 8, 11, 14, 17, 18 and 19 if applicable.
3. Section A question 10 codes are:

<b>Ethnicity code</b>		<b>Ethnicity code</b>	
ABAN	Bangladeshi	MWBA	White and Black
AIND	Indian	MWBC	White and Black Caribbean
APKN	Pakistani	MOTH	Any Other Mixed Background
AOTH	Any Other Asian	WBRI	White – British
WROM	Gypsy/Roma	WIRI	White – Irish
BAFR	Black – African	WIRT	Traveller of Irish Heritage
BCRB	Black – Caribbean	WOTH	Any Other White
BOTH	Any Other Black Background	OOTH	Any Other Ethnic Group
CHNE	Chinese	REFU	Refused
MWAS	White and Asian		

4. Section A question 11 codes are:

<b>SEN Code</b>	<b>SEN Type</b>
ASD	Autistic Spectrum Disorder
BESD	Behavioural, Emotional and Social difficulties
HI	Hearing Impairment
MSI	Multi-Sensory Impairment
OTH	Other difficulty or disability
PD	Physical Disability
MLD	Moderate Learning Difficulty
PMLD	Profound and Multiple Learning Difficulty
SLCN	Speech, Language and Communication Needs
SLD	Severe Learning Difficulties
SpLD	Specific Learning Difficulty
VI	Visual Impairment

5. Section C please complete all sections.

