



Shrivenham

Church of England Primary School

All things are possible for one who believes

Pre-School Admissions 2026

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Shrivenham School gives everyone the opportunity to believe in themselves, others, and God. Through our values of love, hope and courage, everyone at our school will flourish, fulfil their unique potential and positively contribute to the community.

'All things are possible for one who believes' (Mark 9:23)



We ensure our children learn in a nurturing environment where we value everyone as individuals, care for one another and foster positive emotional growth and well-being. Through our broad and balanced curriculum, we inspire, motivate and challenge our children to become independent and confident learners, maximising intellectual, social, physical and spiritual development. We put Shrivenham School at the heart of village life, actively encouraging partnership with parents, the Church and the wider community.

Core Values

LOVE

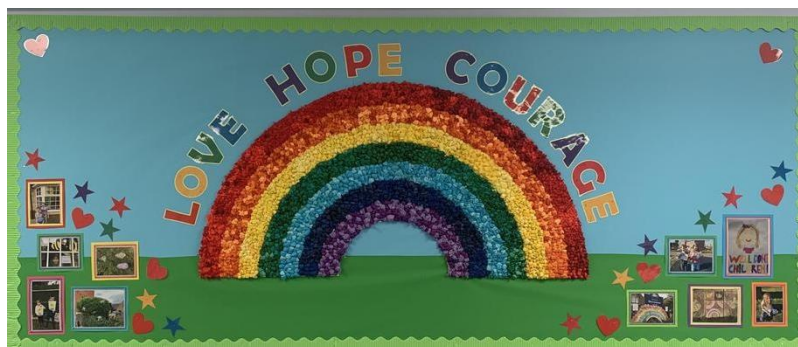
We show love to everyone by putting others before ourselves. By working together as part of a strong and supportive family, we can all achieve more - socially, emotionally and academically.

HOPE

In our school this helps is to keep going even when things get hard and when we face new challenges. Together we can turn hope into reality.

COURAGE

We have courage to stand by our beliefs and are committed to what is right and true.



30 hours of funded childcare – is now available for eligible **working families**.

Currently available in our setting for children aged 3-4 years: -

- **Up to 30 hours** of early education over **38 weeks** of the year for **3–4-year-olds**, from the term after a child's 3rd Birthday (when combined with universal funding).

To check your eligible for working family funding please visit the childcare choices website:

www.childcarechoices.gov.uk

Once you have your eligibility code, you still MUST keep renewing it every 3 months, when prompted by HMRC.

Universal Funding 3–4-year-olds - 15 hours of Funded Childcare – For All Families from the term after a child's 3rd Birthday.

THE MONTH YOUR CHILD WAS BORN	FUNDING STARTS
JANUARY, FEBRUARY, MARCH	APRIL
APRIL, MAY, JUNE, JULY, AUGUST	SEPTEMBER
SEPTEMBER, OCTOBER, NOVEMBER, DECEMBER	JANUARY

Early Years Pupil Premium Funding

Early years Pupil premium offers extra support for 3 and 4-year-old children whose parents meet certain criteria. Oxfordshire County Council will check who is eligible and the funding comes directly to Shrivenham Pre-School. Eligibility is checked using the information you provide on your funding declaration.

We will use this additional funding to help support all children with their learning development, enabling us to buy new resources and provide specialist staff training. In the long term this will mean better early years outcomes for all children at our setting.

Pre-School is a non-statutory phase of education and admission to a school pre-school class is outside of the statutory framework for admissions. The responsibility for agreeing and implementing an admissions policy for a school Pre-School rests with the individual school and its Governing Body. There is no statutory framework for appeals against an admission decision.



Free-school meals

Your child may be eligible to claim free-school meals if they attend our setting for full days and you are in receipt of certain benefits. You will be asked to complete a free-school meal application as part of the induction process for your child and will be informed if your child is eligible.

Age of Admission

- Children aged 3-4 years will be admitted to the pre-school class the term after their third birthday.

