PDET

Pre-School Admissions Policy (including chargeable extras information)

Date	Revision & Amendment Details	By Whom
November 2026		Central Executive

Peterborough Diocese Education Trust (PDET) is the admission authority for all of its schools (school / schools). It is also the admission authority for its schools that have nursery / pre-school provision.

Pre-School Provision

The school pre-school (Provision) offers early education places for children aged 3–4 years, subject to availability and staffing ratios.

The Provision operates as part of Blakesley CE Primary School but is not part of the statutory school admissions process.

Attendance at the Provision does **not guarantee admission to the main school**.

Eligibility for Admission

Children will become eligible for a place (subject to availability and staffing ratios) the September after they become aged 4.

Opening Days / Hours

Our opening days hours are:

Monday to Friday: 8.35am to 3.15pm

Session Times

Our nursery operates with two sessions per day: one in the morning and one in the afternoon, each lasting three hours. Families can choose either 15 hours per week or 30 hours per week.

15 Hours Free Childcare

Every child is eligible for 15 hours (statutory) funding for free childcare the term after their third birthday. For those parents whose child only attends nursery for a morning or an afternoon session, there are no additional fees that you need to pay.

30 Hours Free Childcare

Your eligibility for 30 hours free childcare will depend on a number of factors based on:

- Whether you are working **–** i.e. more than 16 hours per week
- How much you earn **–** i.e. more than £139 pw (min. wage)

To check if you are eligible, go to www.gov.uk/30-hours-free-childcare

Parents who are eligible will need to apply for the extended funding from HMRC at www.gov.uk/apply-30-hours-free-childcare
If you are eligible, you will be issued with a valid code which will be required by the school to access the extended funding. This code will need to be revalidated every 12 weeks via HMRC (online) for continued **funding of your child's nursery place.**
You will be reminded of this by HMRC as failure to revalidate your eligibility will impact your 30 hours free childcare.

Universal Funded Hours

15 hours per week (3xhours per day)	9am – 12pm or
	12pm – 3pm
30 hours per week	9am – 3pm

Nursery Timings and School Funded Time

Morning sessions run from 8.45am to 12pm and afternoon sessions run from 12pm to 3.15pm.
Nursery children are to be dropped off at 8.45am and picked up at 3.15pm to ensure the children are following our school routine. Ensuring your child attends at these times helps them to settle, grow, learn and flourish in our environment. Part of this is to make sure very child feels they are part of the class and can establish relationships with peers and staff.

The sessions include time funded by school to ensure nursery is in line with the school hours.

Purchasing Additional Sessions

If you would like to purchase additional sessions, please see the pricing structure below. These sessions are limited and in high demand so please let us know if you no longer require your sessions so that we can offer them to other parents on the waiting list.

Pricing Structure

Additional chargeable options:
If you require additional hours, please see the pricing structure below:
Additional sessions and lunchtime are to be made through Arbor.

Session	Time	Cost
Morning session	8.45am-12pm	£17.50 per morning session
Afternoon session	12pm -3.15pm	£17.50 per afternoon session
Lunch club (after morning session only)	12pm – 1pm	£6 per session
Kingswood meals purchased separately at an additional cost of £2.65 per meal.		

Terms and Conditions

- **Sessions must be booked in advance for a half term.**
- **Persistent late pick up will incur charges.**
- A minimum of two sessions per week must be booked to comply with government funding rules. We apply for funding on behalf of parents.
- Parents are responsible for registering for the additional 30 hours of funding (if eligible) and for re-registering when required. However, we apply for funding on behalf of parents.
- There is no reduction in fees for planned absences.
- No refunds or credits will be issued for sessions missed due to illness or any other reason.
- We accept electronic childcare vouchers and tax-free childcare payments.
- Fees will be paid at the time of booking through your child's Arbor account.
- **Late payments**: A late payment fee may be applied if payment is not received by the due date. Continued non-**payment may result in the suspension of your child's place until the balance is** cleared.
- **Notice period:** A minimum of 4 weeks **written notice is required for any changes to your child's** booking or to withdraw your child from the setting. Fees will still be charged during the notice period.

