



Wool CE Primary School and Pre-School

Pre-School Terms & Conditions



Introduction

Our pre-school operates on a ratio of 1 adult : 5 children (2 year olds) and 1 adult : 8 children (3 – 4 year olds).

The pre-school operates term time only alongside the main school term dates (38 weeks per year), and will be closed on inset days, bank holidays and school holidays.

Session Times:

- Morning Sessions: 8.30am until 11.30am
- Afternoon Sessions: 12.00pm until 3.00pm
- All day sessions: 8.30am until 3.00pm

Top up sessions may be available at an additional cost – please see Fees section.

Requests for weekly sessions less than 15 hours will be considered subject to availability and demand for places.

Childcare places.

Local Authority 15- and 30-hours childcare funding for is available for those children who are eligible under the scheme. The funding is subject to the current and applicable rules and regulations as set by each Local Authority.

If parent/carer only qualifies for 15 hours of funding, additional hours may be available – refer to Fees section.

If parent/carer qualifies for 30 hours funding, the child may attend the pre-school from 9.00 to 3.00pm subject to availability.

It may be possible to provide more flexible sessions, subject to availability. This may be using 15 hours over two and a half days or if we cannot offer the full 30 hours due to our capacity levels, we may be able to offer between 15 and 30 hours.

Funding

All 3- & 4-year-olds are entitled to 'universal 15 hours' per week of free childcare at a registered setting.

Extended 15 hours per week of free childcare is available to eligible working parents of 3- & 4-year-olds. To check eligibility and receive 30-hour code visit www.gov.uk

Parents/carers will need to provide the Pre-School with the 30-hour code when applying for a pre-school place or when applying for a change in session times.

It is the parent/carer's responsibility to reconfirm their eligibility every 3 months to continue claiming the funded hours. Failure to complete this process will result in withdrawal of non-funded sessions. For further information, please visit the following website: <https://www.childcarechoices.gov.uk/>

To access funded sessions, parents/carers are to complete Dorset Council funding form provided by the pre-school and return it by the given deadline. Failure to return the completed form within the agreed timescale will result in the potential funded hours being charged at full rate.

Application Process

There are three main intakes during the school year – September, January and April. Parents/carers are welcome to apply between these times and will be given a space if there is capacity.

Applications should be made directly to the school – in the first instance by completion of a Pre-School Registration Form. This will express your interest in a pre-school space and place your child on the waiting list if applicable.

If your child is offered a place, you must confirm your acceptance to the school as per the instructions in the offer letter.

Once a Parent/Carer Declaration has been signed, there is a requirement for notice of 4 weeks to be given, in writing to the school, if the child's place is no longer required. Failure to do this may affect funding entitlement with another provider.

Pre-registration in advance of a child's third birthday is possible, and a waiting list will be held for each planned intake.

All applications will be considered subject to availability. If sessions are at capacity a waiting list will be used and parents/carers advised when a space becomes available.

Final decision of when a child is admitted, the number of hours a child can attend and his or her pattern of attendance, rests with the Headteacher.

Parents/Carers of children transferring to Wool Pre-School from another provider must ensure the notice period has been served and a completed Transfer of Early Education Funding form given to the school.

Admission Criteria

The school will consider all applications subject to availability. If sessions are at a capacity a waiting list will be used and parents/carers advised when a space becomes available.

Children with Additional/Medical/Specific Needs

Parent/Carers of children who have additional or specific needs are required to advise the school at the time of registration.

All applications will be considered; however, it may not be possible to meet the needs of the individual child. In these cases, a meeting with the school's SENDCo will be arranged before a place can be offered.

Attendance

There is an expectation of regular attendance and if this is not met, we reserve the right to withdraw your child's place in accordance with the Local Authority Funding Agreement.

Wool Pre-School will monitor attendance. If a child is absent for two weeks without contact from the parent/carer and without a return date, the school may begin a four-week notice period in lieu of attendance. Parents/Carers will be notified of this in writing along with the Local Authority.

Regular attendance significantly helps your child's transition into school and there may become gaps in their learning if they do not regularly attend.

Holidays

Parents/Carers are asked not to take their children out of school/pre-school, on holiday, during term time.

However, up to two weeks leave for holiday, in the school year, may be requested by Parents/carers of children in the nursery setting, without affecting their funding entitlement. All requests must be made in advance and in writing.

Leaving Wool Pre-School/Transferring to another Setting

Written notice of four weeks is required if your child leaves the pre-school. We will provide you with a Transfer of Early Education Funding form completed in readiness for the next provider, if applicable. If 4 weeks notice is not given we reserve the right to charge fees for a maximum of four weeks. This period of notice is also required for children only attending government funded sessions.

Charging/Fees

All current fees will be published on the school website.

The school will invoice parents/carers for any additional charges. From September 2026 we will be invoicing parents/cares in advance, each calendar month. These invoices will be payable within 14 days of the date of the invoice.

Non payment of fees will be dealt with promptly and all arrears must be paid before the next half term. If outstanding fees are not paid within seven days of the reminder letter being sent out, a £10 administration fee will be added to the bill for each week that payment is late.

The preschool will be sympathetic to parents/carers who are having or who anticipate having difficulty in paying and it may be possible to arrange an individual payment plan. However, this must be negotiated between the Headteacher, and parents/carers in advance. Any family in this situation should contact the office at the earliest opportunity to arrange a confidential meeting to discuss this.

It should be noted that when sessions are booked it secures a place for the child which is either funded or chargeable at the hourly rate. All sessions booked must therefore be paid for regardless of whether the child attends. No refunds will be given for sessions missed due to sickness, holidays or other reasons of absence.

Below are details of all additional charges that we make in our nursery setting:

- Hours booked over and above the entitlement under a funding scheme will be charged at the current prices as stated on the website.

Charges for additional extras provided and not covered by funding scheme:

- Hot school Meal – a cooked meal can be provided upon request for children.
- A non-compulsory school sweatshirt/cardigan/hoodie can be purchased from AF JOY, Wareham.
- Any trip or activity where a cost is incurred. Parents/carers will be given notice of any such event to allow time for payment to be made.

Applying for a place in Year R

Parents/carers of children attending our pre-school must apply for a reception class place either at Wool CE Primary School or another local school in the usual way and all applications will be considered strictly in accordance with the relevant admissions policies. Please be aware that living within the school's catchment area or attending our pre-school does not guarantee a place will be available in our school.