



Welcome to Burdett-Coutts & Townshend CE Primary School, and thank you for choosing to enrol your child in our preschool class. We look forward to working closely with you as your young child embarks on the world as a toddler; sharing all the exciting moments as they make, clarify and challenge their understanding of the world around them.

This document provides you with the following information regarding:

## 1. Preschool Fees:

- Includes 6 different fee structures, during the term time dependent on the hours required.
- Information about accessing additional funding (if applicable).
- Payment information

## 2. Admission Profile, including key information about:

- Your child
- Parent contact information
- Emergency contact information
- Information related to your child's learning
- Allergies and Medications
- Dietary Requirements
- Sleeping Arrangements
- Additional Professional Agency Information

## 3. Trips & Visits

## 4. Data Protection Agreements

- Allergies and Medications
- Dietary Requirements
- Sleeping Arrangements

## 5. Attendance

- Dropping off and picking up your child
- Absence
- Lateness
- Non-Collection

Appendix 1: Terms and Conditions for Admission

Appendix 2: Regulations covering the admission fees of children to  
Burdett-Coutts & Townshend CE Primary School Preschool



## 1. Preschool Fees:

The table below shows periods of eligibility for entry to the Preschool.

Date of your child's 2nd birthday	Will become eligible for a place from
1st January - 31st March	1st April Summer Term after your child turns 2
1st April - 31st August	1st September Autumn Term after your child turns 2
1st September - 31st December	1st January Spring Term after your child turns 2

### Term Time Fees (£11.00 per hour)

These fees apply for 38 weeks of the year. Holiday bookings are made separately (see the next page for more information). The preschool will be closed on 5 INSET (training) days across the year. Please see the schools annual calendar for term dates, including holiday periods and INSET days.

### Academic Year 2025 - 2026 (Applicable from April 2025)

Age	School Day	Extended Day	Extended Day	Part- Time (AM or PM)	
24 - 39 months	08:45 - 15:30	08:00 - 16:30	08:00 - 18:00	08:45 - 11:45	12:30 - 15:30
Children start in the 3-year old nursery the term following their 3rd birthday	Includes lunch	Includes breakfast, lunch and afternoon snack	Includes breakfast, lunch and afternoon snack	Includes a snack in each session time	
Fee Code	BC1	BC3	BC5	BC7	
Weekly Fee (without funding)	£385.00	£468.00	£550.00	£165.00	
Fee Code	BC2	BC4 - A	BC6 - A	BC8 - A	
Weekly Fee (with funding) - 15 hours	£222.00	£305.00	£387.00	Fully Funded - no fees apply	
Fee Code		BC4 - B	BC6 - B		
Weekly Fee (with funding) - 30 hours	Fully Funded - no fees apply	£105.00	15:30 - 18:00 £188.00		

NOTE: Fees do not include formula or milk products, nappies, wipes or lotions/ creams.



If you are eligible for 15 hours of funded 2 year old nursery care (working families), you will be allocated either an AM/PM session. Where possible the school will always aim to give you your preferred session option. If you require more than the funded 15/30 hours per week, you can select from the top up options (outlined above), with the fees shown for each option.

### Funded Nursery Education Grant (NEG) Places for 2 Year Olds:

From September 2023 children from families in receipt of any of the following benefits may be eligible to receive 15 hours funded per week for 38 weeks per financial year:

- Income Support
- Income Based Job Seekers' Allowance
- Income Related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of the State Pension Credit
- Child Tax Credit, provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by His Majesty's Revenue and Customs (HMRC).
- Help with the costs of childcare: [www.payingforchildcare.org.uk](http://www.payingforchildcare.org.uk) or [www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits) or [www.hmrc.gov.uk/childbenefit](http://www.hmrc.gov.uk/childbenefit)

### Payment Information:

All fees must be paid via Parent Pay, with the exception of childcare vouchers which will be claimed back by the school from individual providers. Kindly note that all fees must be in advance of the month of provision. A deposit of 1 week's fees will be taken at the same time as the first payment. This is refundable should you withdraw your child's place with the correct notice period completed, or it will be taken as your child's final payment before they move up to the 3 year old nursery.