Admissions Process

1. Parents / carers must complete an application form which is available on the school office.
2. Applications are acknowledged by email or phone call.
3. Places will be offered if there are places available and subject to staff ratios.

   Parents can make an application any time before the child turns three for a place commencing September of that year. If there more applications than places available, the oversubscription criteria will apply – see below.

   If a child is already of pre-school age (i.e. turns 4 during the current academic year), then parents can apply for a place, and an offer will be dependent on a place being available at that time.

   Offers will be made in writing and must be accepted within 10 school days of receipt of the offer.

4. If there are more requests for places than places available, the following oversubscription would be applied:

Oversubscription criteria

Where there are more applications than there are places available, children will be admitted according to the following criteria, which are listed in order of priority:

1. Looked after children and all previously looked after children.

2. Children who live (see definition) in the Linked Area (The villages of Adstone, Blakesley, Farthingstone, Foxley, Litchborough, Maidford and Woodend) who have a sibling (see definition) continuing at the school at the time of admission of the child.

3. Children who live (see definition) in the Linked Area (The villages of Adstone, Blakesley, Farthingstone, Foxley, Litchborough, Maidford and Woodend) and attend the pre-school at the school at the time of application.

4. Children who live in the linked area (The villages of Adstone, Blakesley, Farthingstone, Foxley, Litchborough, Maidford and Woodend).

5. Children with a sibling continuing at the school at the time of admission of the child.

6. Children of worshipping members of any Church within the Lambfold Benefice (see definition below.

7. Other children.

Tiebreaker

If the admission number is exceeded within any of the oversubscription criteria, priority will be given to those children who live closest to the school.

Children of "worshipping members"

For parents/carers to be worshipping members, at least one of the parents/carers of the child needs to be regarded by the priest / worship leader as being part of the worshipping community within the Lambfold Benefice which includes St Mary's Church, Blakesley; St Mary the Virgin, Farthingstone; All Saints' Church, Adstone; St Martin's Church, Litchborough; St Peter and St Paul's Church, Maidford. This would not necessarily mean that the parent/carer is a "member" in a technical sense (e.g. through baptism, confirmation or electoral roll) but would require a pattern of regular attendance at worship within the Lambfold Benefice:

• for a period of at least eighteen months prior to application;

• including attendance at a minimum of 6 days annually;

• including attendance at a minimum on two of the following Days of Obligation: Easter Day; Pentecost; Christmas Day; Palm Sunday; Trinity Sunday; Ash Wednesday; Maundy Thursday; Good Friday; Ascension Day.

A start date and settling-in arrangements will be agreed with parents / carers

Number of places available: 8

Funded Early Education Places

Subject to available places and eligibility, we offer:

- Universal **15-hour funded early education**
- Extended **30-hour funded provision** (subject to eligibility)

Funding is provided in accordance with Local Authority criteria.

Funded places in the Provision are delivered in line with Local Authority guidance. In order for a child's place to be funded, parents / carers must:

- Provide schools with the valid funding eligibility codes
- Reconfirm eligibility as required
- Understand that funding does not cover additional services or sessions beyond entitlement (see appendix 1)

Failure to provide valid funding information may result in withdrawal of the funded place.

Waiting lists

Once eligible to apply, parents can request that their child's name is placed on the waiting list if a place is not immediately available. It should be noted that being on the waiting list does not guarantee a place.

Admission to Reception

Attendance at the Provision does **not guarantee a place in the Reception class** at the school. Parents / carers must apply separately through the Local Authority's primary school admissions process for a reception place.

Notice Periods

Parents/carers are required to provide a minimum of **one term** if they wish to withdraw their child from the provision or reduce their sessions. Charges remain payable throughout the notice period, whether or not the child attends. In exceptional circumstances, the Headteacher may, at their discretion, agree to a shorter notice period.

Appendix 1 – Charges and Chargeable extras

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