Each academic year is split into 6 terms: Spring 1, Spring 2, Summer 1, Summer 2, Autumn 1 & Autumn 2. Your child will only be able to begin their pre-school journey at the start of one of these terms.

If criteria are met, an admission can take place at the start of any of the 3 school terms (autumn, spring and summer) during the academic year. Admission at other times can be requested but is not guaranteed.

Subject to places being available, parents can request to start their child one or more terms before their funding begins. This is providing that their child has reached their second or third birthday. Parents/ Carers

will be charged at the published rate until the child is eligible for funded hours. This is subject to agreement and prompt payment of fees. (see appendix 1 for terms & conditions for fees).

Please contact Oxfordshire County Council Funding on 01865 894811 if you have any queries or visit their website at <https://www.oxfordshire.gov.uk/contactus/contact-early-education-funding-team>

Sessions

We are required to offer the Early Years Funding in a flexible way which complies with the DfE statutory guidance for Early Education and Childcare.

Our school offers, term time only (38 weeks of the year):

- Morning sessions 8.30am-11.30am
- Afternoon sessions 12.05pm-3.05pm
- All day sessions of 9.05am-3.05pm (an early start (8.30am) is available at £4 per day)

All children **must** bring a packed lunch from home if staying for a full day, unless eligible for free school meals.

To ensure the best provision and education for all children, we have selected session times and options available. You are therefore able to choose from the following options:

Session Options		
15-hour options		
Option 1	5 days	Monday to Friday 8.30am-11.30am
Option 2	5 days	Monday to Friday 12.05pm – 3.05pm
Option 3	2.5 days (start of the week)	Monday and Tuesday 8.30-3.05pm (35 mins payable lunch unless 9.05am start time is selected) Wednesday 8.30-11.30am
Option 4	2.5 days (end of the week)	Wednesday 12.05pm-3.05pm Thursday and Friday 8.30-3.05pm (35 mins payable lunch unless 9.05am start time is selected)
3 days (18 hour) options and 2 days (12 hour) options		
Option 5	3 days (consecutive)	Monday Tuesday and Wednesday 8.30am-3.05pm (with a 35 mins payable lunch unless 9.05am start time is selected) OR Wednesday, Thursday and Friday 8.30am-3.05pm (with a 35 mins payable lunch unless 9.05am start time is selected)

Option 6	2 days (consecutive)	Monday and Tuesday 8.30am-3.05pm (with a 35 mins payable lunch unless 9.05am start time is selected) OR Thursday and Friday 8.30am-3.05pm (with a 35 mins payable lunch unless 9.05am start time is selected)
30-hour option		
Option 1	5x morning plus 5 x afternoon sessions	Monday to Friday 9.05am – 3.05pm
Option 2	5x morning plus 5 x afternoon sessions	Monday to Friday 8.30am – 3.05pm (Early start available at £4 per day) If you choose a full day session for your child, you will be charged £4 per day to cover the extra 35 mins each day, which is not covered through Early Years funding. If you do not want to pay this, then select option 1 and your start time will be 9:05am.

We ask all families to choose from one of the above options. **Please make it clear on the initial application form if you are requesting the later start option for the full day session as this cannot be amended until the following term (Sept/Jan/Apr), if a change is required.**

Please note, availability of hours (funded or paid) is dependent on staffing ratios and capacity of the key workers.

A typical day:

8.30	Early starters
9.05	Classroom doors open
9.10	Morning registration Morning session begins Snack
11.30	Morning session ends Lunchtime for children who are in all day
12.05	Afternoon session begins
12.10	Afternoon registration
1.00	Afternoon learning and snack
3.05	End of the Day

Fees (if not fully funded)

3-year-old sessions - £7.00 per hour

Invoices are issued through ParentPay (our cashless online system) as per the payment schedule detailed below. Payments received after this date will incur a **£25.00** administration fee. Full terms and conditions can be found at the end of this policy.

Full fees are still payable for any periods of absence due to illness and holidays which are taken during term time.

