



Pre-school admissions, charging and deferral policy

Renewed: Spring 2026

Next Review: Spring 2027

1. Eligibility & Starting

We accept children from the term following their 3rd birthday

If your child is born between:	They are eligible to start in:
1 Sept – 31 Dec	Spring Term (January)
1 Jan – 31 Mar	Summer Term (April)
1 April – 31 Aug	Autumn Term (September)

2. Sessions & Funding

We offer the government-funded working entitlement (15 or 30 hours) up to 30 hours per week during term time (38 weeks)

Session Times:

- **Morning:** 9.00am – 12.00pm
- **Afternoon:** 12.00pm – 3.00pm
- **All Day:** 9.00am – 3.00pm

Minimum Attendance: We expect a minimum of two sessions (6 hours) per week to help children settle effectively.

30-Hour Funding: This can be taken as 10 x 3-hour sessions. If you are eligible, you must provide your 11-digit code and National Insurance Number for verification.

Sharing Providers: You may split funding with one other setting (max 2 sites per day). It is your responsibility to ensure you do not exceed your total funded hours.

3. How to Apply

Step 1: Note of Interest

Register your interest by contacting the nursery admin on nurseryadmin@sps1.org.uk We will acknowledge this within 10 working days.

Step 2: Formal Application

The term before your child is due to start, we will email you the application form.

- **Deadline:** Usually the start of the half-term holiday before admission (specific dates will be in the email)
- Late applications are processed after on-time applications

Step 3: Confirmation

If we can offer your preferred sessions, you will receive a confirmation email and a Preschool Contract ahead of starting.

Important: The place is not secured until the Confirmation Form is completed by the deadline

4. Admissions Criteria (Allocation of Places)

If we are oversubscribed, places and sessions are prioritised in this order:

1. **Looked After Children** (currently in care) or children previously in care (including those adopted from state care)
2. **Medical or Social Need:** Children/parents with exceptional needs, supported by specialist evidence stating why St Peter's is essential
3. **Catchment + Funded (2YO/PP/DAF):** Children in catchment eligible for 2-year-old funding, Early Years Pupil Premium, or Disability Access Funding
4. **Catchment + Working Parents:** Children in catchment eligible for extended entitlement (15 or 30 hours)
5. **Catchment + Siblings:** Children in catchment with a sibling currently on roll at the school
6. **Catchment + Other:** Other children living within the catchment area
7. **Staff Children:** Parents employed at the school for 2+ years or recruited to fill a skills shortage.
8. **Out of Catchment + Siblings:** Children outside catchment with a sibling currently on roll
9. **Out of Catchment + Funded:** Children outside catchment eligible for 2-year-old funding, Pupil Premium, or Disability Access Funding
10. **Church Attendance:** Children/parents who regularly attend a Christian church
11. **All Other Applications**

Tie Breaker: We prioritize straight-line distance from home to school. If distances are equal, a random ballot is used

Note: Admissions are determined by the Governing Body. Being on the "Note of Interest" list does not guarantee a place.

5. Fees & Payments

For sessions not covered by government funding (Additional Bought Sessions), the following applies:

- **Cost: £19.50** per session.
- **Payment:** Fees must be paid in advance. Invoices are issued before the half-term and must be paid by the date stated.
- **Arrears:** If fees are not paid in advance, future sessions may be offered to other families.
- **Vouchers:** We accept Tax-Free Childcare and vouchers.

Cancellations & Absence:

- **Sickness:** No refunds are given for short-term sickness/absence. Prolonged serious illness refunds are at the Head Teacher's discretion.
- **Cancelling a Place:** We require **one month's notice** to cancel long-term additional sessions. Failure to provide notice may result in a charge of one month's fees.
- **Changes:** There is a £5 administration fee for changing "Additional Bought Hours" during the term

6. Deferrals & Delays

Parents wishing to defer entry to Reception or delay entry to Year 1 while remaining in Preschool must make a formal request. Approval is at the discretion of the Head Teacher and Governing Body, based on the educational and welfare interests of the child. Standard admissions criteria apply to these places.