

*CROMWELL ACADEMY PRE-SCHOOL
Registration 3 - 4 year olds 2025-2026*

Dear Parents/Carers,

Re: Pre-school Places for 3-4 year olds at Cromwell Academy

Thank you for your interest in the Pre-school at Cromwell Academy for your child. All 3 and 4 year-olds are entitled to either a free part-time place (15 hours per week) or a free full-time place (30 hours per week) under the government early years scheme.

1. Government Scheme

All three and four-year-olds can get funded early education for 15 hours a week during term time for (38 weeks per year) – this is known as **universal entitlement**. If you meet certain criteria, you may be eligible for an additional 15 hours a week, for working parents this is known as **extended entitlement**. To be eligible for the extended entitlement, both parents must be earning, or expect to earn, the equivalent of 16 hours at National Minimum or Living Wage, up to a maximum of £100,000 per year. Information about 30 hours free childcare and how to apply can be found at: <https://www.gov.uk/apply-30-hours-free-tax-free-childcare>

If you meet the criteria for a full-time place for your child, HMRC will give you an eligibility reference number (eligibility code). **You will need to give this number to the school office so that we can complete the application on your behalf.**

If you are not eligible for the extended entitlement, you will still qualify for 15 free hours of funding (half-day, each day). If you book sessions totalling more than 15 hours you will have to pay for these non-funded sessions. We offer sessions as detailed below:

Morning sessions: 8.40 am to 11.40 pm (15 hours per week)

Afternoon sessions: 12.10 pm to 3:10 pm (15 hours per week)

Full day: 8.40am to 2.40pm (this fulfils the 30 hour entitlement but parents do have the option to top up their child's hours by 30minutes per day to 3.10pm for an additional charge)

If you would like to apply for a place, please indicate your preference on the form attached.

2. Paid-for Pre-school sessions:

Should your child be entitled to a part-time place only (15 hours per week), but you wish to secure a longer Pre-school day, we offer the option to top-up your child's Pre-school hours with a paid-for place. Top-up hours will be charged in line with government funding, which is currently £5.66 Per hour.

Key Dates:

We have three intakes for Pre-school: September, January and April. Children are eligible to start in the term after their third birthday. Registration for pre-school place must be made a term in advance. For example, if your child is eligible for funding in January 2026 you will need to apply for your child's place in September 2025.

Please return the registration form below at your earliest convenience.

If you have any questions about the Pre-school provision options available, please do not hesitate to contact the school office.

Kind regards

Mrs Ali Smith
EYFS Lead

Cromwell Academy Pre-school provision application for 3-4 year olds

15 hours free Pre-school entitlement All children are eligible for 15 hours of Pre-school provision from the term after their third birthday. We will be offering this as morning or afternoon sessions.

30 hours free Pre-school entitlement Working families meeting the eligibility criteria.

Please complete this form to indicate your Pre-school attendance preferences.

Child's Name: _____ DOB: _____

Home address: _____

Contact telephone: _____ Email: _____

Does your child have any special needs provision YES/NO

If YES *SEN Support/EHCP Statement* (*please delete accordingly)

If yes, please provide brief details

Available sessions	Tick preferred session
Morning session (8.40am-11.40am)	
Afternoon sessions (12.10pm-3.10pm)	
All day session (8.40am-2.40pm)	
All day session to include optional top up hours (8.40am-3.10pm)	

Children attending 8.40am-3.10pm that are eligible for 30 hours funding will be a charged for the additional 30 minutes per day.

Are you eligible for a full-time (30-hour) place?

Eligibility code: _____

National Insurance Number: _____

Please note we cannot confirm your place until your eligibility code has been verified (if necessary). Please return this form either to the school office or via email. A member of the school staff will be in touch with you as soon as possible.