



GREENFIELD PRE-SCHOOL ADMISSIONS AND CHARGING POLICY

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 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

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 sessions
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

Admissions process

Your child's needs

When making an offer of a place we consider the needs of all children in pre-school. When we invite you in for an initial visit with your child, we will discuss your child's needs and stage of current development. This forms an important part of understanding your child and

our plan for their entry into pre-school. We assess whether we are an appropriate setting for your child and we can meet their needs. In some cases, we may not be able to offer a place due to the needs of individual children.

Sometimes, we may need to delay a start or consult other agencies so we can get the best support for your child. We may also apply for additional funding to support your child. As part of our assessment we may offer reduced hours until we are able to fully assess your child's needs and we feel they are ready to step up to more hours, with the right support.

Initial baseline assessment

Once your child is admitted into pre-school, we carry out an important baseline assessment during the first month. This looks at all areas of learning, cognitive skills, communication and language skills, self-care and independence.

If we feel your child needs more support or is overwhelmed with the hours that they attend, we may reduce your child's hours with the aim of a gradual increase over a period of time until we feel they are able to cope. This is known as a graduated approach and is recognised good practice in Early Years and SEND practice. Support will be given to help your child to do this.

Occasionally, and very rarely, we may withdraw the place and discuss with you the reasons why. We may direct you to other agencies or specialist settings if we feel it is in the best interests of your child.

Offer

Following your visit, we will make an offer of a place to you, or your child may remain on our waiting list until we have the appropriate availability for your child, and support.

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

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 offer will be withdrawn and the application archived.

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. Children will not be able to start until we have all the paperwork complete.

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

Fees and payments

We charge a £60 non-refundable administration fee upon acceptance of our offer of a place. This covers:

1. Two settling-in sessions (typically one hour and two hours), which may include a snack and can be extended to suit your child's needs.
2. Depending on the timing of your child's settling-in sessions, they may also have the opportunity to participate in some of our extra-curricular activities, including Disco Dough, Active Bean, Drawing Club, Mrs Bloom's Gardening Club, Mini Master chefs, or Forest School. The fee helps us fund your child's participation in these activities.
3. An initial assessment and observations by our Early Years Teacher and team to understand your child's development and identify any additional support they may require.
4. Registration and setup on our Early Years software and parent portal, allowing you to stay updated on your child's progress.
5. Administrative paperwork related to enrolment, including forms, contracts, as well as the setup of records for billing, emergency contacts, allergies, and medical information.
6. Resource allocation and materials preparation, such as welcome packs, name tags, and peg cards.
7. The fee is specifically for administrative work already completed, not a deposit towards future fees.
8. The fee protects the nursery from financial loss if a family changes their mind after paperwork and planning have been done.

Eligibility for Government Funded Hours – FEEE

Three year olds

From 1st September 2017, nationally and across Leicestershire, subject to parents' meeting the criteria, 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 comprises the universal entitlement of 15 hours and an additional 15 hours that parents can apply for.

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

1 st January and 31 st March	The start of the summer term after their 3rd birthday until statutory school age.
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Eligibility for all funding must be checked by a parent/carer every term at <https://www.childcarechoices.gov.uk/> If a parent does not provide us with a valid code or there are delays in us receiving a valid code that mean we cannot process a FEEE claim, session will be charged at our parent pay rate.

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.

Any sessions not funded will be charged at our parent pay rates.

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

Sessions

The pre-school offers a choice of session patterns:

1. **All year round (50 weeks)** - Sessions will be allocated for the full year and FEEE funding, if parents are eligible, will be stretched over 50 weeks.
2. **Term time only (38 weeks)** - School term time only. FEEE funding, if parents are eligible, will be claimed for 38 weeks.

Any additional sessions outside of term time will be charged at our parent pay rates, and subject to availability.

Early Years Pupil Premium

A child 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 £1 per hour (eligible children on universal hours only) 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, Arbor. Invoices are issued on the 20th of each month, to both parents, for the following month's fees. All payments need to be received by the 5th day of the forthcoming month. There is a late payment charge of £10 for any fee payments not made by the due date to cover administration costs.

Invoices are calculated on an equally spread, annualised basis so each month your invoice will remain the same. Additional sessions will be invoiced separately.

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, bank holidays, staff training days 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.

Holiday club/other care

Where the pre-school makes available holiday/other care to children not normally at pre-school, this policy applies with the exception of the notice period. Fees must be paid in advance in Arbor. Cancellation of a holiday club place/other care with less than 48 hours' notice will incur a fee of £10 to cover administration costs.

Transition care

Transition care to support part time hours during the first two weeks of a child starting school can be booked in advance with the pre-school office. Fees must be paid by 31st July for sessions at the start of the autumn term. Cancellation of a transition place with less than 48 hours' notice will incur a fee of £10 to cover administration costs.

Late charges

15 minutes is included within a child's session at the start and end for a parent handover. A late collection charge of £10 applies if children are collected after the end of the session time.

Changes to sessions

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

- For the autumn term, notice to be given by 15th June
- For the spring term, notice to be given by 15th November
- For the summer term, notice to be given by 15th February

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 £10 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. Please see the school's Debt Collection policy for further information.

Meals, snacks and drinks

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

Additional charges

Consumables

1. Spare pull ups/nappies, wipes and clothing
2. Cooking sessions
3. Texture play
4. Dough disco
5. Drawing club
6. Gardening sessions

Additional services

1. Qualified Early Years teacher
2. Access to specialist SEND support at Greenfield Primary School
3. Full transition programme to primary school
4. Forest School sessions with qualified Forest School Leader
5. Small group sessions to aid next steps in the EYFS
6. Full access to school facilities, hall, playground etc.
7. Makaton trained staff
8. All staff are first aid trained (exceeds statutory requirements)
9. eyLog – parent portal for observations and online access to your child's learning journey
10. Parents' evening twice a year

11. Full school report at the end of the year
12. Active Bean programme
13. Time to Talk programme
14. Christmas parties and seasonal events
15. Theme days
16. Local trips – parks, library, garden centre
17. Author visits and community visits
18. Sports coaches
19. Accreditations – Mr Bloom, Let’s Grow, RHS School gardening etc.

FEEE funding covers the costs of providing a basic EYFS provision. These additional charges are voluntary but necessary to ensure we can deliver the best high quality early education.

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.

Behaviour

Where a child's behaviour is challenging, we may reduce their hours at pre-school. We will terminate their place if we consider their behaviour poses a health and safety risk to other children and staff. Reasonable notice will be given to allow parents/carers to make alternative arrangements but this period will depend on individual circumstances and the risks to others.

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
V7	Date created: 10/11/2025 Review date: Aug 2026	