Waterwells Primary Academy & Pre-School

Pre-school Information Statement

For all schools in Greenshaw Learning Trust, the Trust is the admissions authority. In implementing this information statement, the Headteacher, and school staff must take account of any advice given to them by the GLT Head of Admissions, the CEO and/or the GLT Board of Trustees.

Pre-school provision is non-statutory and is not governed by the DfE School Admissions Code. This statement outlines how Pre-school places are allocated, funded, and managed at Waterwells Primary Academy and Pre-School.

Pre-school Intake & **Provision**

Waterwells Primary Academy and Pre-School offers 24 Pre-school places. Children are admitted from the term following their third birthday and remain in the Pre-school until the end of the academic year in which they turn 4 years old.

Sessions Offered

- Morning Session: [8:30 AM – 11:30 AM] (15 Hours Universal)
- Afternoon Session: [12:00 PM – 3:00 PM] (15 Hours Universal)
- Full Day Session: [8:30 AM – 2.30 PM] (30 Hours Extended)
- Lunch Period: [11:30 AM – 12:00 PM]

Children attending 30-hour extended places stay in school for the lunch period. Supervision during lunchtime is provided free of charge, though parents must either provide a packed lunch or purchase a school meal.

Pattern of Attendance

Places are offered primarily on a full-session basis (e.g., 5 mornings, 5 afternoons, or 5 full days).

Application dates and deadlines:

If the child is 3 on or between:	Applications to be made by:	Eligible for a Pre-school place:
1 April and 31 August	30 April	Autumn Term (Sept)
1 September and 31 Dec	30 September	Spring Term (January)
1 Jan and 31 March	31 January	Summer Term (April)

If a place cannot be offered immediately, parents may request to be placed on the Pre-school waiting list. Places that become available will be offered directly from the waiting list according to the criteria set out in the schools admission arrangements which can be found here

Universal & Extended Early Years Funding

To validate 15-hour or 30-hour government funding with the Local Authority, parents must provide:

- Parent's National Insurance (NI) Number
- Parent's Date of Birth
- Child's Official Birth Certificate

15 Hours Funding (Universal Entitlement)

All 3- and 4-year-old children are eligible for 15 hours of free, universal early education per week during term time, starting the term after their third birthday.

30 Hours Funding (Extended Entitlement)

Eligible working parents can access up to 30 hours of funded care per week. Parents must apply for and obtain an eligibility code from HMRC prior to the term's funding cut-off date.

- **Reconfirmation:** Parents holding a 30-hour code must reconfirm their eligibility with HMRC every 3 months.
- **Lapse of Code:** If a code is not reconfirmed by the HMRC deadline, the child will lose eligibility for the extended 15 hours. The school is unable to issue individual reminders to parents to reconfirm HMRC codes.

Pre-school Fees (Self-Funded Top-Up Hours)

Where places are available, the school may offer self-funded top-up hours for parents who do not qualify for 30 hours of government funding or whose funding code has lapsed.

- **Session Rate (2026–2027): £20** per PM top up session 12-3pm.
- **Payment Terms:** Fees are invoiced termly or half-termly in advance. Daily or weekly payments are not accepted.
- **Default on Payment:** If payment is not received by the due date specified on the invoice, the self-funded extended place will be withdrawn.
- **Absences:** Refunds or reductions are not provided for missed sessions due to illness, holiday, or personal absence.

A minimum of **6 weeks written notice** is required before withdrawing a child from the Pre-school or changing their agreed pattern of attendance.

If sufficient notice is not provided, parents paying via invoice will remain liable for up to 6 weeks of fees. In accordance with Local Authority early years funding guidelines, funding cannot be transferred to another provider until the 6-week notice period has elapsed.

Attendance

Regular and punctual attendance is essential for children to benefit fully from early years education.

1. If attendance or punctuality becomes erratic, the Pre-school keyworker will discuss this with the parent/carer.
2. If poor attendance continues after 2 weeks, parents will be invited to a meeting with the Pre-school lead or attendance lead to establish a support plan.
3. Continued unexcused absence exceeding 3 consecutive weeks without communication may result in the Pre-school place being withdrawn and reallocated to a child on the waiting list.

Transition to Reception

Attendance at the school's Pre-School provision **does not prioritise, guarantee, or secure** a place in the school's Reception class.

A separate application for a Reception place must be submitted to your **home Local Authority** by **15 January** of the year your child is due to start primary school. All applications are processed by the Local Authority in accordance with the published oversubscription criteria for Waterwells Primary Academy and Pre-School.

Complaints

If you have any questions or concerns, please contact the school office in the first instance. If your concern is not resolved informally, please refer to the School Complaints Policy published on the school website.

If you remain unsatisfied after completing the three stages of our complaints process, you can escalate your complaint based on the nature of your concern:

- Quality of Care – Contact Ofsted via their website
- Accessing Entitlements / Early Years Funding – Submit a complaint via the Gloucestershire County Council; Local Authority Complaints Process

Please note, for concerns regarding place allocation - As Pre-school provision is non-statutory, the school's decision will be final and there is no formal right of appeal. However, the Headteacher will be happy to discuss any concerns parents may have about the allocation of places.