



BUGLAWTON PRIMARY SCHOOL

Be the Best We Can

Preschool Admissions Policy

This policy is written in conjunction with our Charging and Remissions Policy, Preschool prospectus and Debt Management Policy.

Purpose

We are delighted to offer our on-site, Governor-led, Preschool with a warm, welcoming and nurturing environment where children can achieve our motto, 'Be the best we can'. The purpose of this policy is to clarify the admission process. Preschool is a non-statutory phase of education and admissions are handled by our school office rather than through the local authority. The responsibility for setting and implementing this Admissions Policy rests with the school and there is no statutory framework for appeals against any admission decisions made.

Age of Admission

Children may be admitted to Preschool following their 3rd birthday. An agreed start date at the beginning of the term following their 3rd birthday would be advisable to allow time for settling in sessions.

Application Process

Preschool admission forms are available by contacting the school office on admin@buglawton.cheshire.sch.uk or 01260 633080. Completed forms should be returned, as quickly as possible, along with a copy of your child's passport or birth certificate which is required as ID.

Places are allocated on a 'first come, first served' basis subject to our over-subscription criteria (see below). You will be advised upon returning your forms whether there is space to offer the requested start dates and sessions, or whether your child's name will be added to the waiting list.

Over-subscription Criteria/Waiting List

The over-subscription criteria below will apply if the Preschool is full and will be used to determine the priority in which places will be offered, as and when they become available.

- 1) Children currently 'on roll' within the Preschool are given priority to extend or change their hours, paid or otherwise.
- 2) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.
- 3) Children with a sibling who will be attending Buglawton Preschool or Buglawton Primary School at the time of admission.
- 4) Children living within the catchment area of the school.

- 5) Other children by distance from the school, with priority for admission given to children who live closest to the school as measured in a straight line.

We reserve the right to consider applications for priority admission before the over-subscription criteria. Priority admissions are offered at the discretion of the school and would follow a recommendation from an appropriate professional (for example a GP, Health Visitor, Social Worker or Speech Therapist) that entry to the Preschool would be of real benefit to the child concerned.

Nappy Changing & Toilet Training

From September 2024, we require ALL children in the Preschool setting to be fully toilet trained, unless there is an identified medical need. If your child is not 'dry', we strongly encourage the parent/carer to achieve toilet training, as soon as possible, to avoid a refusal of admission. Any concerns around this can be discussed with the Preschool team prior to your child's admission date.

Sessions Offered

Our Preschool sessions offered are as follows:

8.45 – 11.45 am	Morning session
11.45am – 12.15pm	Lunch session (available to those doing a full day only)
12.15 – 3.15pm	Afternoon session

Children must attend a minimum of four sessions per week. The attendance pattern you choose for your child when applying for a place will be chargeable throughout the academic year, regardless of attendance on the day. If at any time you wish to reduce your child's sessions, you will need to give one month's written notice to the school office, either by letter or email.

Attendance

Regular attendance is required to maintain a place at the Preschool. Should there be a 3-week period of non-attendance, we reserve the right to offer the place to the next child on the waiting list.

15 Hours

All 3 and 4 year olds in England are entitled to up to 570 hours of free childcare per year, which is offered as 15 hours per week during term time. Your child will become eligible for 15 hours free childcare in the term after their 3rd birthday, so for example, if your child was born in January, they would be eligible for free childcare in the Summer Term. Please refer to our term dates on our school website for date eligibility.

30 Hours

You may be eligible for 30 hours free childcare per week if you or your partner are working. Please visit <https://www.gov.uk/30-hours-free-childcare> for more information.

If you are eligible, you will need to provide your 30-hour code, your full name, date of birth and National Insurance number to the Preschool. You are also responsible for reconfirming your details on the above website every 3 months, or your code will expire. **Without a valid code, we cannot apply for 30 hours funding on your behalf and you will become liable for the Preschool fees.**

Self-Funded Sessions

If your child is eligible for 15 hours funding and you are not eligible for 30 hours, you may pay for additional sessions at the costs outlined below:

Fees

Full day	£25
Half day	£14
Lunch session	£2.50

Those children using all their free childcare hours towards morning and afternoon sessions, or doing self-funded full day sessions, will need to pay for the lunch session at a cost of £2.50 per day. If your child requires a school dinner, this will be chargeable on top of the lunch session cost or children may bring a packed lunch from home. School meals must be paid for, in advance, via your Scopay online pupil account.

If you have any unused free childcare hours, these may be used to cover the cost of the lunch session at a rate of 30 minutes per day.

Payment of Monthly Fees

Invoices will be issued at the start of every month requesting payment, in advance, for any self-funded sessions or lunch sessions not covered by free childcare hours.

Any balance owed should be paid via Scopay within 5 days of receipt of invoice, including where payments are made by Childcare Vouchers or Tax-Free Childcare. Any difficulties in making payment within the deadline should be discussed with the school office, as soon as possible.

Wraparound Care

Preschool children can attend the school's Breakfast and After School Clubs. These clubs take place in the school hall and run between 7.30 to 8.30am and then 3.15 to 6pm each day. Pupils will be taken to and from the Preschool by one of the club's staff.

The current cost of our Breakfast Club is £4 and After School Club £9. These fees are charged per child, per day, and must be booked and paid for, in advance, via your Scopay account. Free childcare hours may be used to fund regular, weekly wraparound care sessions and this should be discussed with the school office at the point of completing the admission forms.

Help Paying for Childcare

For further information on free childcare hours and other government help with childcare costs, visit <https://www.childcarechoices.gov.uk/>

EYFS & Admin Team
June 2024