



Kirkby la Thorpe
Church of England Primary Academy

Policy Title	Kirkby la Thorpe Pre-school Admission and fees policy
Governance Function Area	Finance and General Purpose
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Statement of Intention

Kirkby la Thorpe Pre-school aims to provide a pre-school experience for children that is affordable, high-quality and geared towards a smooth transition into Reception class. The pre-school forms part of Kirkby la Thorpe Church of England Primary Academy. Children who attend the Pre-school will be fully involved in our school for their Pre-school year. They will be introduced to our school Christian Values and will learn about expectations regarding demonstrating these values to one another, and expectations of behaviour. We aim to make Kirkby la Thorpe pre-school accessible to, and inclusive of, children and families from all sections of the local community through open and fair procedures.

The governing board is the admission authority for Kirkby la Thorpe pre-school and is responsible for setting the Pre-school's Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at the pre-school.

1 Pre-school Admission

Admissions to Kirkby la Thorpe Pre-school provision will not in any way increase children's chances of admission to Kirkby la Thorpe Church of England primary Academy; the primary academy has its own [admissions policy](#).

Entry to Kirkby la Thorpe Pre-school occurs six times per year in September, October, January, February, April (Sometimes March depending on Easter dates) and June, where there are places available.

The Kirkby la Thorpe Pre-school can accommodate a maximum of 8 pre-school children per session.

Places are allocated using the following criteria:

- Siblings of children attending Kirkby la Thorpe Primary Academy
- Proximity to Kirkby la Thorpe Primary Academy pre-school
- Date of application

Children are eligible for a funding 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 funding in the following January.

Born between 1 January-31 March	Eligible from the start of term beginning on, or following, 1 April after the child's third birthday
Born between 1 April-31 August	Eligible from the start of term beginning on, or following 1 September after the child's third birthday
Born between 1 September-31 December	Eligible from the start of term beginning on or following 1 January after the child's third birthday

Children can be admitted to Kirkby la Thorpe pre-school in the September following their 3rd birthday, for one year prior to starting Reception.

2 School Admissions

An admission application for a school place at Kirkby la Thorpe Primary Academy must be completed in the normal way via Lincolnshire County Council. Kirkby la Thorpe pre-school staff will remind parents to complete this form and the timelines that must be adhered to. Further details regarding school admissions can be found on our website within the [Admissions policy](#).

3 Fees and Funded places

There are 10 sessions per week, 5 mornings and 5 afternoons. Morning sessions are 8:30am – 11:30am and afternoon sessions are 11:30am – 2:30pm. Additional afternoon sessions 2:30 – 3:15pm are available at a cost of £4.00 and will be available on a first come first served basis. For Parents/ carers not eligible for fully funded places, additional sessions can be purchased at the cost of £15.00 per session. All additional costs will be charged at the time of booking, and recharged each month unless sufficient notice has been served. Failure to pay for these costs within two weeks will result in communication from the School Bursar in order to set up a payment plan. If payment is still not forthcoming the place is at risk of being removed and offered to the waiting list.

If your child does not attend their paid session for any reason, the session will still be charged for, except in exceptional circumstances as agreed by the Headteacher.

Admissions will be offered to children for:

- 15 hours per week Universal funding as a morning session 5 times per week, or

- 30 hours per week Extended funding as 5 full sessions (excluding additional afternoon cover).

Parents of children aged three and four must meet one of the following criteria in order to be eligible for 30 hours free childcare:

- Each parent earns, or is expected to earn, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage (unless in a 'start up' period – i.e. newly self-employed – in which case they do not need to meet the income criteria for 12 months)
- The parent is seeking the free childcare to enable them to work
- One or both parents are on maternity, paternity, shared parental or adoption leave, or are on statutory sick leave
- One parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work
- If a non-European Economic Area national, the parent has recourse to public funds

Parents should check their own eligibility for the scheme using the government's [Childcare Choices](#) website or [childcare calculator](#). If parents are eligible, they will be directed to the digital childcare service to apply.

