

Admission and Charging policy

At St. Peter's we offer high quality Early Years provision within a purpose built Foundation Stage Unit. The unit comprises of a 26 place nursery (Foundation one) and a 30 place Reception class (Foundation two), catering for children aged 3 to 5.

Parents/carers may access their 15 hours of free early year's education per week for 38 weeks a year during term time. This free entitlement can also be shared between settings. Parents will be required to sign a parent/school contract stating when and where children are accessing their 15 hours free entitlement in addition to an Early Years Conflict Buster.

This means that:

If your child is born between	They can access 15 hrs of free Early Years Education in the term following their third birthday
1 st September and 31 st December	Spring Term
1 st January and 31 st March	Summer Term
1 st April and 31 st August	Autumn Term

Governors have determined that blocks of 3 hourly sessions may be purchased for £12 subject to availability and the price will be reviewed annually in April.

Parents are able to request any combination of sessions, subject to availability. Session times are as follows:

Morning Session 9.00am - 12 noon

Afternoon Session 12noon - 3.00pm

All day (2 sessions) 9.00am - 3.00pm

Children who stay all day or for the afternoon session will need to bring a packed lunch.

Applying for a place in the Nursery (F1)

St Peter's is a Voluntary Aided Church School, the responsibility for determining the admissions for nursery age children (F1) within our Foundation Stage Unit lies with the Governing Body of the School. The governing body has delegated this responsibility to a small governors' admission panel.

Parents can register a note of interest for their child to attend the Nursery (F1) by contacting the School Office.

Being placed on the note of interest list does not guarantee a place in F1. Places will be allocated using the St Peter's Nursery (F1) admission criteria on a termly basis following the meeting of the Admissions Panel.

Attendance for nursery aged children (F1) within our Foundation Stage Unit has no bearing on admission to Reception (F2). A separate admissions form for F2 will have to be made in line with the local authority co-ordinated admissions scheme. www.devon.gov.uk/admissions

The admissions panel will rank all applications according to the St Peter's Nursery (F1) Admissions Criteria listed below and not according to when the application was made. The offer of sessions will be made to meet parental need according to this ranking. This will include offering successful applicants their full 15 hours' free entitlement plus any additional bought hours that the parent may need subject to availability. Applications received after the deadline will not be considered until all other places are allocated.

Once a child has a session allocated, their 15 hours of free early year's education is theirs until they leave, or until the parents decide to change their session requirements. However sessions that have been allocated but not used on a regular basis (other than sickness/ family holiday) can be reallocated to another child at the discretion of the Governing Body.

Failure to sign the parent/ school contract will result in school administrators contacting parents by telephone /letter. Failure to respond by the deadline will result in the session places being withdrawn and, in the case of oversubscription, a place offered to the next child on the note of interest list.

Parents of existing F1 children will be asked termly which sessions they require for the next term.

Their 15 hours of free early year's education already attended will be secured automatically for the next term unless there is a request to change.

New children to the Nursery (F1) will have sessions allocated after existing parents have had the opportunity to change their sessions if they so wish.

Criteria for Admission into the Nursery (F1)

The Governors use the following criteria when prioritising applications. These are in line with the criteria used for the school and are reviewed annually in consultation with the Local Authority and Diocese.

1. Children in care
2. Children living in the schools designated area with a sibling who will be attending F1 or F2 at the time of admission.
3. Other children living in the schools designated area.
4. Children who live outside the schools designated area whose parents/ carers are regular attendees of St. Peter's Church, Budleigh Salterton.
5. Children who live outside the schools designated area whose parents/ carers are regular attendees of a Christian Church.
6. Children living outside the schools designated area, but with a sibling who will be attending the school at the time of admission.
7. Other children living outside the schools designated area.

A child, who has a Statement of Special Educational Needs, where St. Peter's is named on the statement, will have precedence for an F1 place.

If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and school as a direct line from the entrance to the property to the nearest available entrance to the school (i.e. the shorter the distance the higher the priority).

Parents who wish to apply for a place under criteria 4 or 5 are asked to complete the supplementary information form obtainable from the school office or from the school website and should submit this with their application.

Criteria for Admission into the Nursery (F1) Oversubscription

If more applications are received than can be accommodated the Admissions panel will consider children from each priority category in turn until all available places have been allocated.

Note of Interest (waiting) lists

A note of interest list of applicants will be held in case spaces become available during the year. It will be constructed according to the St. Peter's Nursery Admission Criteria.

Additional Sessions and Charges

Additional sessions are subject to availability.

Sessions are charged at £12.00 each. This charge will be reviewed annually.

Additional sessions and charges will be added to the parent/ school contract.

Additional sessions must be booked termly **IN ADVANCE** in agreement with the School Office.

A half term's written notice is required should parents wish to cancel additional sessions at St. Peter's Foundation Stage Unit (FSU). St. Peter's FSU reserve the right to charge half a terms fees should parents not provide this written notice.

Once additional sessions have been allocated they will continue to be included in the termly session allocations unless:

1. Parents have given a half term's written notice to cease the extra sessions.
2. The child leaves the FSU F1 base.

3. Payment for additional sessions are not made by the date stated on parent/school contract.

4. The child has not been attending the additional sessions regularly (whether sessions have been paid for or not).

During periods of high interest/ oversubscription requests for additional sessions will be as follows:

1. We will allocate the 15 hours of free early year's education to the new intake in the first instance.

2. If a child is already in receipt of additional sessions they will continue to be allocated to them if space remains after the new intake notes of interest for the 15 hour entitlement have been allocated.

3. Existing F1 children's new requests for additional sessions will then be considered.

4. Additional Bought Hours for the new intakes will then be considered.

Fee Payment

Additional Bought hours will be charged on the parental contract and payment should be made by the date stated prior to the start of term in question.

Individual payment arrangements in exceptional circumstances can be discussed with the Governors/ Head Teacher/ School Bursar. Please talk to office staff should you think you have exceptional circumstances.

If a child is absent due to sickness refunds or reductions are NOT available for absence. (School costs do not diminish if your child is ill)

In the case of prolonged unexpected absence e.g. serious illness, fees will be refunded at the discretion of the Governing Body.

Fees must be paid for within 2 weeks of the term beginning or Additional Bought Hours will be withdrawn.

Cancelling Sessions

The permanent cancellation of any free entitlement sessions can be made at any time. Parents will be required to sign an updated parent/ school contract.

To cancel Additional Bought Sessions (charged) half a term's written notice will be required.

Any permanently cancelled sessions will be made available to those on the F1 waiting list according to the policy and statements above.

Once cancelled, similar sessions cannot be guaranteed if circumstances change.

Use of Personal Data

All personal information is covered by the Data Protection Act 1998 and will be held by the school and used for purposes of admissions. The information will be kept secure and strictly confidential and will not be used for any other purpose. The school reserves the right to verify the information given on the application form. Any offer of a place will be on the basis that the information supplied is accurate and up to date. Any place offered may be withdrawn if information provided is later proved to be false or misleading.

Liability Statement

It is acknowledged that St. Peter's C of E Primary School will not be under any liability or responsibility to the parent or child in respect of any temporary interruption in or temporary failure or delay in providing facilities, if such failure or delay is caused by a temporary unavailability of staff, building or maintenance work to the Foundation Stage Unit, fire, abnormal weather conditions, Government actions or regulations or by some other cause (whatever the description and not necessarily limited to foregoing examples) beyond reasonable control of St. Peter's C of E Primary School provided always that, if St. Peter's C of E Foundation Stage Unit shall be totally unable to provide the facilities during opening hours for longer than one day, the client shall receive a credit of any appropriate proportion of their fee.