

Fiskerton CE Primary School

'Flourishing together within the love of God.'



Fiskerton Pre-school Admissions Policy 2025-26

As an inclusive and caring church school, we aim to provide an excellent education and develop a life-long love of learning. We see all members of our school family as valued and valuable in the eyes of God, and we support and challenge everyone to achieve their full potential.

"I come to bring life in all its fullness." (John 10:10)

Being a Good Neighbour

Friendship

Peace

Love

Thankfulness

Fulfilling Our Gifts

Wisdom

Self-Belief

Hope

Trust

Serving Others

Compassion

Forgiveness

Responsibility

Respect

Fiskerton Pre-school Admissions Policy

Introduction

Fiskerton Pre-school Pre-school is part of Fiskerton C of E Primary School. Children who attend our pre-school will be fully involved in school life right from the start. Each child will be valued and cared for as a unique individual. We aim to make Fiskerton Pre-school accessible to, and inclusive of, children and families from all sections of the local community through open and fair procedures. Fiskerton Pre-school is a Pre-school for 3 to 4 year olds. It runs during school hours (8.55am – 3.30pm) and in term time only. We can signpost you to other childcare providers for before and after pre-school childcare and for holiday childcare.

School Admissions

Attendance at Fiskerton Pre-school does not in any way guarantee you a school place at Fiskerton School nor does it give you priority over other children who do not attend Fiskerton Pre-school. An admission application for a school place must be completed in the normal way and submitted to Lincolnshire County Council by the deadline date. Fiskerton School staff will remind parents to complete this form and will be happy to help you with it if you wish. Further details can be seen in our school Admission Policy.

Fiskerton Pre-school Admissions

Entry to Fiskerton Pre-school occurs three times a year in September, January and April (sometimes March depending on Easter dates), where there are places available. Children are eligible for a funded place from the start of the term after their 3rd birthday (either Autumn, Spring or Summer Term). For example, a child born in November would be eligible for a funded place in the following January.

Places are allocated using the following criteria in order of priority: -

Three Year Old Places

1. Siblings of children attending Fiskerton C of E Primary School
2. Proximity to Fiskerton Pre-school
3. Date of application

In addition, our policy may take into account the following:

- particular circumstances affecting the family
- referrals from outside agencies

Applications are welcomed at any time.

Application Process

Applications for January or April starters will be considered and any available places allocated in the term prior to the start date. Application forms should be completed in full and submitted to the

school office for children to be considered for a place. Parents are asked to specify preferred days and hours and must book a minimum of 6 hours for each child (2 sessions, preferably over two days).

Parents will be sent a letter containing their Pre-school place offer within two weeks following the application period closing date. Offers should be accepted, or otherwise, in writing by the date specified; failure to do so in time may mean that the sessions originally offered to you may be offered to another child if there is a waiting list. Parents who have not responded in this time will receive a courtesy call two days before the acceptance deadline, to ensure that they have received the offer letter and to clarify whether the place is still required.

An Admissions form and a parent declaration form will then be sent out via email to complete the Admissions process. We must have received your completed Admissions form, parent declaration and seen and verified proof of date of birth (your child's birth certificate or passport), before your child can start. A child will not be admitted to Fiskerton Pre-school without this documentation.

Changes to sessions

Preferably children will keep to the same weekly sessions as the curriculum is planned around this. Any changes to days need to be given 3 weeks in advance so that the provision can be adapted to suit the needs of the children and ensures that the EYFS curriculum is being met.

Waiting Lists

We keep a record of all place requests in Fiskerton Pre-school in order that we can offer a place as soon as one becomes available. However, we cannot hold spaces (for example for a summer birthday) in advance of the term. If a child does not secure a place in the term requested, they will be prioritised for the following year wherever possible (ie. If they are not starting school in the September). We will not discuss a child's registration with other parents/carers. We will make every effort to be fair and to accommodate as many children and their families' wishes and needs as possible.

Charging for Sessions in Fiskerton Pre-school

15 hours per week of free childcare is universal for all children aged 3 to 4 years old. This begins the term after their third birthday.

Some children will also be entitled to 30 hours per week of free childcare.

For those parents paying for sessions the following charges apply from November 1st 2025.

Half day, either am or pm (9am – 12pm or 12pm – 3pm) - £16.50
Full day (9am – 3pm) £33.00
30 mins (3pm-3.30pm) - £2.75
Hourly - £5.50

To apply for 30 hours free childcare please visit:

<https://www.gov.uk/apply-30-hours-free-childcare>

Parents eligibility needs to be reconfirmed throughout the school year. The responsibility for reconfirming lies with parents and you will be sent childcare service reminders from the government childcare service team. Failure to reconfirm eligibility codes will result in parents having to pay for the unfunded session.

For further information regarding Early Years Entitlement funding please visit:

<https://www.lincolnshire.gov.uk/early-years-education/help-childcare-costs/3>

Over a million families in the UK are entitled to some form of government childcare support, but many are missing out because they aren't aware of available support or do not realise they are eligible. There is financial support available to reduce the cost of childcare. Tax Free Childcare can unlock thousands of pounds of support for families and can be used alongside 30 hours. Tax free accounts can be used towards hours in our pre-school that are in excess of the funding hours. It can also be used for children up to age 11 (or 17 if disabled).