Parents can only start claiming their 30 hours free childcare the term following the date they receive a decision from HMRC. For this reason, parents are urged to apply as soon as possible. If eligible, parents must provide the pre-school with their unique code to confirm they are eligible for the scheme, together with their National Insurance number and child's date of birth. As the free childcare cannot be claimed until the code has been verified, parents should provide the pre-school with this information as soon as possible in order to avoid delay. Parents will be prompted regularly by HMRC to reconfirm that they remain eligible for free childcare.

The LA will audit the eligibility codes at six points during the year to identify any parents who have fallen out of free childcare eligibility. The LA will notify the pre-school as soon as possible where parents have fallen out of their eligibility. The pre-school will then notify parents within **five** working days.

If parents cease to meet the eligibility criteria, they will receive a 'grace period'(5 days) – i.e. they will continue to receive the 30 hours free childcare for a short period of time. Staff will discuss with the Parents/ carers their options going forward.

We require 4 weeks written notice to cancel a placement, during this time all charges will remain due and the child can continue to attend.

4 Application process

Application forms are available on the website or from the school office. Application forms must be completed in full and submitted to the school office for children to be considered for a place.

Parent/carers are asked to clearly specify via the application form which sessions they would like to book. If there are available sessions a place will be offered and confirmed in writing. Personal details about the child and their family environment will then be requested, this will include needing to see a copy of the child's birth certificate or passport in order to validate their identity. A child will not be admitted to Kirkby la Thorpe pre-school without this documentation.

Parents/carers will receive a written offer of a placement if one is available. Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:

- Offers made on the basis of fraudulent applications.
- Offers made on the basis of intentionally misleading applications.
- Parents not responding to an offer within four weeks.
- A child is in receipt of more than their entitlement of nursery education.
- A family registering their child at two maintained settings.

A child is only refused admission if one of the following criteria are met:

- The nursery has reached its admissions limit.
- The child is not of the appropriate age.

Prior to starting at Kirkby la Thorpe pre-school, the staff will make contact with Parents/ carers and may choose to arrange a home visit allowing for the opportunity to discuss any information that may help the staff and child with the transition.

5 Waiting list

We will keep a record of all applications in order that we can offer a place as soon as one becomes available. However, we cannot hold a place until a child becomes eligible for funding.

We will ensure that we accommodate as many children and their families' wishes and needs as possible. We will monitor and review the waiting list regularly.

6 Attendance

In accepting the offer of a place at Kirkby la Thorpe Pre-school the expectation is that parents/ carers will commit to ensuring their child attends regularly and on time. Kirkby la Thorpe pre-school will adhere to the [Attendance policy](#) of Kirkby la Thorpe Church of England Primary Academy. If attendance falls below 85% in a 6 week term, the Attendance

officer will make communication with the Parents/ carers. Failure to regularly attend may result in withdrawal of the allocated place.

7 Transition Arrangements

Kirkby la Thorpe Primary Academy aim to ensure a smooth transition between Nurseries, or between Preschool and Reception class, whichever nursery or school the child attends.

Parents are invited to visit the school / nursery prior to the transition.

Preschool children and their parents will be invited to visit us during the summer term before they start in September or at a different point if there is a mid-year admission.

Reception children will be invited to attend transition visits with their class teacher during the summer term.

During the Summer term, Reception teachers from the primary schools to which the children will transfer can come in to meet with the children.

During the visit, the child's nursery/ preschool teacher provides the teacher with information about the child's progress across all the areas of learning and will spend time talking to the teacher about the child's social, health and emotional needs.

Details of children with SEND or particular educational requirements are shared, including their development throughout the year, support given and needed, and details of any other agencies involved.

Separate transition meetings are held for children with EHC plans, involving all agencies, including visits to new settings with staff.