A. Please state your bank details, using your child's name as the payment reference:

Bank Name	Account Number	Sort Code	Payment Reference



B. Please state how fees will be invoiced and paid:

	Please tick one option	Please state weekly amount
Weekly		
Monthly		
Half Termly		
Termly		

C. Please state how fees will be funded:

	Please tick below & provide further details if required.
Parent/s	
Childcare Vouchers (please state provider)	
Children in Need (CIN)	
Nursery Education Grant (NEG) 15 hours Government Grant	
Social Services (please provide social worker details)	
Employer (please provide billing details)	



## 2. Admission Profile:

Child's full name:		Date of birth:	
Gender (please circle)    Boy                      Girl			
Full address:		Postcode:	
Home telephone:		Email address:	
Names of parents/carers with whom the child lives. If neither, please state the relationship.			
Name of 1 <sup>st</sup> main parent/carer:		Name of 2 <sup>nd</sup> main parent/carer:	
Do you have legal parental responsibility? Yes                      No		Do you have legal parental responsibility? Yes                      No	
Home address:		Home address:	
Postcode:		Postcode:	
Daytime contact address (if different from above):		Daytime contact address (if different from above):	
Mobile telephone:		Mobile telephone:	
Work telephone:		Work telephone:	
Email address:		Email address:	
Sibling Details: Please note siblings must already be attending the school			
Name:	Boy/Girl	Date of birth:	Do the siblings live at the same address? Yes    No
Name:	Boy/Girl	Date of birth:	Do the siblings live at the same address? Yes    No
Name:	Boy/Girl	Date of birth:	Do the siblings live at the same address? Yes    No

# Burdett-Coutts & Townshend Foundation C of E Primary School Preschool Application, Admissions and Contract Form



Name of previous nursery or childminder (if applicable):			
Does your child have a 15 or 30 hour code? Yes/No			
If Yes, please complete the information below.			
15 or 30 Hour Code:			
National Insurance Number (that 15 or 30 Hour Code is attached to):			
For office use only: (please tick and provide your initials when seen/complete)			
Parents ID seen?	Child's full birth certificate provided?	Utility bill provided?	Other? (please specify)
Admission Date:		Admission Number:	
UPN:		SEND Stage:	

Emergency Contacts: Please provide details for two named adults who have agreed to take responsibility for your child in an emergency situation or adults who will be permitted to collect your child from school	
Full name:	Full name:
Address:	Address:
Telephone:	Telephone:
Email address:	Email address:
Relationship to Child:	Relationship to Child:

Are there any professional agencies involved with the care and development of your child and/or family? This could include Speech and Language, Early Years Area SENCO, GP, Paediatric Specialist etc. If Yes, please provide information below.	
Name of Professional Agency (1)	Name of Professional Agency (2)
Name of Link/Lead Professional	Name of Link/Lead Professional

# Burdett-Coutts & Townshend Foundation C of E Primary School Preschool Application, Admissions and Contract Form



Address:	Address:
Telephone:	Telephone:
Outline of support provided:	Outline of support provided:

Required Medical Information			
Does your child suffer from any of the following?			
Eczema	Yes	No	Asthma
Migraines	Yes	No	Epilepsy
Diabetes	Yes	No	Sight difficulties
Allergies	Yes	No	Hay fever
Does your child have any other conditions or disabilities that the school should be aware of?			
If you answered Yes to any of the above conditions, what would you consider the 'normal' treatment for this?			
Is there any further information that would be deemed relative to the condition?			
Does your child wear glasses in school?		Yes      No	
Please note: the school cannot take responsibility for administering medicines to children and medicine cannot be kept on the premises, unless a medical health plan has been issued by the school nurse/doctor.			
Doctor: Please provide the details of your child's doctor			
Name:		Address:	
Telephone:		Postcode:	
Has your doctor put any restriction on physical activities?			Yes      No
If Yes, please provide details below and include a copy of the doctors note/certificate/letter			
Is your child allergic to plasters?			Yes      No



Has your child been vaccinated against tetanus?	Yes    No
If Yes, please provide details below:	

Dietary Information	
Is your child eating a normal range of solid food, and will they be able to follow the school menu options?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your child supplementing solid foods with any pureed foods?  If yes please provide further information.	
State any likes of foods groups your child has	
Please indicate any specific dietary needs you child may have	<input type="checkbox"/> Normal <input type="checkbox"/> Vegan <input type="checkbox"/> Vegetarian <input type="checkbox"/> Gluten Free <input type="checkbox"/> Other, please provide further information:
State any foods not to be given on religious, cultural, medical or other grounds:	
Does your child still take formula or milk?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please state the name of the formula or type of milk used (this needs to be provided by you).	
Time and frequency of formula/milk to be given:	
Amount per serving	
How do they drink their milk/formula?	<input type="checkbox"/> Bottle <input type="checkbox"/> Sippy Cup <input type="checkbox"/> Normal Tumbler





### Sleeping Arrangements

Please tick as appropriate:

☐ Does your child have a sleep comforter (toy etc). If yes, please state what this is:

\_\_\_\_\_

☐ Does your child fall to asleep on their stomach

☐ Does your child fall to asleep on their back

☐ Does your child fall to asleep on their side

Length of time you would like your child to sleep (nap) for?

