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.

Nursery / 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 Staverton 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) once they become aged 3 by the 1st September in the school year they are joining.

Opening Days / Hours

Our opening days hours are: Monday- Friday 8:40am – 3:15pm, term time only.

Session Times

Our session times are:

9:00 am – 12:00 pm (children start at 8:40 am free of charge)

12:00 pm – 3:00 pm (children finish at 3:15 pm free of charge)

Admissions Process

1. Parents / carers must complete an application form which is e-mailed directly to them.
2. Applications are acknowledged by email.
3. Places will be offered if there are places available and subject to staff ratios.

   If there are more applications than places available, the oversubscription criteria will apply – see below.

   Offers will be made via e-mail 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:

   School manages it's own waiting list and places are offered in the order in which the applications were received.

5. 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

Parents can request that their child's name is placed on our waiting list should a place not be 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 4 term time weeks 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

Description	Unit	Unit price	Line total
Free entitlement hours – 35 minutes per week do not have a charge.	Weekly	Free	Free
If not eligible for 30 hours' free childcare, the additional hours can be purchased – up to 15 hours per week.	Weekly		£90
Meals / snacks Free fruit in the morning. Children can bring their own packed lunches or alternatively a lunch can be purchased from The Pantry.			Direct payment to The Pantry
Consumables (for example, nappies and sun cream) to be provided from home.			
Additional voluntary services may be requested for special trips or visitors.	Ad Hoc		
		Total	£90

Payment

- Payment is made via the Arbor Parent Portal and is due at the start of the month in which the sessions take place.
- We ask for payment to be made via BACS direct to bank.
- When making payment through BACS, please use the following format for your reference number : the first letter of your child's first name, the first three letters of your child's surname and thereafter the reference number itself (ie Joe Bloggs – JBLO703154).

Late Payment

- Will attract an administration charge of £10 and a further £10 for each month that the fees remain outstanding.
- We do understand that there are occasions in which people run into genuine financial difficulty – in this case, please advise our Headteacher immediately in writing.
- Payment of fees is the responsibility of the signatory on the registration form, as would be any collection charges that may be incurred in the recovery of any outstanding monies.

Holiday/Sickness

- As the Pre-School is only open in term times, children will be expected to attend throughout the term – fees are always payable whether the child attends or not.
- There will be no reduction or refund for holidays taken in term time.
- If your child is not well enough to attend Pre-School, please contact the school by 8:45 am to advise us.
- A Leave of Absence Request Form should be completed in good time should you need to request time off school.