

St Peter's Catholic Primary School

Early Years Foundation Stage Preschool and Foundation 1



Admission and Charging Policy

Approved by Governors July 2026

INCLUSION

St Peter's Catholic Primary School Preschool and Foundation 1 aims to provide a welcoming and nurturing environment which values diversity, promotes equal opportunities and has an ethos of inclusion. All children are encouraged to develop confidence and recognise value in their contributions to their learning. St Peter's Catholic Primary School is committed to offering an inclusive curriculum to ensure the best possible progress for all our children, whatever their needs or abilities.

ENTITLEMENT TO PRESCHOOL PROVISION AND FOUNDATION 1 EDUCATION

St Peter's Catholic Primary School offers up to 20 places in our Preschool across 5 mornings or 5 afternoons. Children accessing our Preschool class may be eligible to receive 15 hours of funded time. Some pupils may be eligible to receive 30 hours of funded time. However if you do not meet the criteria for this funding sessions can be purchased at a cost of £15 per session.

26 places are on offer in our Foundation 1 class to 3 and 4 year olds across our core morning sessions, 15 hours of which is funded by the government for all pupils. Some pupils may be eligible to receive 30 hours of funded time. However if you do not meet the criteria for the extra funding additional sessions can be purchased at a cost of £15 per session subject to availability.

ST PETER'S CATHOLIC PRIMARY SCHOOL ADMISSIONS POLICY

The responsibility for determining the admissions for Preschool and Foundation 1 age children lies with the Governing Body of St Peter's Catholic Primary School. There are up to 20 places available in our Preschool if demand requires. Foundation 1 has 26 places available for 3 and 4 year old children. An ongoing government incentive aims to provide children from working families with 30 hours funding for Preschool provision. Where a funded full time place is not available, parents/carers will have the option to buy extra sessions subject to availability.

ADMISSION CRITERIA

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

- 1) Baptised Catholic Looked After Children and previously Looked After Children
- 2) Baptised Catholic children who have a sibling in the school at the time of admission
- 3) Baptised Catholic children resident in the parish of St Michael and All Angels Catholic Church
- 4) Baptised Catholic children from other parishes
- 5) Non Catholic Looked After Children and previously Looked After Children
- 6) Non Catholic children who have a sibling in the school at the time of admission
- 7) Other children who live outside the Parish/Catchment boundaries

Please note that the following do not influence your chances of getting a place for your child:

- The length of time your child's name has been registered on our waiting list.
- The length of time you have lived in the local area.

APPLYING FOR A PLACE IN PRESCHOOL AND FOUNDATION 1

Parents can register a note of interest for their child to attend the Preschool and Foundation 1 by contacting the School Office and completing the relevant application forms and funding documents.

Parents need to provide a copy of their child's birth certificate and return a completed EYFE2 form in order for their child to be officially allocated a place. Children will be unable to start their sessions until we have received these documents and processed all other application and consent forms.

Places will be allocated using the St Peter's Catholic Primary School admission criteria.

A place in the Preschool or Foundation 1 class does not guarantee a place in the Foundation 2 class. The whole procedure has to be applied again to all the names on the waiting list for Foundation 2 places. The co-ordination of admissions arrangements to Foundation 2 is undertaken by the Local Authority.

PRESCHOOL SESSIONS

Morning Session will run from 8:45am -11:45am

Afternoon Session will run from 12:15pm – 3:15pm

FOUNDATION 1 SESSIONS

Morning Sessions will run from 8:45 am – 11:45am

Afternoon Sessions will run from 12:15pm – 3:15pm

Foundation 1 Full Day Sessions will run 8:45am – 3:15pm

Breakfast Club is available from 8:00am to children from 3 years and above

After School Club – is available from 3:15pm – 5:00pm to children 3 years and above.

2 YEAR FUNDING

Some children may be eligible for 2 year old funding and entitled to 15 hours of funded time. This can be via the Original 2 Year Funding Offer or the Working Parents 2 Year Funding Offer.

Your 2-year-old can get 15 hours of funded childcare if:

- Working parents who individually earn more than £8,670 but less than £100,000 adjusted net income per year are eligible.
- For couples, the rules apply to both parents, so both must earn at least £8,670 and neither can earn more than £100,000.

Your 2-year-old can get free childcare if you live in England and get one of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- tax credits, and your household income is £16,190 a year or less before tax
- the guaranteed element of Pension Credit
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

2-year-olds can also get free childcare if they:

- are looked after by a local authority
- have a statement of [special education needs \(SEN\)](#) or an education, health and care (EHC) plan
- get [Disability Living Allowance](#)
- have left care under an adoption order, special guardianship order or a child arrangements order

ENTITLEMENT TO TOP UP TO A FULL TIME PLACE AND CHARGES IN FOUNDATION 1

All children are eligible for 15 hours of government funded time, this is available within our core sessions (5 mornings for our older cohort or 5 afternoons for our younger cohort).

30 HOURS FUNDING

Some children may be eligible for 30 hours of government funded time. This will be available within our full day sessions.

Eligibility for the free entitlement of 30 hours will include households where: both parents are working OR one parent is working in lone parent families.

This will be defined as earning the equivalent of 16 hours per week on national minimum wage and can include self-employment;

- Both parents must be in work, as defined below, and for single parent families, the sole parent must be in work.
- For the purposes of this scheme, 'in work' is defined as being in employment (including self-employed) and earning more than the equivalent of the minimum wage for working at least 16 hours a week. As an example, the current minimum wage is £7.20 per hour for over 25s, so the minimum weekly income to be eligible would be £7.20 x 16 = £115.20.
- Each parent must also earn less than £100,000 per year.
- One parent must be 'in work' if the other receives disability benefit or benefits related to caring responsibilities.

Parents will remain eligible for the free entitlement if they access tax credits, universal credit, tax-free childcare and other childcare schemes to help pay for any additional childcare they need in addition to their free entitlement.

If you do not qualify for extra funding additional sessions are offered at a rate of £14 per session (1 session = 1 afternoon) subject to availability.

This charge will be reviewed annually.

A half term's notice will be required for parents to both **reserve** or **cancel** extra sessions in both our Preschool and Foundation 1 class. St Peter's Catholic Primary School reserves the right to charge for reserved sessions even if the child does not attend, including nonattendance due to sickness.

Any 'unauthorised additional sessions' will result in a £20 fee. All additional sessions must be agreed with the Preschool room leader or Foundation 1 class teacher in advance.

PAYMENT METHODS

We ask that all fees are paid weekly in advance (every Monday).

Ideally, payments should be made using ParentPay

If payments are made using cash, they should be given in an envelope addressed with the child's name, along with the words, 'Preschool/ Foundation 1 Fees'.

Cheques should be made payable to St Peter's Catholic Primary School.

The Headteacher and Governing Body reserve the right to amend the frequency of invoicing.

If a child is absent, refunds or reductions are not available. (Preschool/ Foundation 1 costs do not reduce if your child is absent).

We do not charge for sessions that would take place on a Bank Holiday.

PAYMENT ARREARS

Any invoices not paid will become fee arrears. Failure to pay arrears within 2 weeks will result in the child's additional sessions at the Preschool/ Foundation 1 being withdrawn.

If you would like to discuss our admissions and charging policy further, please contact the Headteacher Mrs S Parry via the school office.

MONITORING AND REVIEW

It is the responsibility of the EYFS staff to follow this policy. The Senior Leadership Team will carry out monitoring on the EYFS as part of the whole school monitoring system. This policy will be reviewed before the start of each academic year and will evolve to incorporate the views of all staff concerned.

April 2026 Review date: April 2027