☐ Half an hour (30 minutes)

☐ 1 hour (60 minutes)

☐ 1.5 hours (90 minutes)

☐ Other, please state: \_\_\_\_\_

Are there any other particulars we should know about your child's sleeping routine? If yes please explain below

All pupils who are sleeping or resting, will have their own allocated sleeping mat, with all linens washed weekly. Each child will have their own cubby in which to store sleep comforters, blankies etc. A separate sleep room is available for children, where they are supervised at all times.

### Information related to your child's learning

Language usually spoken at home:

If not English, please comment on your child's level of English (speaking):

Does your child understand any language other than English?

Does your child have any particular needs which may affect learning?

Any other comments you wish to make on your child's learning strengths and weaknesses:

# Burdett-Coutts & Townshend Foundation C of E Primary School

## Preschool Application, Admissions and Contract Form



Nationality:			Country of Birth:		
Ethnicity					
White			Black or Black British		
Albanian	WALG		Caribbean	BCRB	
English	WENG		Angolan	BANN	
Greek / Greek Cypriot	WGRE		Congolese	BCON	
Gypsy / Roma	WROM		Ghanaian	BGHA	
Irish	WIR		Nigerian	BNGN	
Scottish	WSCO		Sierra Leonian	BSLN	
Traveller or Irish heritage	WIRT		Somali	BSOM	
Turkish	WTUK		Sudanese	BSUD	
Turkish Cypriot	WTUC		Other Black African	BAOF	
Welsh	WWEL		Any other Black (pls state)	BOTH	
White Eastern European	WEEU		Chinese		
White Western European	WWEU		Chinese	CHNE	
White Other (please state)	WOTH		Any Other Ethnic Group		
Mixed			Afghan	OAFG	
White & Black Caribbean	MWBC		Kurdish	OKRD	
White & Black African	MWBA		Latin/South/Central American	OLAM	
White & Asian	MWAS		Vietnamese	OVIE	
Asian or Asian British			Any other group (please state)	OOEG	
Indian	AIND		If you do not wish the school to record an ethnic background for your child, please tick here.	REFU	
Pakistani	APKN				
Bangladeshi	PBAN				
Any other Asian (please state)	AOTH				
Religion: (please tick where applicable)					
Christian	Hindu		Jewish	Muslim	
Rastafarian	Sikh		Other religious belief (pls state):	No religion	
<p>Note: Any information provided will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time, the information will be passed on to the local education authority and the Department for Education and Skills (DfES) to contribute to local and national statistics. The information will also be passed on to the pupil's future school, to save it having to be asked again.</p>					



### 3. Trips & Visits:

Parental Consent
<p>School trips within the M25 area:</p> <p>Throughout the year, pupils will participate in educational trips, related to the curriculum and extra-curricular activities within the M25 area of London. In all cases parents will be notified by letter, email or text message of up-and-coming trips including the date, nature and location along with further details that may include cost, clothing requirements and eating arrangements.</p> <p>On receipt of this notification, parents will only need to inform the school if their child is not able to attend. In the majority of cases, it is an expectation that pupils attend all trips. Only pupils with the correctly signed permission forms on file will be allowed to go on school trips. By signing and submitting this form you are giving consent to your child attending all trips within the M25 area:</p> <p>Child's Name: _____</p> <p>I give consent for my child to attend all school trips within the M25 area of London. If a trip is outside the M25, I understand that permission will be given separately.</p> <p>Signed Parent/Carer: _____ Date: _____</p>

### 4. Data Protection, Permission & Consent:

Please initial the boxes below to give consent to:	
Internet access to child friendly sites such as BBC	Initial
<p>Photographs eg: of school trips, music performances, class assemblies or pupils learning /playing in and out of the school-based setting, for the use of and by the school, the London Diocesan Board (LDBS), St Stephen's Church (our school church) and Westminster Local Authority. Note: You have the right to withdraw your permissions at any time. Please speak to a member of the office team if you would like to revoke your photograph permissions for your child. Please note we may also use these photos for up to three years after your child has left our school.</p>	
Copyright permission	Initial
<p>General Data Protection Regulations: the school is registered with the Information Commissioner's Office for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some data with the Local Authority and with the DCSF.</p>	
Data exchange	Initial
Sun Cream Application	
<p>I give permission for my child to have Nivea sunscreen applied to my child throughout the day during the summer months as necessary (please delete as required)</p> <p>YES / NO</p>	Initial



Many thanks for taking the time to complete this form.

