



ADMISSIONS POLICY AND FEES

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures. We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community. We make our Equal Opportunities Policy widely known.

Admissions Criteria

We allocate places for terms beginning in September and January. Subject to availability we may also allocate places in April. A proportion of the available spaces are allocated to existing children who require extra sessions and the remainder are given to new children. If there are more children on the waiting list than spaces available, places will be allocated in order of age, starting with those children closest to school age. Allocations are made by the Pre-School Manager. There may be a rare occasion upon which we are able to allocate a place under exceptional circumstances. This will be considered on a case by case basis and any offer of a place would have to be agreed by the Management Committee.

For new children the order of priority will be:

- Over 3 years (closest to school age)
- Between 2 and 3 years (subject to availability)

Waiting Lists

We place the details of all prospective children on to our waiting list. The waiting list enables us to identify how many possible new starters we have for the coming term. The date that a child's name is placed on to the waiting list has no effect on their starting date or priority for a place.

Intake

All intakes are subject to availability of space. We require children to attend a minimum number of two sessions per week, over two separate days, consisting of one morning and one afternoon session. This structure supports and benefits children when settling in and meets the basic Early Years requirement of a pre-schools education

It is anticipated that when children are in receipt of government funding, that they will attend at least four sessions per week including full days if space is available. This is to help prepare them for school.

We offer places to children from 2-years. Places for 2-year olds are limited due to the number of staff required to supervise this age group.

We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children. This will need to be discussed on an individual basis at the time of initial application, and whilst we will always endeavour to be flexible, this cannot be guaranteed.

Wingrave Church of England School have their own admissions policy. A place at our pre-school does not have any influence over allocation of a place at the school.



Universal Funded Entitlement

For parents who wish to claim the Funded Entitlement with us, we will require a completed Parent/Provider Agreement for Funded Entitlement –

If we do not receive the completed form before the start of the funded term, the funding will not be processed, and parents will be liable to pay for the place of their child.

The dates determining eligibility for funding are set down by the Government. They are:

A child born on or between:	Will become eligible for funding from:
1 April and 31 August	1 September
1 September and 31 December	1 January
1 January and 31 March	1 April

More details relating to this can be found at: <https://familyinfo.buckinghamshire.gov.uk/childcare-and-early-years/paying-childcare/>

Extended Funded Entitlement

Please note: Your eligibility code will need to be validated before we can confirm the extended hours. If you become ineligible for the extended entitlement, you will be liable for the session fees.

For further information about help with childcare costs there is a Childcare Choices website which provides information on the Government childcare offers. The website address: <https://www.childcarechoices.gov.uk>

Fees, Registration cost and Deposit

A registration fee of £25 is charged this is to help cover the cost of one to one visit and the time need to fill out all the paperwork needed for your child. Along with a returnable deposit to secure your child's place. These are payable immediately upon receipt of our email offering your child a place with us.

The value of the returnable deposit required will be based on your child's starting hours (rounded up):

Hours per week	Deposit Required
6	£37.50
12	£75.00
18	£112.50
24	£150.00
30	£187.50

The deposit is fully refundable once your child has started and will be refunded to your child's account within six weeks. This is for both funded and non-funded children. If your child does not start with us, the deposit may not be refunded if notice hasn't been given.

Fees are set by the Management Committee and reviewed annually. The fees for non-funded children and children taking additional hours are currently £6.25 per hour. The charges apply to all non-funded children



aged from 2-years, funded children who attend more than their funded hours per week and for any additional ad-hoc sessions. If an increase in fees is required, then prospective parents will be informed of the change and a letter/email will be sent to parents of existing children.

Fees are non-refundable for sickness or holiday. Fees are not charged on Bank Holidays or Inset Days.

Consumables Charge on Funded Hours

Due to our increasing costs to run the pre-school to our high standards, we will be charging a voluntary consumable. The fee will help towards the costs of daily extras such as snacks, resources that are above standard provision, sports provisions from coach Ben, outdoor learning, trips, along with gifts that are sent home along with a lower ratio of children v Staff.

	Per 3hour	Per day	15 hr per week	30 hr per week	Non funded
Sep 2025	£2.25	£4.50	£11.25	£22.50	£6.25 per hour

Parents of children eligible for Early Years Pupil Premium or 2-year old funded entitlement will not be asked for this contribution.

To opt out of any changes please Email info@wingravepreschool.co.uk. We will supply you with a list of idea that will be needed for your child along with your daily snack.

Payment of Fees & Charges

All fees must be paid on time but where necessary, the Pre-School Manager is able to discuss payment plans or other arrangements for payment. However, all invoices need to be paid in advance. As a last resort, we reserve the right to withdraw a child non-funded hours in the event of non-payment of fees or prolonged unexplained absence along with adding late collection and payment fees as set out in your contract.

We are required to provide Buckinghamshire Council proof of attendance for all children in receipt of the Funded Entitlement and if we cannot explain a regular non-attendance of a child, Buckinghamshire Council can withdraw the Funded Entitlement and parents will be liable to re-pay any funding received for that child for that term.

Opening Times

We are open in term-time only (38 weeks each academic year) as follows:

Monday to Friday

- AM Session 09:00 – 12:00
- PM Session 12:00 – 15:00
- Full Session 09:00 – 15:00

Voluntary Contributions

Our pre-school is a registered charity run by a voluntary elected committee. We are always grateful for any voluntary contributions from parents/carers or family and friends to help buy resources, and equipment for the children.



Helpfully link.

[Childcare Choices](#) | [30 Hours Childcare, Tax-Free Childcare and More](#) | [Help with Costs](#) | [GOV.UK](#)

2-year-old funding for working families.

2-year-old-funding for family who receive some additional government support.

30 hours funding 3- and 4-years old year olds.

Pupil Premium for family who receive some additional government support for 3- and 4-year-olds.

Child receives DLA/PIP.

Please speak to the manager if unsure and would like some help.