Costs do not include nappies, pull-ups, sun-cream, trips and visitors. Parents will need to provide these items, clearly labelled for their child. Any trip or visit where a cost is involved will be voluntary – however, if too few contributions are received, the event may be cancelled.

Tax Free Childcare Scheme

The Government Tax Free Childcare scheme which is available to working parents to use for the payment of childcare costs regardless of a child's age. You can find an explanation of all government childcare support on the new Childcare Choices website: www.childcarechoices.gov.uk

Childcare Vouchers

Shrivenham Primary School is already set up with numerous childcare voucher organisations, please check with the school office for details. We recommend you use the government Tax Free Childcare Scheme.



Cashless Payment System - ParentPay

Shrivenham Primary and Pre-School are cashless, which means that all transactions are done online via our online payment system called ParentPay. It is an easy, safe and secure way to pay for your child's school dinners, fee paying sessions and other expenses online.

After completing the registration paperwork, we will send a ParentPay Activation Letter with instructions on how to register with your password and how to set up your ParentPay account.

You will then be able to register under the parent login page and then make payment online. A parent guide is available on our school website.



Notice Period to Amend or Cancel Sessions

A four week notice period is required to cancel or reduce sessions within Shrivenham Pre-School. During this time, full fees for sessions will need to be paid and/or Shrivenham Pre-School will claim government funding for sessions.

If your child must be absent over a long period of time, please talk to the Pre-School Administrator. You can email preschool@shr.cambrianlt.org

Sickness/Illness:

We would ask that parent/carers advise pre-school if a child is not able to attend by emailing the absence email address absenceshr@shr.cambrianlt.org or calling the main school office.

Please keep children with any sign of illness at home.

- If your child is away through illness, please telephone or email the pre-school to advise us of the situation.
- If your child has been away due to illness, please ensure they are **fully** recovered before they return to pre-school to prevent the risk of spreading infection.
- If your child has had any form of sickness or diarrhea, they **must** be kept at home for at least **48 hours after** the symptoms have cleared.

Notification of Absence from Pre-School - Holiday

Parents/Carers of children attending pre-school will be required to complete a notification of absence form in advance (form available from the school office). The preschool follows the same attendance policy as the rest of the school except that parents and carers are not fined for absence during term time for holidays. See here for the school attendance policy [Policies | Shrivenham Church of England Primary School](#)