Please remember to inform the school office via email if any of the above information changes. By signing below you agree to the terms and conditions (see Appendix 1 & 2) of this Admissions and Contract Form.

Parent Name	
Parent Signature	
Date	
Named staff member processing application	
Authorised School Signature	
Date Application Received	
Date of Admission (to preschool)	

## 5. Attendance:

### Collection of Children

Children must be brought and collected by a responsible person no younger than 16 years of age. Two emergency contact numbers are required upon admission to the Preschool. These numbers will be checked at regular intervals. Parents/carers must inform the Preschool in advance if there are any changes to the names of the authorised collecting individuals.

We acknowledge that this may not always be possible and would request that you contact the main school office as soon as possible with the name of the collecting individual. The Preschool will provide you with a security password to be exchanged with staff upon arrival for collection of the child. Where a child is /becomes subject to a court order, evidence of this will need to be provided as part of the admissions procedure.

### Absence

You must notify the school by 08:45 if your child is unable to attend and let us know the reason for the absence. Failure to do so and persistent absence may result in your child's place being withdrawn and fees applied still.



You will be contacted by the school should your child become unwell with the expectation that the child is collected by an authorised person as soon as possible (within half an hour) in order to minimise any distress to the child. We will ensure that the child is made comfortable until an authorised adult arrives.

The Preschool will exclude any child suffering from:

- An infectious or contagious disease (details must be provided on diagnosis) or
- Any child from a household where there is a case of infectious disease

#### Lateness and non-collection of children

We expect all children to be on time, unless the Preschool has received prior notification of the proposed lateness (i.e. doctor's appointment). Punctuality ensures that children start their sessions/days with increasing confidence, and don't feel as if they are arriving midway to stories, songs or activities. It is also an important part of them feeling safe and secure in the setting.

- Preschool sessions close for children at three different times throughout the day, depending on each child's hours. This can be 11:45, 15:30, 16:30 or 18:00.
- All children must be collected punctually. A late charge of £5.00 for every 5 minutes is applied after each of these times.
- Persistent late collection of 3 intervals over a week within a month may result in the withdrawal of your child's place.
- A verbal notification will be given in the first instance, followed by a written notification.

A final written notification will be issued notifying you of the withdrawal of the childcare place. Any waiver of the withdrawal will be at the Head Teachers discretion. Any such waiver does not operate as a waiver of another breach by you.

If you anticipate that you will be late to collect your child and you have exhausted all avenues to arrange an alternate person to collect your child, you should discuss the difficulty with a member of the school admin staff immediately.

Please note this would be a rare and exceptional circumstance only. We are under a duty of care to safeguard your child and if your child is not collected on time and we have exhausted all emergency contacts then the Social Services Duty Team will be contacted.



## Appendix 1: Terms and Conditions for Admission

Within these Terms and Conditions:

- "Admission Form" means this document titled "Burdett-Coutts & Townshend Foundation CE Primary School Preschool Application, Admissions and Contract Form" with the parent/carer
  - "Authorised Person" means an individual over the age of 16 years old and specified in accordance with clause 10.
  - "Preschool" means the nursery provision for pupils between 24 and 39 months, when they move to the 3 year old nursery (the term after their 3rd birthday). "Preschool" is the care specified in this document.
  - "Policy and Procedure" means any policy and procedures of Burdett-Coutts & Townshend CE Primary School Preschool as amended from time to time and made available to you.
  - "Site" means the land on which the Preschool is located.
  - "Us", "We" or "Our" includes the Head Teacher.
  - "You" means a person (or persons) with parental responsibility (as specified on the Admissions Form) and notified to us in writing (where there is any change to the rights of any person who obtains or loses such parental responsibility).
  - "Your child" means the child as specified in this document.
1. We reserve the right to change hours, fees, terms and conditions without notice to you to facilitate the safe and effective running of the nursery. However, whenever possible advanced notification would be provided.
  2. You understand and accept that attendance at the Nursery does not guarantee your child admission to the school classes from Reception through to Year 6. It does give priority for the School Nursery; however the appropriate paperwork must be completed to apply for a place.
  3. Changes: you are required to inform us immediately if any of the information on the admission form changes or you become aware it is incorrect or incomplete; this includes emergency contact details and telephone numbers.
  4. You must provide Burdett-Coutts & Townshend CE Primary School with prior written notice of any changes to the admission arrangements agreed for your child. If notice relates to the reduction in sessions, one month's written notice is required. Fees are payable even if your child does not attend the Preschool during this period.
  5. Information: The Preschool collects personal information within this Admission Form for the purpose of providing your child with the necessary care whilst your child is in the Preschool, and safeguarding children attending the Preschool.
  6. For reporting and statistical monitoring processed both at a local and national level; and if your child is identified as a child in need, has a Special Education Need or in our reasonable opinion involves child protection concerns. Your child and your personal information on this form (and accompanying documents) will only be used for the purpose in which it is provided. Unless otherwise advised your child and your personal information will not be disclosed to any other third parties without your consent unless, where authorised, required by law or to discharge obligation for the purposes specified above.
  7. In this document you give us permission to disclose information to the appropriate agency if the child has been identified as a child in need or has a Special Educational Need with regards to the Children Act 1989, Education Act 1996 and the Special Needs and Disability Act 2001.



## Appendix 2: Regulations covering the admission fees of children to Burdett-Coutts & Townshend CE Primary School Preschool

1. Children must be aged between 24 and 39 months of age only are admitted.
2. Burdett-Coutts & Townshend CE Primary School Preschool is open from 8.00am – 6.00pm Monday to Friday. Term Time only.
3. Unless by prior arrangement, or an appointment letter is provided, children arriving after 10.00am in the morning or 2.00pm in the afternoon will not be admitted (although charges will still apply).
4. Children are expected to be collected at their agreed time of collection 11:45, 15:30, 16:30 or 18:00. A late charge of £5.00 is applied for every 5 minutes parents/carers are late for their collection time. Persistent lateness may result in the withdrawal of the place.
5. Children must be brought to and collected by a responsible person, no younger than 16 years of age. Emergency telephone contact numbers are required when the child is admitted. This number will be checked on regular intervals.
6. The reason for a child's absence must be reported immediately to the main school office on 0207 828 6790. Persistent non-attendance may result in the child's place being withdrawn.
7. The Preschool will exclude any child suffering from:
  - An infectious or contagious disease (details on diagnosis) or
  - Any child from a household where there is a case of infectious disease
8. It is a condition of admission that parents give their consent for the admission of their child/ren to hospital for necessary treatment.
9. Spare clothing must be provided, clearly marked with the child's name on each piece of clothing. This is to be left (in a bag) in preschool with dirty/soiled clothing being sent home as and when applicable.
10. All sleeping comforters (i.e. blanket, soft toy etc), bottles, formula, specific food items, nappies, wipes and specific toiletries items (i.e. Sudocream) needs to be provided by parents, and named appropriately.
11. Alternate foods required (i.e. during weaning) need to be provided from home. Staff will work with families to ensure that as soon as possible children are able to access food at Preschool.
12. The charge for attendance at Burdett-Coutts & Townshend CE Primary School Preschool is applied for 38 weeks, term time only per year. Bank Holidays, planned school closures (INSET days – 5 per year), are not charged for.
13. Absence due to holidays or sickness, outings\* and unplanned closures such as extreme weather conditions (snow) will have normal charges applied.
14. A deposit equivalent to one week's fees must be paid on admission and one week's fee in advance. The deposit will be refunded when your child leaves, if your account is not in arrears. A minimum of 4 weeks' notice is required to terminate a child's place.
15. A "no arrears" policy is applied and failure to adhere to this may result in the immediate withdrawal of the place. A fee of £20.00 will be incurred on your account if fees are not paid on time.
16. It is the Parents/Carers responsibility to notify the Preschool (0207 828 6790) of all changes to address, contact numbers (including emergency), employment status and dietary and medical needs relating to the child.
17. Parent workshops and review meetings regarding your child will be held regularly; these will include 2 formal parent meetings and an end of year progress report; along with the completion of the 27 month health check in consultation with our Health Worker. Parents and Carers are expected to attend all of these meetings.
18. Due to the admissions register for places, it may only be possible to offer a part time place for your child.

\* Outings: where there is a whole class outing for your child's class that you opt your child out of.