



**Brampton Village Primary School,  
Brampton, Huntingdon,  
Cams. PE28 4RF**

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*Headteacher: Mr Peter Allen*



30 January 2025

**Dear Parent/carers**

**Session Request Form 2025/26 academic year**

You are invited to apply for sessions at the Brambles preschool from September 2025 (for children aged 3 before 1 September 2025) or once your child has become eligible for Early Years funding (the term after their 3<sup>rd</sup> birthday if it falls between 1 September 2025 and 31 August 2026).

The following sessions are available at Brambles:

9 am – 12 noon	Morning session
12 noon – 3 pm	Afternoon session (includes lunch)
9 am – 3 pm	Full day

Currently all 3 and 4 year-olds are entitled to 570 hours of government funded childcare per year – this is your **universal entitlement**. If you meet certain criteria, you may be eligible for an additional 570 funded hours – this is known as **extended entitlement**.

If you qualify for extended entitlement you can receive a total 1,140 hours of free childcare each year, which works out as 30 hours per week in a term-time only session like the Brambles Preschool.

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>

**Booking your sessions at Brambles**

If your child qualifies for 30 hours free childcare, you can apply for sessions up to our maximum 30 hours each week.

If you are not eligible for the extended entitlement, you will still qualify for 15 free hours of funding, but extra sessions will have to be paid for. The hourly charge for 2025/26 has not yet been set but as a guide the current charge is £6.00 per hour.

Brambles policy is that each child attends a **minimum of four sessions** (12 hours) per week. This is to support your child settling and building friendships, and to support your child's learning and development. Please note that our Admissions policy gives preference to those children attending Brambles for at least five sessions (15 hours) each week.

You may split your hours across more than one setting, for example your child might attend different settings on different days, or if you need more hours of childcare than the Brambles Preschool can provide, you might choose to place your child with a childminder before and/or after our opening hours. If your child has attended a setting which offers care outside of term time (a stretched claim) then please be sure to let us know on your session request form as this may impact the number of free hours you can claim at Brambles over the year. No child may attend more than two settings in a day.

*Please note that your child will be unable to start Brambles until Parent/Carer Declaration forms are completed and returned to us. If you are entitled to extended hours, your HMRC code **must** be confirmed before the start of term, that is by 31 August 2025. We are required to verify all extended entitlement codes and, as Brambles is not open during the summer holiday, in practical terms codes need to be provided by 23 July. During the year you will have to renew your HMRC code before the start of each term to maintain your extended entitlement.*

We will endeavour to meet session requests, though the pre-school is currently limited to a maximum of 32 children at any one time. If we receive more requests for pre-school places than there are places available, the school will follow the procedures laid out in the pre-school's Admissions Policy to allocate sessions. As we will work to the sessions you have requested, please consider your requirements carefully. We may be able to offer only part of your request, or we might offer alternatives if your preferred sessions are not available. However, this will be only after consideration of all eligible requests. From previous experience, Friday and Mondays are our least popular days and if your requirements are not determined by working patterns you may wish to consider this when applying. Brambles Preschool will accept children with special educational needs, however such needs must be disclosed upon application as our ability to provide enhanced support depends on our having sufficient staff.

*Please note that if you are eligible for 30 free hours of childcare but opt not to take your full entitlement at the start of the year, you may not be able to increase your hours later if Brambles is fully booked. While we understand that circumstances change and you may wish to request changes after your place is confirmed, please note that if we cannot accommodate a request the place may be withdrawn.*

Please return the Session Request form to Brambles pre-school by **12 noon on Friday 25 April 2025** in order to be included in our first round of allocations.

Confirmation of Places will be sent out from **Friday 2 May 2025**. Please confirm acceptance as soon as possible, and by **12 noon on Friday 16 May** at the latest. If we have not heard from you by the end of that day we will assume that you no longer require the place.

Funding forms, agreement of terms and conditions and admissions forms should then be returned to Brambles by **12 noon on Friday 23 May**.

Yours faithfully,

The Brambles Pre-School team

**Brambles Preschool Session Request 2025/26 – return by noon on 25 April 2025**

<b>Child's full legal name</b>	
<b>Date of birth</b>	
<b>Current home address</b> <i>including postcode</i>	

**Please tick those that apply:**

My child no longer requires a place at Brambles

My child currently attends another setting but will be leaving to attend Brambles. The name of the other setting is: \_\_\_\_\_

My child will be attending more than one setting. The name of the other setting is: \_\_\_\_\_

If your child has been/will be attending another setting, was/is this on a term time only basis?

Yes                  No

*Please note that if your child has previously attended a setting under a stretched claim (including school holidays) then this may affect the hours you are able to claim at Brambles as there is an overriding limit to the total hours which can be funded in a twelve month period.*

**I would like to apply for the follow sessions (please tick)**

	Monday	Tuesday	Wednesday	Thursday	Friday
AM – 3hrs (9-12)					
PM – 3hrs (12-3)					
FULL DAY – 6hrs (9-3)					

**The sessions I have requested will be funded as follows:**

Universal hours (maximum of 15)	
Extended entitlement hours (maximum of 15, must have valid code from HMRC)	
Paid hours	
<b>Total</b>	

If there is high demand, I can be flexible on days: Yes / No

If there is high demand, I can be flexible on times: Yes / No

My child has the following sibling(s) who are pupils at Brampton Village Primary School:

Name	Date of Birth	Year group

**Please complete the following, so that we can get a head start with planning for September:**

Child's preferred forename			
Child's preferred surname			
Gender		Service family	Yes / No
First language		Home language	
Early Years Pupil Premium (see * below)	Yes / No	Premature birth	Yes / No
In nappies	Yes / No		
Medical needs – please continue overleaf if applicable			
Allergies – please continue overleaf if applicable			
Special Educational Needs – please continue overleaf if applicable			

**Parent/carer details**

Name	Address if different to child	Parental responsibility? (see below)
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## Communication details

Please confirm details of to whom queries/offer of a place should be sent:

Name:

Mobile:

Email: \_\_\_\_\_

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

**Parental Responsibility.** *A father has parental responsibility if he's married to the mother when the child is conceived, or marries her at any point afterwards. An unmarried father has parental responsibility if he's named on the child's birth certificate.*

**\*EYPP – Early Years Pupil Premium.** Your child may be eligible for EYPP if your family has a low income or is in receipt of certain benefits. See <https://www.gov.uk/get-extra-early-years-funding> for details.

### **Office Use Only**

Date Session Request Received: