

# Woodland Grange Pre-School

## ADMISSIONS and CHARGING POLICY

Admissions to the Pre-School (this does not include main school Foundation Stage) are managed by the school and are the responsibility of the school's governing body.

### 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.
- 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 Woodland Grange 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 Woodland Grange.
  2. Children living within the school catchment area.
  3. Siblings of children registered at Woodland Grange.
  4. Children whose parents can demonstrate that the child has particular needs which make their request for admission exceptional.
  5. 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 Places, or offers of places, may be withdrawn if they were based on incorrect information from parents or their representatives.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 deposit of £50 will be required to secure a place. This will be refunded by cheque when the child leaves or if a place cannot be allocated. It is however, non-refundable if the child does not start on the agreed date.
- 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.

**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.**

## CHARGING AND PAYMENTS

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

Nationally and across Leicestershire, all three and four year olds are entitled to 15 hours of free early learning and childcare per week – 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.** Please note, if your child's third birthday is in September, October, November or December, the FREE entitlement does not begin until January. Similarly, if your child's third

birthday is between January and Easter, the free entitlement does not begin until the start of the new term after Easter. If your child's birthday is between Easter and August, the free entitlement does not begin until the new school year in September. ***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 completed at the beginning of each term (even if parents are claiming exactly the same hours as the previous term). Parents will also need to supply a copy of their child's birth certificate when the child initially qualifies for funding. The funding will then be deducted from the invoice. This funding cannot be used to cover the cost of dinners taken.

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. This will be monitored by the local authority who check our attendance registers. Odd occasions of arriving late or leaving early together with sickness or holiday are permitted. It is the parent's responsibility to claim only for those hours the child attends pre-school; funding could be withheld if the child does not attend regularly and parents will then be responsible for the full cost of care.

### 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.

Parents will be required to sign a non-attendance log – again, this is a requirement of Leicestershire County Council.

- A deposit of £50.00 is required (payable to LCC Woodland Grange) payable when applying for a place per child. This is refunded when the child leaves, subject to one month's written notice of intention of withdrawal or if a place cannot be offered.
- Current rates are available from any member of staff at the Pre-School, by visiting the pre-school website [www.wg-preschool.com](http://www.wg-preschool.com). Fees are payable monthly in advance for all year round places and termly in advance for term time only places. Term time only invoices can be paid in two equal amounts. For year round places, the invoice can be paid in equal monthly installments.
- 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 School Gateway 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 Pre-School Leader 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.
- Parents may alter their child's sessions twice per year (dependent on sessions being available) but due to the administration costs of recalculating invoices, an administration fee of £15 is charged for each change. One term's notice is needed for any changes.
- Non-payment of fees will result in the withdrawal of place(s) within the pre-school