



Pre-school admissions, charging and deferral policy

Created: November 2017

Reviewed: Spring 2020

Next Review: Summer 2021

Entitlement to Early Years Education and Childcare

As a voluntary aided school, the Governing Body is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications.

St. Peter's C of E Primary School accepts children from the term after their 3rd birthday when they can access the Early Years Entitlement.

The Preschool offers the **30 hours per week government funded** early years education entitlement up to a total of 570 hours per academic year. This funded entitlement can also be shared with other settings but on no more than two sites in any one day. Parents will be required to sign a Parent Declaration Form if they are also attending another setting for funded time. Parents cannot exceed 30 funded hours per week for 38 weeks a year during school term time. **However, additional sessions (a minimum of three hours) can be purchased termly, subject to availability and the completion of parent/ school contract and at a cost of £15 per session.** These must be paid for in advance.

If your child is born between	They are eligible for a funded place in the term following their third birthday.
1 September and 31 December	Spring Term (January)
1 January and 31 March	Summer Term (April)
1 April and 31 August	Autumn Term (September)

Session times are as follows:

Morning session	9.00am -12 noon
Afternoon session	12 noon – 3pm
All day session	9.00am - 3pm

The 30 hour entitlement can be made up by using 10 x 3 hour sessions. There is an expected minimum of two sessions (i.e. 6 hours) per week in order for children to settle most effectively.

Setting sharing

If you choose to share your child's education with another setting you need to provide us with the 11 digit code and your National Insurance Number in order for us to gain the 15 hours funding and check eligibility. If not, you will be liable for the cost of the childcare you have received.

Extended Hours

Some families may need a longer day; we can also offer Pre-school places in our after school provision. This session is: 3.00pm – 6.00pm. Details can be found on the school website.

The provision after school will differ from the core early years provision between 9.00am and 3.00pm, as there will be older children attending.

Criteria For Admission

The responsibility for determining the admissions for Preschool age children lies with the Governing Body of the School.

St Peter's C of E Primary School has 32 places available for Preschool age children in any one session.

Parents register a note of interest for their child to attend by contacting the school through the link on the school website <http://www.st-peters-school.org.uk/parents/foundation-stage-unit/note-of-interest/> or if you prefer in person, by phone (01395 443167) or email (preschooladmin@sps1.org.uk). You will receive an acknowledgement of your application of interest in five working days. Being placed on the note of interest list **does not** guarantee a place in the Preschool. You will receive an application form the term before your child is due to start. Places will be allocated using the criteria for admission below:

Sessions will be allocated using the criteria below:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Priority will next be given to children based on their exceptional medical or social needs or those of a parent with evidence from a medical specialist or social worker of the child's or parent's need and why they must attend this school rather than any other, based on those needs.
3. Priority will next be given to children within the catchment area who are siblings of pupils of this school.
4. Priority will next be given to other children living within the catchment area.
5. Priority will next be given to children of members of staff who have been employed at this school for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.
6. Priority will next be given to children living outside the catchment area who regularly attend (or whose parents regularly attend) St Peter's Church, Budleigh Salterton.
7. Priority will next be given to children living outside the catchment area who regularly attend (or whose parents regularly attend) a Christian church.
8. Priority will next be given to children living outside the catchment area who are siblings of pupils of this school.
9. Other children.

Tie breaker – to prioritise applications in the same oversubscription criterion, we will use:

- a) straight-line distance from home to school and,
- b) where distances are equal (within a metre) we will use a Random Ballot.

Criteria for Admission - Oversubscription

If more applications are received than can be accommodated the following procedure will be applied.

The Early Years Leader, Head Teacher and Governing Body will consider children from each priority category (as above) in turn until all available places have been allocated.

When the Preschool is oversubscribed:

- Further information may be required to verify the home address e.g. Council tax bill/ utility bill.
- Where a family claims to be resident at more than one address, justification and evidence of a family's circumstances (e.g. legal separation) will be required.
- If a child spends part of the week with parents at different addresses, the home address will be where they usually spend the majority of the school week (Monday to Friday, including nights) with a parent.

Parents will be asked to declare that the address used will be their place of residence beyond the date of the child starting in Preschool. The offer of a place may be withdrawn if false or misleading information is given.

St. Peter's C of E Primary School has a complaints procedure that can be followed if parents are unhappy with the decision made by the Early Years Leader, Head Teacher and Governing Body. This can be found on our school website.

Admission Criteria if parents are deferring entry to Reception, or delaying entry into year 1, and keeping their child in Pre-school.

