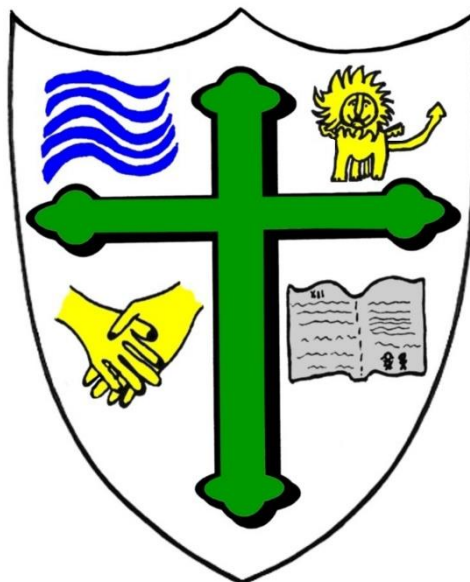


Highcliffe St Mark Primary School and Fledglings Pre-School



Fledglings Pre-School Terms and Conditions

Reviewed (date)	September 2025
Reviewed by (name)	Claire Barker
Approved by Governors (if applicable)	March 2026
Review due (date)	September 2026

Fledglings Pre-School Terms & Conditions

1. Introduction and Operational Capacity

Fledglings Pre-School has an operational maximum capacity of **36 children per session**. This has been determined based on:

- Statutory staff-to-child ratios,
- The requirement for a qualified teacher to lead the provision, and
- The available indoor learning space of **135m²**, in line with EYFS statutory requirements.

Sessions are led by a qualified teacher, supported by additional practitioners, ensuring staff-to-child ratios comply with EYFS requirements at all times. All staff hold current paediatric first aid certification.

The operational capacity may be reviewed periodically by pre-school management and governors. Any changes will be communicated to parents in writing and reflected in updated Terms & Conditions.

Fledglings provides places for children aged 3–4 years.

2. Session Times

Morning Session: 8:30am – 11:30am

Afternoon Session: 12:30pm – 3:30pm

All Day Session: 8:30am – 3:30pm

Lunch Session: 11:30am – 12:30pm (available with morning or afternoon session). Hot meals are available at an additional cost – see Fees section.

If you wish to amend your child's hours, please give us as much notice as you can. While we will aim to meet your request, staffing commitments mean that changes may take up to half a term to implement.

Wraparound Care:

- Breakfast Club: 8:00am – 8:30am (main school building)
- Teatime Club: 3:30pm – 6:00pm (main school building)

Wraparound sessions are charged separately. A minimum of 48 hours' notice is required for cancellation; otherwise, normal fees apply.

Additional sessions outside regular bookings may be requested subject to availability and will be charged accordingly.

Children must attend a **minimum of 12 hours per week**.

3. Childcare Funding

Local Authority funded childcare for eligible 3- and 4-year-olds is available in line with current government and Local Authority criteria.

- All 3- and 4-year-olds are entitled to **15 hours universal funding**.

- Eligible working parents may access up to **30 funded hours**.

Parents must provide their 30-hour code and reconfirm eligibility every three months. Failure to do so may result in withdrawal of funded hours.

Funded hours may be used flexibly across sessions but cannot be used for wraparound care. Funding may be split across more than one provider.

Where booked hours exceed funded entitlement, charges will apply.

4. Admissions and Waiting List

There are three intakes each academic year: **September, January, and April**.

Applications must be made via the Pre-School Registration Form available on the school website. Submission of a form does not guarantee a place.

Fair Access and Equality of Opportunity

Fledglings Pre-School is committed to equal access for all applicants. Admissions decisions are made fairly, transparently, and without discrimination in line with the **Equality Act 2010**. All children's applications are considered based on available places and the needs of the early years provision. Leaders will explain decisions to parents if requested.

Once a session reaches maximum capacity, further applicants will be placed on a waiting list. Places are offered in order of application, taking into account:

- The child's age, and
- Whether a sibling already attends Fledglings.

Communication and Transparency

Parents will be informed in writing of the outcome of their application and given clear information about waiting list status and expected timelines, supporting continuity in children's learning and welfare.

Final decisions regarding admissions and attendance patterns rest with the Head Teacher, who will apply published criteria consistently and may consult pre-school leadership to ensure decisions support children's welfare and learning.

Pre-registration before a child's third birthday is permitted. Children may attend from their third birthday; however, government funding only begins the term after they turn three, and charges may apply prior to funding.

5. Acceptance, Notice and Transfers

Once a place is accepted and the **Parent/Carer Declaration** is signed, **four weeks' written notice** is required if the place is no longer needed.

We provide a maximum of two one-hour settling-in sessions before your child begins. At these sessions, we ask that you return the Parent Declaration Form and Tapestry User Agreement, and present your child's original birth certificate.

Parents transferring from another provider must ensure the correct notice has been served and a completed **Transfer of Early Education Funding** form is submitted.

6. Children with Additional or Medical Needs

Parents must disclose any additional, medical, or specific needs at registration.

All applications are considered; however, the pre-school must be confident it can safely meet the child's needs. A meeting with the school SENDCo will be arranged prior to confirmation of a place.

7. Attendance

Regular attendance is expected. Poor attendance may result in withdrawal of the place in accordance with Local Authority funding requirements.

Where a child is absent for **two consecutive weeks without contact**, the school will initiate a four-week notice period. Parents and the Local Authority will be notified in writing.

Regular attendance supports children's learning, development, and smooth transition into school.

8. Holidays

Parents/Carers are asked **not to take children on holiday during term time**.

However, up to **two weeks leave per school year** may be requested in writing, without affecting funding entitlement. Any extended absence beyond two weeks may result in **funding being withdrawn**, and therefore put the child's place at risk.

9. Charging / Fees

All current fees are published on the school website.

The school will invoice parents for **any additional charges in advance, half-termly**, payable within 14 days. Failure to pay on time will incur a late payment charge of £20 and may result in withdrawal of extra sessions.

All booked sessions must be paid for, regardless of attendance. No refunds will be given for missed sessions due to sickness or holidays.

Additional charges:

- Hours booked above funding entitlement will be charged at published rates.
- **FROM SEPT 26 voluntary contribution £1 per session** will be invoiced for consumables, such as food, hygiene products, resources, Tapestry and activities.
- **Hot school meals:** can be provided for full-day children; payment via Arbor account required.
- **Wraparound care:** Breakfast and Teatime Club sessions charged at current prices.
- **Trips/activities:** Costs will be communicated in advance; parents must make payment prior to attendance.
- **Late charge** of £10 per 15 minutes for all sessions, including wraparound care

10. Applying for a Reception Place

Parents of children attending Fledglings Pre-School must **apply for a Reception class place** in the usual way. All applications are considered according to the school's **published admission policy**.

Please note: **attending Fledglings or living within the catchment area does not guarantee a place** in the school.

8. Compliance with EYFS, Ofsted, and Statutory Requirements

Fledglings Pre-School operates in accordance with:

- The Early Years Foundation Stage (EYFS) statutory framework,
- All relevant Ofsted registration requirements, and
- All health, safety, welfare, and safeguarding regulations.

Leaders ensure that all policies, staffing ratios, and operational decisions support children's learning, welfare, inclusion, and equality of opportunity.