For more information, please visit: <https://www.childcarechoices.gov.uk>

Snacks and Lunch

Daily morning snack provided by school via the School Fruit and vegetable Scheme. A 189ml portion of semi-skimmed milk is provided by Cool Milk once parents have given consent to school.

Lunches can be ordered via Kidz Kitchen via www.kidzkitchen.co.uk at a cost of £2.61 (subject to change) per day. Alternatively, a packed lunch can be brought from home.

Non-Food Consumables

We request that nappies, wipes, creams and sunscreens are provided from home and that children have a change of clothing with them each day.

Trips and Out of School Activities

Each class will have the opportunity to go on one/two educational trips during the academic year. We ask for a voluntary contribution to support the cost of the transport/venue. The class will occasionally make visits to the local park and Church, both are within walking distance and parents are asked to sign an out of school activities form which is in their admissions pack.

Late Collections

If your child is collected more than 10 minutes after the end of the session, we reserve the right to charge for the supervision costs. We will review each situation on a case by case basis.

Attendance

To ensure our children have a settled start to each session and benefit fully from their time in our pre-school, it is important they arrive punctually and attend regularly. Punctuality is a requirement of most work places and social settings; early habit-forming routines are an essential life skill. If a

parent feels they are having difficulty with punctuality or attendance, please talk to the staff in pre-school.

If your child does not attend their paid session for any reason, the session will still be charged for, except in exceptional circumstances, as authorised by the Head Teacher. If your child regularly does not attend their session(s) we will work with you to support your child's attendance, however if this continues and their attendance drops below 85% without satisfactory explanation, their place will be offered to the first person on the waiting list. This is done at the discretion of the Governing Body.

Sickness/Emergency Treatment

Children must not attend the pre-school when they are unwell or suffering from a contagious illness or infection. In the event of a child becoming ill whilst at pre-school, the parent or nominated carer will be contacted to arrange to take their child home.

In the case of an infectious condition the recommended exclusion time must elapse before the child can be readmitted to pre-school (Pre-school/Office staff can advise on this).

In the case of an emergency pre-school staff will call health professionals. A senior member of staff will accompany the child to the hospital until the child's parent/carers arrives. The school office will continue to make contact with their parent/carers if they have not been able to reach them immediately.

Cancellation/Termination

After an offer of a place has been made by the pre-school, but before acceptance by the parents either party may cancel the offer by serving 7 school days written notice. Should for any reason you do not wish to continue with your child's place, please speak to the pre-school teacher in the first instance in order to discuss any concerns you may have. If after speaking to staff, you still wish to cancel your place, the school will require a minimum of four weeks notice in writing. During that said four week period the pre-school undertakes to continue to admit the child and the parents undertakes to pay all fees due.

In the event of the parents giving notice of withdrawal of the child and immediately withdrawing the said child there shall be due to the pre-school four weeks fees in lieu of notice. Failure by the parents to provide four weeks or any notice at all shall render the parents liable to the pre-school for four weeks fees.

Notice must be in writing and sent to the school office at enquiries@fiskerton.lincs.sch.uk

Unforeseen Closure

In the event of closure of pre-school due to extreme weather conditions, transport difficulties, flooding, loss of utility supplies, heating failure, or other causes beyond the reasonable control of the pre-school, the pre-school will close and the parent/carers accepts that no refund of fees will be made due to continued operational costs. EYE funding codes will still be accessed but parents will not be invoiced for sessions above those that are EYE.

Payment Policy

Payments should be made in advance. Hours in excess of the funded hours will be invoiced at the rate of £5.50/hr a month in advance. The invoice will be sent out via our parent communication system (Parent Mail/Arbor) each month, prior to your child's attendance in Pre-school. All fees are paid in advance and must be cleared in our bank account by the 1st of the month the invoice relates to. We accept payment via LCC bank transfers, Childcare Vouchers or the Tax-Free Childcare scheme. Failure to pay will result in withdrawal of additional hours until all outstanding payments have been made.

Reminders will be sent following missed payments. Parents will be issued with a reminder invoice, statement of fees and a letter asking payment to be made within 7 school days of the date of the letter. Failure to do so will result in a second letter issued, informing parents not to bring their child into pre-school until the outstanding balance is paid in full and an updated statement including a 10% administration charge and any applicable legal costs.

In the instance that payment is in arrears after receiving 2 reminder letters, parents will be contacted to discuss the issue at hand and any further bookings with the pre-school.

We do not wish to cause any undue hardship on anyone, please speak to us if you require assistance.

We reserve the right to make amendments to our pre-school intake policies.

Review Framework

This policy will be reviewed annually

Signed: 

Christina Bradbury, Head teacher

Signed: 

Sally Reeve, Chair of Governors

Date: 1st October 2025

To be reviewed : September 2026