GREENFIELD PRE-SCHOOL
ADMISSIONS AND CHARGING POLICY

Approved by Governors (date) .....

Signed on behalf of the Governing Body .....

Chair of Governors

Greenfield Pre-School

Admissions and Charging Policy

Introduction

The governing body of Greenfield Primary School applies the regulations on admissions as fairly and equally as possible to all who wish to attend the school.

Aims and Objectives

- We are an inclusive pre-school that welcomes children from all backgrounds and abilities
- All applications will be treated on merit and in a sensitive manner
- The level of ability of a child or any special needs that she/he may have plays no part in the admissions policy of this school

The governors will ensure that:

- The pre-school is widely known within Countesthorpe and the surrounding areas
- That the pre-school is genuinely accessible to children and families from all sections of the community

Admission criteria

Children can be admitted to the pre-school on a parent pay basis as soon as they turn two. A child is eligible for the government's Free Early Education Entitlement (FEEE) funding at the start of the school term after their 3rd birthday, or if eligible, the start of term following their 2nd birthday.

Places are offered as follows:

1. Children of staff members employed at the pre-school and/or Greenfield Primary School

2. Those children taking full time care

3. Length of time on the waiting list

4. Children with siblings at the pre-school and/or Greenfield Primary School

5. Children who are Looked After (in Care) or who are subject to a Special Guardianship, Adoption or Residence order, or whose parents can demonstrate that the child has particular needs which make their request for admission exceptional

6. Children living within the Greenfield Primary School catchment area

A child's name can be added to the waiting list following their first birthday.

Due to high demand for places, offers will be made to parents/carers to be accepted within 72 hours. If the offer is not accepted the application will be returned to the waiting list for a further six weeks and then archived.

We will endeavour to offer all requested sessions but this may not always be possible. Where this is the case we will offer alternatives to parents/carers.

To enable staff and pupils to build a relationship, it is advised that children attend for no less than two sessions per week.

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.

Parents/carers using the service will be asked to complete an admissions process and to keep staff fully informed of their child's needs, including parental/carer responsibilities, health information and dietary requirements.

Responsibility for admissions decisions lies with the Head teacher with the support of the governing body.

Fees and payments

A deposit of £50 will be required to secure a place. This will be refunded by cheque when the child leaves (subject to one month's written notice of intention of withdrawal) or if a place cannot be allocated. It is however, non-refundable if the child does not start on the agreed date.

Eligibility for Government Funded Hours – FEEE

From 1st September 2017, nationally and across Leicestershire, subject to parents' meeting the criteria[1], all three and four year olds are entitled to 30 hours of free early learning and childcare per week for 38 weeks (term-time) of the year (30 hours' x 38 weeks of term-time = 1,140 hours). This entitlement begins the term after your child's third birthday. Eligibility must be checked by a parent/carer every term at https://www.childcarechoices.gov.uk/

A child born between:	**Will be eligible for a free place from:**
1st April and 31st August	The start of the autumn term after their 3rd birthday until statutory school age.
1st September and 31st December	The start of the spring term after their 3rd birthday until statutory school age.

[1] https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds

1st January and 31st March	The start of the summer term after their 3rd birthday until statutory school age.

This does not stop a child taking up a place as soon as he/she turns three but it must be fully funded by parents/carers until the FEEE entitlement the following term.

Funded sessions will be deducted from a parent/carer's invoice up to a maximum of 3 hours per morning or afternoon session up to a maximum of 6 hours per day.

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 first registration and each time the funded sessions change. Parents will need to supply a copy of their child's birth certificate when the child initially qualifies for funding.

Stretched offer

The pre-school will offer stretched hours where a parent/carer may 'bank' some of their child's FEEE hours to use over the holiday periods. For more information, please ask the pre-school staff.

Free Early Education for two year olds

Some two year olds may also be eligible for FEEE funded session subject to certain criteria. Parents can check their eligibility here https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds

Early Years Pupil Premium

A three or four-year-old receiving FEEE sessions whose parents claim certain benefits or where the child has left care through a special guardianship, adoption or residence order, may be eligible for the Early Years Pupil Premium (EYPP). This additional Government funding is currently £300 per year and is paid to the pre-school to help your child's learning. It is up to the pre-school to decide on the best way to spend this money. Parents will be asked to complete a Voluntary Registration form to check eligibility when they apply for a pre-school place. For more information, please see our Early Years Pupil Premium policy.

If you receive this benefit this will end once your child leaves the pre-school. Once your child starts at primary school, if you qualify for certain benefits your child may be able to receive the Pupil Premium grant which can be used to support your child's learning. You will need to apply for Free School Meals for the school to receive this grant. Your primary school will tell you more about this during their induction process.

Fees

Fees are payable in advance and should be made using the school's online payment system, Parentmail. Invoices are issued on the 20th of each month, for the following month's fees and all payments need to be received by the first day of the forthcoming month. We also accept payments under the government's Tax-Free Childcare scheme and Childcare Voucher schemes. Parents can find out more information here https://childcare-support.tax.service.gov.uk/

Fees are payable for all booked sessions including when your child is ill, on holiday (regardless of the amount of notice given) occasional days off, school trips or closure of the pre-school due to an unforeseen event. Current fees are available from the school office or by visiting the pre-school website at greenfieldprimary.net.

Late charges

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

There is a late payment charge of £10 for any payments not made by the due date to cover administration costs.

Changes to sessions

One month's notice is needed for any changes to sessions.

Parents may alter their child's sessions (dependent on sessions being available) but due to the administration costs of recalculating invoices, an administration fee of £5 is charged for each change. Where there are no changes to existing sessions but additional sessions are being added this can be done without notice or fee subject to availability of places.

Non-payment and refunds

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

Meals, snacks and drinks

All meals, snacks and drinks are included in the fees, including a hot school dinner at lunchtime.

Other fees

Other fees that are chargeable and items for which voluntary contributions are requested, are covered in Greenfield Primary School's Charging and Remissions policy.

Attendance

Parents must notify the pre-school teacher if their child will not be attending for any reason. Children should be in attendance for all of the FEEE funded time claimed for, unless there is

a valid reason such as illness or holiday. This will be monitored by the local authority who check attendance registers and parents will be required to sign a non-attendance log for all sessions not attended.

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.

Admission into Greenfield Primary School

Parents/carers are advised that a place at the pre-school does not guarantee a place at Greenfield Primary School. Places for first time admissions are administered by the Leicestershire County Council under their Admissions Policy and applications for starting school should be made through the online portal at https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions.

The school reserves the right to change this policy at any time. This policy will be published on the school website or parents can request a copy from the pre-school.

This policy will be reviewed annually by the Business Committee or when there are significant changes.

Version	Date	Comment
V5	Date created: 7/6/2018 Review date: June 2019	A Gordon