This section is for parents/carers who wish to **defer** entry to Reception Year or delaying entry into year 1 (i.e. missing Reception year) and wish for their child to remain in, or start, Pre-school for the Autumn, Spring or Summer Term. The Early Years Leader, Head Teacher and Governing Body will review the reasons for deferral/delay and either accept or reject this in regards to the best educational and welfare interests of the child.

The online admissions form for Reception must still be completed with the local authority in order to gain a Reception place. www.devon.gov.uk/admissions.

If a child defers/delays entry to school and **remains** in Pre-school they will have the option of applying for their current or new Pre-school sessions as do the other children currently attending Pre-school. They will be subject to the same Pre-school admissions criteria. This must be done by the deadline for the schools admissions places.

Applications and Session Allocations

Parents should complete the application form and contracts sent out by the school. These are sent out to parents and carers who have submitted a note of interest form.

Parents will receive a Pre-school contract within 10 working days of the application deadline date shown on our welcome letter. **Sessions are not guaranteed unless the contracts are returned and signed within the deadline shown on the contract.** The deadline is usually the start of the half term holiday before your term of admission, but will be stated on your contract letter.

We will endeavour to do our best to meet the session requirements of all parents. This is not a guarantee that you will get exactly what you want and we ask for parents to be flexible when we are trying to accommodate the needs of all parents. New children to the Pre-school will have sessions allocated after existing children have had their current sessions allocated, however, if they choose to change these criteria for admission would be applied.

Applications received after the deadline date will be considered as a late application. Places will be offered if available or names added to the waiting list in order of the Admissions Criteria. If we do not hear from you by the deadline date we will assume that you do not want the place and the sessions will be reallocated. You will need to inform school if you are unable to meet this deadline.

Once a child has a session allocated, it is theirs until they leave, or until the parents decide to change their session requirements.

Parents must provide a copy of their child's birth certificate, passport or other evidence showing the child's name and date of birth to confirm child's date of birth.

Parents of existing Preschool children will be asked each term via Tapestry and a text reminder which sessions they require for the following term. It is the responsibility of parents to check Tapestry or the school office for this.

- Sessions (funded and additional bought) already attended will be secured automatically for the next term unless there is a request to change in which case the criteria for admission would be applied.

Additional Bought Sessions and Charges

Additional sessions are subject to availability and will be allocated using the admissions criteria stated in our admissions policy. They will be allocated **after** Government funded hours have been allocated, unless previously held.

Sessions are charged as stated at the start of this document. This charge will be reviewed at the end of each term.

Additional sessions must be booked and paid for in advance, in agreement with the school office. There are payment plans to assist parents with this.

A month's notice is required should parents/carers wish to cancel long term additional sessions at the school. **St. Peter's C of E Primary School reserve the right to charge a month's fees should parents not provide this notice and they cannot fill the session.**

Fee Payment

An invoice will be issued in advance of any Additional Bought Hours beginning and the arranged payment should be made by the date stated on the invoice prior to the start of the half term in question.

Individual payment arrangements can be discussed with office staff should you think you have circumstances in which you need to pay in instalments.

If a child is absent due to sickness, refunds or reductions are **NOT** available for absence. (Preschool costs do not diminish if your child is ill.)

Sessions cannot be swapped or exchanged for other sessions but, if available, Additional Bought Hours can be purchased prior to the session starting.

In the case of prolonged unexpected absence e.g. serious illness, fees will be refunded at the discretion of the Head teacher and the Governing Body.

Childcare vouchers can be used. These provide help with childcare costs. See DISC factsheets for more information.

Fee Arrears

All Additional Bought Hours are to be paid for prior to the sessions being taken. If fees are not paid on time, the Administrator will notify the parent/carer with a text reminder or call on the day of expected attendance and the child will be unable to attend their Additional Bought Hours sessions until monies have been paid.

Cancelling Sessions

The permanent cancellation of any government funded entitlement sessions can be made at any time. Parents/Carers will be required to sign an updated parent/ school contract and put this in writing.

Any permanently cancelled sessions will be made available to other children in Preschool. Once cancelled, similar sessions cannot be guaranteed if circumstances change.

There is a £5 admin fee for changes to Additional Bought Hours sessions during the term.

Liability Statement

It is acknowledged that St. Peter's C of E Primary School will not be under any liability or responsibility to the parent or child in respect of any temporary interruption in or temporary failure or delay in providing facilities, if such failure or delay is caused by a temporary unavailability of staff, building or maintenance work to the Preschool, fire, abnormal weather conditions, Government actions or regulations or by some other cause (whatever the description and not necessarily limited to foregoing examples) beyond the reasonable control of the School, provided always that, if the school shall be totally unable to provide the facilities during opening hours for longer than one week, the client shall receive a credit of any appropriate proportion of their fee or if it is part of the child's entitlement we will endeavour to make up the time at a later date.