

PRESCHOOL ADMISSIONS and CHARGING POLICY



**St Cuthbert's C of E
Primary School**

The Chase, Great Glen, Leicester LE8 9EQ
Tel: 0116 2592764



Admissions

- It is our intention that our Pre-School service is genuinely accessible to children and families from all sections of the local community. In order to accomplish this:-
- Children are admitted after their third birthday, dependent upon availability of spaces. We have limited spaces to admit children after their second birthday.
- The deadline for initial applications will be set for the second week in March and notification of the allocation of places made mid-April each year. Every effort will be made to contact parents of eligible children in a timely manner; parents of children registered at St Cuthbert's will be notified of the deadline and the Pre-School advertised locally. Places may still be available after this date. Appointments will be set for parents to visit from February onwards. Late requests may be held on the waiting list.
- Admission to the Pre-School will be based on the following criteria, in the following order of priority
 1. Children of staff members employed at St Cuthbert's.
 2. Children living within the school catchment area.
 3. Siblings of children registered at St Cuthbert's
 4. Children whose parents can demonstrate that the child has particular needs which make their request for admission exceptional.
 5. Priority will be given to children who have turned three prior to the start of the academic year.
 6. Distance from school to home.
- Proof of residence will be required for each application. Places, or offers of places, may be withdrawn if they were based on incorrect information from parents or their representatives.
- A waiting list will be kept; as places become available they will be allocated according to the above criteria.
- Families using the service will be asked to complete the relevant paperwork to keep staff fully informed of their child's needs, including parental/guardian responsibilities, health information and dietary requirements.
- Staff will ensure the existence of the Pre-School is widely known throughout the community, through advertising locally.
- Parents are required to attend a settling in meeting prior to their child starting Pre-School. Failure to attend this meeting could result in your child's starting date being postponed.
- Once a place has been offered and accepted at the Preschool, we will consider requests to change the attended sessions or increase the number of attended hours, on a case by case basis. This will be subject to availability.
- If you wish to reduce the number of attended hours, we require notice during the half term before you wish to reduce the hours. No refund will be given should you attend for less hours, during the half term that notice is given.
- If you wish to leave the Preschool, we require notice during the half term before you wish to leave. No refund will be given should you leave during the half term that notice is given.

All policy statements and correspondence to parents will clearly state that attendance at the Pre-School does not give a subsequent entitlement to a school place.

Allocation of Sessions and Places in August Each Year

- Parents make requests for their preferred sessions. The Preschool will try to meet these requests where possible.
- Children who will be eligible for funding later in the year, can still apply to join the Preschool, but their parents/carers will be required to pay the fees until the funding is available, to ensure that the place is retained. Please discuss this further with the School Business Manager.

- We try to be flexible about the allocation of morning and afternoon sessions and endeavour to accommodate preferences provided that this does not disrupt the pattern of continuity in the setting or prevent other new children from joining the Preschool.

Charging and Payments

Eligibility for Government Funded Hours – Free Early Education Entitlement (FEEE)

- At St Cuthbert’s Pre-School, the Free Early Education Entitlement (FEEE) allows 15 hours per week of free childcare for eligible 2 year olds and all 3 & 4 year olds– for 38 weeks (term-time) of the year (15 hours x 38 weeks of term - time = 570 hours). This entitlement begins the term after your child’s third birthday.

Child’s birthday between:	When you can claim:
1 January to 31 March	From the 1 April following their 3rd birthday, or if eligible, following their 2nd birthday
1 April to 31 August	From the 1 September following their 3rd birthday, or if eligible, following their 2nd birthday
1 September to 31 December	From the 1 January following their 3rd birthday, or if eligible, following their 2nd birthday

- This does not stop you taking up a place for your child as soon as he/she turns three but it must be fully funded by you until your child is entitled to the FEEE funding the following term.
- Parents are required to complete a Parental Statement of Undertaking (PSOU) form, stating how many hours of funding parents wish to claim. This form must be updated if there is any change to the child’s hours.
- Parents will also need to supply a copy of their child’s birth certificate when the child initially qualifies for funding. Without this information the pre-school will not be able to claim any hours and you may be charged.
- In order to be eligible for the payment, parents must ensure that the child attends the pre-school for the full session that is being claimed for. The local authority, who check our attendance registers, will monitor this. If a child is consistently being dropped off late or picked up early, funding will be reclaimed if we are visited by a compliance officer.

Non Attendance

It is the requirement of the funding that the child attends pre-school regularly and that we are made aware of any reasons for non-attendance.

Fees are payable monthly in advance based on the session request form. Additional payments will need to be made promptly at the end of the month for any additional sessions competed outside if the original request form.

There is a late collection charge of £5 for the first five minutes, with an additional £5.00 for every five minutes thereafter as stated in the booking form.

There is a late payment charge of £10 for any payments not made by the due date to cover administration costs. Payment should be made using the on-line Family system.

We are happy to receive payment from Family Working Tax Credits, Computershare vouchers etc.

Details of the type of voucher, including registration number should be included on the admission form.

Parents must notify the main office if their child will not be attending for any reason.

Refunds cannot be made in the case of illness or attendance at other nurseries.

Parents can take their child out for five days holiday without cost if it is taken in a single block.

Non-payment of fees will result in the withdrawal of place(s) within the pre-school

Entry into St Cuthbert's C.E Primary School

- St Cuthbert's C.E Primary School is a Local Authority maintained school and the Local authority administer the admissions policy. Parents must understand that a place at the Preschool does not guarantee a place at St Cuthbert's C.E Primary School.

Please sign below to confirm that you have read, understand and agree to the Preschool Admissions Policy

Print Name: _____

Sign: _____

Date: ____/____/____

Data will be processed to be in line with the requirements and protections set out in the General Data Protection Regulation