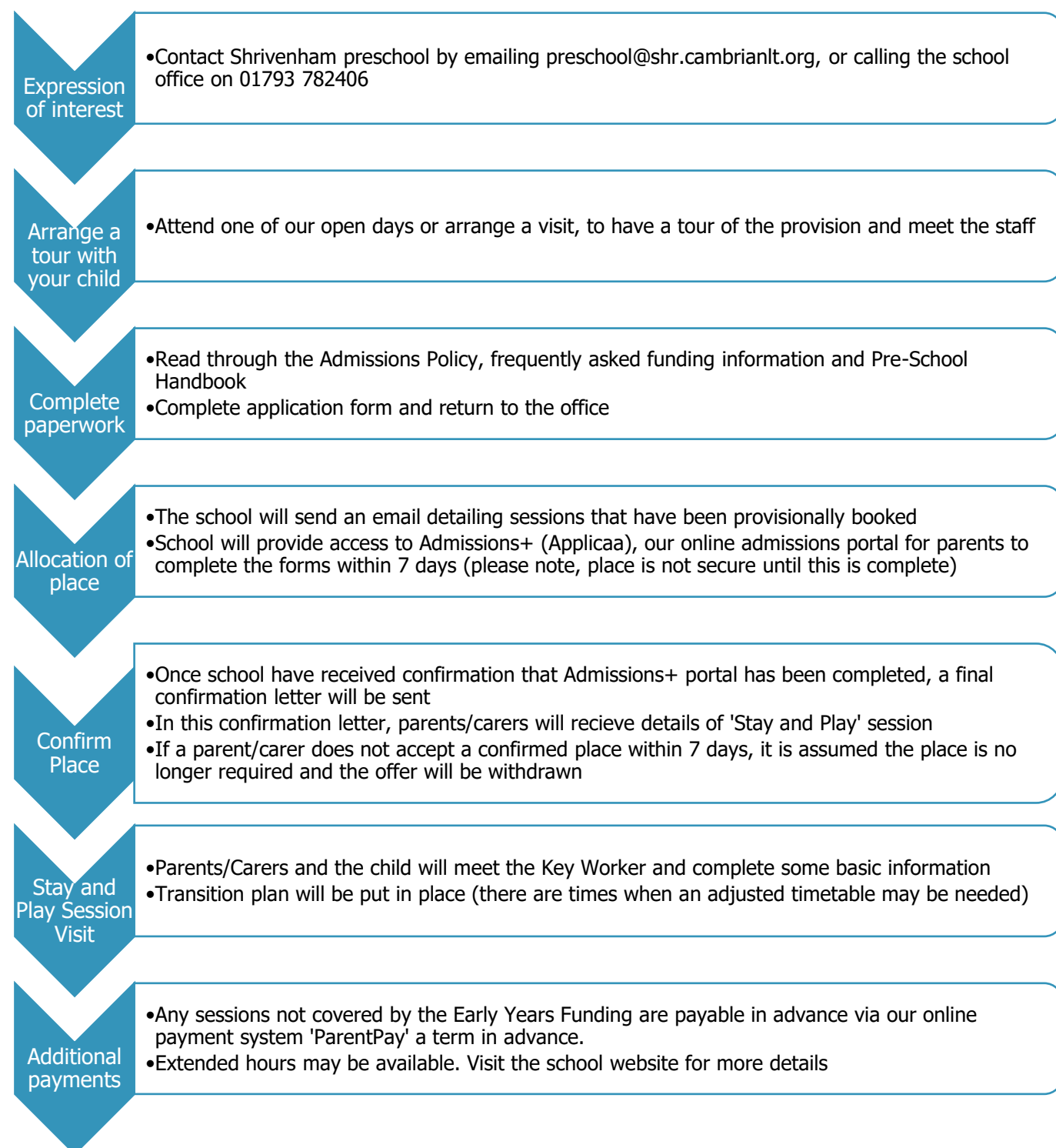
Notification of Absence from Pre-School - Hospital/Medical

Please provide a copy of your appointment letter if your child has a hospital appointment.

Application Process

- Applications will be dealt with on a first-come, first-served basis.
- If applications are not completed in the timeframe stipulated in the terms and conditions, we will withdraw the offer. No places can be held open.
- We would like all applications to be **fully** and **honestly** completed. It is important that where we offer places, we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly, we may withdraw the offer of a place.
- The pre-school reserves the right to request documentary proof of address and/or to take reasonable steps to verify residence at the address provided.
- You will be asked to provide date of birth evidence so we can check your child's age. Typically, this is an original copy of a birth certificate.
- Offers for funded places are subject to validation of the eligibility or will be charged at the published rate for non-funded sessions.
- Families that have an 11- digit code because they are working and eligible for the extended entitlement can have up to 1140 hours stretched across a year. This equates to 30 hours a week over 38 weeks of the year.
- **Please note:** Due to government legislation, admission to Shrivenham Pre-School does NOT guarantee admission to Reception Class at Shrivenham Primary School.

Below is a flow-chart of the application process:



Leavers during the year

- If a child is withdrawn by their parents/carers from pre-school during the school year, parents/carers must give the school a minimum of 4 weeks' notice.
- The place of a child who has been withdrawn cannot be held open for a trial period and will be automatically made available to allocate to a child on the waiting list.
- If parents/carers later wish their child to return to the pre-school then they will have to re-apply for a place on the waiting list.

- The fact that a child has previously been in the pre-school will in no way influence the decision on being offered a place.

Attendance and Loss of Place

- If attendance and punctuality is poor or erratic the Early Years Leader will talk to parents/carers and remind them that for their child to benefit fully from pre-school education, attendance needs to be regular and punctual.
- This conversation will be recorded and dated.
- If after a period of two weeks, attendance and punctuality remain poor, a letter will be sent to the parents/carers inviting them to meet with the Early Years Leader.
- If following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents/carers will be notified of the loss of place in writing.
- Where a child's place is funded, should the child not attend the setting for a consecutive period of more than 4 weeks, we will consult the Early Years Funding team at Oxfordshire County Council, and it may be advised that the place will not continue to be funded for more than the 4-week period. In which case, parents will be offered the opportunity to pay for the absent sessions until the child resumes their attendance.
- If a child is absent for a period of three weeks without any contact from the parents/carers and the school has been unable to make contact within this time, the child may lose their place, and it may be offered to someone else.
- This will be decided by the Head of School and a letter explaining the situation will be sent to the parents.
- Safeguarding: Where attendance is poor and/or erratic, we will always seek to support parents/carers to improve this. In situations where contact with parents/carers becomes difficult and has been unsuccessful after several attempts, we will contact Oxfordshire's Children Services team and request they carry out a welfare check.

Late Collections

- If you will be late collecting your child, please contact us on 01793 782406 as soon as possible to inform us. We will keep your child safe until you arrive or make alternative arrangements.
- Children will only be released to known adults or those with the correct password.
- Whilst we endeavour to support families, we reserve the right to charge a late collection fee if a child is collected more than 15 minutes after the session end time. This applies to morning and afternoon sessions, as well as extended hours. This will be charged at £5 per 15min to cover the additional staffing costs. The decision to charge a late collection fee will be made by the Head of School.

Transfer from Pre-School to Reception

All parents and carers must be made aware that a place in the pre-school does not guarantee a place in a Reception Class at Shrivenham Primary School. Parents and carers must still go through the correct admissions procedure via Oxford County Council. The pre-school staff will liaise closely with colleagues in the school's Reception classes to plan for a smooth transition to their chosen or allocated school. Pre-school staff will send on reports and other agreed records to the school admitting the pupil as appropriate.

Terms and Conditions

It is important that all parents/carers of children attending Shrivenham Pre-School read these terms and conditions. Failure to adhere to these may result in additional charges being made or the withdrawal of your child's place.

- Once an agreed start date has been set, all sessions must be paid for in full, either through funding or personal payment. This means that if your child is entitled to funded childcare, we will start to claim their entitlement from their agreed start date.
- All 8:30 starts will be charged £4 per day. This is not covered by the funding.
- Fees will still be charged from their agreed start date (this will be the start of term) even if we decide that your child needs a longer settling in period. This is so that we can reserve your child's space, and the level of staffing required to accommodate them once they start fully. This applies to both funded and paid places.
- All bookings must be received by Shrivenham Pre-School at least 3 full weeks before the end of the term before the booking is to commence.
- Any requests to amend bookings will also need to be made at least 3 full weeks before the end of term before the amendment is to commence. In exceptional circumstances, we may be able to accommodate amendments outside of this timeframe. This will be considered on a case-by-case basis.
- All booking/amendment requests must be made in writing to preschool@shr.cambrianlt.org
- Late bookings and amendments requests (less than 3 full weeks before the end of term) will incur an admin charge of £25. This is to cover the additional work involved in processing late forms
- Invoices for payment (as well as confirmation of bookings if applicable) will be sent out during the last full week of each term
- Once invoices have been sent and the corresponding payment has been set up on ParentPay, you will have until the end of the first full week of the new term to make payment. For example, payments for sessions attended in term 3 must be paid by the end of the first week of term 3.
- Failure to pay fees on time (for both pre-school and/or extended hours) will incur a £25 late payment charge to cover the additional admin costs involved.
- If you have trouble in making payment, please speak to the Early Years Lead/Head of School in the first instance.
- Failure to engage in communication regarding late payment of fees or arrears may result in the withdrawal of your child's place. This means we may refuse entry to your child until payment is made. In extreme cases, your child's place may be withdrawn completely, and they will no longer be able to attend Shrivenham Pre-School.