

Lancaster Lane Primary and Pre-School

Pre-School Policy



The Lancaster Lane Pre-School class can accommodate up to a maximum of 20 children in any one session (the number of 2 year-olds in any one session is based on ratios of adults but is flexible depending on current availability within the setting. This will be reviewed annually). Provision will be provided term time only, across 38 weeks (190 school days) and term times will be linked to the school calendar.

Sessions times are as follows

- Morning session: 8.50am - 11.50am
- Lunch: 11.50am - 12.20pm
- Afternoon session: 12:20pm - 3:20pm

Fees

Children can use 15 or 30 funded hours, or sessions can be paid for separately. Fees should be paid for by the 10th of each month in advance (if applicable) and paid either by Government Funding, bank transfer or via employers' voucher scheme. If being paid by vouchers, please let the office know which voucher company it is.

If paid for with the 15 or 30 hours free childcare, please apply for the code on the government's website www.childcarechoices.gov.uk before the term your child begins attending Pre-School. This code and your National Insurance number needs to be included on the funding form.

Allocation of Places

Places will be allocated based on a first come first served basis, for each academic year. We hold the right to allocate places based on availability term by term, to avoid places being held and not being used for significant periods of the academic school year. Places that are requested for the spring or summer term, that could potentially lead to gaps in pre-school numbers at the beginning of the school year, are dependent on applications received. A member of staff will be in touch to discuss this, if this situation arises.

Places will only be officially confirmed once a parental policy agreement has been signed. It may not be possible to accommodate all sessions requested, due to availability and number of children attending. However, available sessions will be shared as an alternative. A waiting list is in place and children can be added to this if no place is available.

Where there are twins, etc wanting admission and there is only a single place left within the admission number, we will exercise as much flexibility as possible within the requirements of ratios and staffing numbers.

Parents will receive a confirmation letter, with allocated sessions, when a place has been confirmed.

Attendance

It is important that children attend pre-school, to gain the full learning experience available to them during their early years. If a child's attendance at the Pre-School is poor through unexplained absence, the school will be in touch to discuss this, as a place is being taken up but not being used. Continuation of a place in the Pre-School will be discussed and withdrawal of the place at the end of the funding/payment period may be considered so the place can be offered to another child.

Withdrawal of Places

1 months' notice is required to withdraw a child from Pre School. This should be done in writing to the school office.

Paperwork

Essential paperwork (including school permissions) must be completed prior to your child starting Pre-School. This is to ensure we have all relevant paperwork to contact parents if necessary, enrol your child and give your child the best possible start to their educational journey.

For all enquiries, please contact Mrs Gronow in the office at bursar@lancasterlane.lancs.sch.uk or the Pre-School Lead Practitioner, Mrs Brown on g.brown@lancasterlane.lancs.sch.uk.