

Littledean Church of England Pre-School

Admissions and Fees Policy – September 2026

Admissions

It is our intention to make our pre-school accessible to children and families from all sections of the local community regardless of ethnicity, gender, special education needs, disabilities, background or religion.

Littledean C of E Pre-School is open to all children from their third birthday. Parents can be invoiced for hours if they are not entitled to the 15 hours Government Funding or 30 hour Governing Funding

15 hours Government Funded Grant

All children are entitled to 15 hours of free nursery education from the term after their third birthday. At Littledean C of E Primary School and Pre-School children can be admitted to the Governor run pre-school the term after their third birthday. For example:

- A child turns 3 between 1st September and 31st December, they can start in January.
- A child turns 3 between 1st January and 31st March, they can start in April.
- A child turns 3 between 1st April and 31st August, they can start in September.

We admit children into the pre-school in September and if places are available we will admit children in January and April. This is due to the way in which funding is allocated from the Local Authority. The Admissions Limit for the pre-school is 16 children in any session.

30 hours eligibility:

Some families are entitled to up to 30 hours of free childcare. Parents are eligible for up to 30 hours if they meet the following criteria:

- You, and any partner, must each expect to earn (on average) at least £125 per week (equal to 16 hours at the National Minimum or Living Wage).
- If you, or your partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible.

Parents who believe they are eligible, must gain an eleven digit code from the link provided on the Childcare Choices website (<https://www.childcarechoices.gov.uk/>). If a place is offered to a parent who wishes to claim up to 30 hours of childcare, they must provide the eleven digit code in order for the school to check validity. Once confirmed, a place will be confirmed.

Application Process

- Parents requesting a place for their child should complete the pre-school application form, which can be obtained from the school office or the Pre-School Lead.
- Application forms will be available for any parent on request.
- Parents will be informed of the success of their application in writing.
- Parents will be expected to confirm their acceptance of the place in writing within two weeks of the offer.

A minimum of 3 sessions are required to be taken.

Allocation of Sessions

Parents will be required to give preference with regards to session options when they apply for a place. Account will be taken of any preference for sessions expressed by parents, but preferences will be allocated subject to availability and are not guaranteed. If a preferred session is unavailable, the child will be offered an alternative session.

Please note: Due to government legislation, admission to the pre-school **does not** give priority admission to the reception class.

Criteria for Admissions

The school will offer children a place in the pre-school in the term following their 3rd birthday if a place is available. Those applications received shall be considered and offered places strictly and solely in accordance to the following criteria.

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
2. Children who have siblings attending Littledean C of E Primary School at the time the applicant child is admitted. For this purpose, sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of a parent/carer's partner as well as children who are brought together as a family by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address, at the time of application.
3. Children with the strongest geographical claim, measured in a straight line from the ordnance survey address point of the child's home address (including flats) to the ordnance survey address point of the school.
4. Children who are in their final year of pre-school (aged 4 in the previous September) will be given preference over children who are in their first year of pre-school (aged 3 in the previous September).

Oversubscription Criteria

Where the pre-school is oversubscribed (i.e. there are more applications than places available) initial applications will be made in accordance with the admission criteria.

Decisions on oversubscribed places will be made by school staff following the oversubscription criteria. There is no form of appeal for unsuccessful applications.

Leavers during the Year

If a child is withdrawn by their parents from the pre-school during the school year, parents must give the school a minimum of 6 weeks' notice. The place of a child who has been withdrawn cannot be held open and will automatically be made available to allocate to another child on the list. If the parents later wish their child to return to the pre-school they will have to re-apply for a place and the application will be considered according to the criteria.

Attendance/Loss of Places

If a child is absent for a period of 2 or more weeks without any contact from the parents the school's safeguarding procedures will also be put in place and the child will be reported as being absent from education. In addition, the child may lose their place and it will be offered to someone else. This will be decided by the Head Teacher and letter explaining the situation sent to the parents.

Consideration List

A consideration list will be kept by the school of names, addresses, DOB, telephone number and date of registered children who are interested. Children wishing to attend the pre-school can be placed on the consideration list after they have reached their first birthday.

Pre-School Fees

From September 2025 Pre-School will be open the same days as the school.

Sessions will run from:	8.40 – 12.10	3.30 (hours / minutes)
	8.40 – 1.10	4.30
	8.40 – 3.10	6.30
	12.10 – 3.10	3.00
	1.10 – 3.10	2.00

Parents will be charged for a whole session even if they drop late or collect early. (Late drop and early collection will be discouraged as this is disruptive to the children in the setting).

Parents will be charged in full if their child does not attend due to holiday or illness. Six weeks' notice is required should they wish to withdraw their child from the setting.

If the setting is closed due to exceptional circumstances i.e. loss of use of premises, snow etc. fees will still apply.

If the setting closes for other reasons i.e. staff absences, training, etc. parents will be offered hours on other days if possible. A refund will only be offered in exceptional circumstances.

Pre-School Fees can be paid through:

- 3 and 4 Year old Funding Grant
- Kiddie Vouchers
- Invoice

Grant Funding forms will be completed by the parent at the start of each term (3 times per year) and claims will be made by the Business Manager following the timetable provided by GCC.

The cost for invoiced hours will be based on the Government Grant funding hourly rate. The price will increase each September. From 1st September 2026 to 31st August 2027 the invoice hours will be charged at £7.00 per hour.

An invoice will be raised by the Business Manager at the start of the term for parents who wish to pay by Kiddie Voucher or invoice. (3 times per year). Payment must be made through our online system www.parentpay.co.uk as we are a cashless school.

Payment must be made in advance of attendance at the setting (weekly payment is acceptable) unless alternative arrangements have been agreed by the Parent and Head Teacher.

Non Payment.

A gentle reminder will be sent two weeks after the date of the invoice. If no payment has been made a further reminder will be sent in week 3.

If payment has not been received by week 4 a final reminder will be sent.

If payment has not been received by week 5 or alternative arrangements for payment has not been agreed a letter will be sent to the parent asking them to remove their child from the setting for the invoiced hours. They will be able to attend for any grant funded hours.

The Governors and Head will decide whether to take legal action to cover the debt or write off the debt as detailed above.

Reviewed April 2026 Agreed by Governors 22nd April 2026 Next Review – March 2027

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