



Riverside Community Primary School

Poole Park Road

St Budeaux

PLYMOUTH

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Headteacher: Brian Jones B.Ed (Hons) NPQH

Nursery Education Funding – Parent Declaration Form

Here at Riverside School we offer **15 free funded hours** per child per week in the six terms following their 3rd birthday until they are of compulsory school age(spaces permitting). It is a statutory requirement, therefore, for our early years setting to supply and verify the number of hours we are claiming by completion of a parent declaration form for each pupil every term.

Subsequently, in the first week of a new term, the **parent/carer of every child must sign a fresh Parent Declaration form**, paying particular attention to the current address and legal surname, date of birth, held to ensure that all information is correct. Any changes made to the declaration form must be clearly initialled by the parent/carer.

If you are completing this form for the first time you must ensure that we have seen either a copy of the birth certificate or passport to verify your child's date of birth.

This form must state clearly the number of hours being claimed (to the nearest half hour) together with details of any other setting your child may be attending.

Often parents are not aware that funding is based on the **attendance** of their child over a specific week and that regular non-attendance could result in your child's place being revoked.

This term our headcount week is 3rd October – 7th October 2016 inclusive and we will require completion and return of the attached form before this date.

Please note that should your child be absent in this week a written explanation will be required for record purposes.

Additional funding

Additional Government funding has been made available for three and four year olds from April 2015. Please complete the attached form and return it with your parent declaration form if you meet the specified criteria.

Please do not hesitate to contact the school office should you require any further information or help in completion of these forms.

Yours with thanks

Brian Jones

Mr B Jones
Headteacher