

THE VINE INTER-CHURCH PRIMARY SCHOOL



The Vine Pre-School Admissions & Charging Policy 2022-2023

Policy written by:	H Bransbury
Ratified by Governors:	January 2023
Review date:	January 2024

Link to The Vine Vision -

Let us remember that as many hands build a house, so many hearts make a school.
All are welcome, working together to create a stronger community.

Policy Statement

- At The Vine Pre-School we welcome children from the local community of Cambourne.
- We are an inclusive Pre-school. The Vine School mission statement, "All are welcome here" also applies to the Pre-school. The Vine Pre-School Ethnicity, Equality and Diversity policy is available to all.
- We will consult with our parents and carers to make sure that our Pre-School meets the needs of our local community.
- At The Vine Pre-School we operate 5 morning sessions from 8.30-11.30am, 5 afternoon sessions from 11.30-2.45pm and the full 30-hour sessions 8.30-2.45pm Monday to Friday. To enable children to benefit fully at The Vine Pre-School we encourage you to take as many sessions as possible and to do either all mornings, all afternoons or full days.

Application Procedures:-

Children can start to attend The Vine Pre-school from the term after their third birthday and we operate three intakes, at the start of the Autumn term, Spring term and Summer term. Applications must be made online via Microsoft forms.

Applications for the Autumn term must be received by **1st April** with places being allocated by the **30th April**.

Applications for the Spring term must be received by **1st October** with places being allocated by the **30th October**.

Applications for the Summer term must be received by **1st January** with places being allocated by the **31st January**.

Early submission does **not** guarantee a place and places are allocated in the following way:

1. Look After Children or Previously looked After children
2. Children with a statement of special educational need.
3. Children with a Sibling attending The Vine school and living in Cambourne
4. Children with a sibling already attending The Vine school living outside of Cambourne.
5. Children living in Cambourne
6. Children living outside of Cambourne

In cases of equal merit in each set of criteria, priority will go to children living nearest the school as measured by a straight line. We also hold a small number of reserve places for disadvantaged pupils who are in need, based on time of application.

Reserve List

- When an application is unsuccessful, the child's details are automatically placed on a reserve list and allocated by the above criteria. Parents will be contacted immediately if a place becomes available for their child but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

Charging:

The Vine Pre-school offers the following choices of session:

Full time (30 hours funded) 8:30-2:45

All morning: 8:30-11:30

All afternoon: 11:30-2:45

The table below illustrates what parents pay per week in each timing scenario, depending on their funding status:

Funding Scenario → Session type ↓	15 hours funded	30 hours funded	Self-paying
8:30-11:30 (M-F)	Fully Funded	Fully Funded	£90
8:30-2:45 (M-F)	Fully Funded	Fully Funded	£180
11:30-2:45	Fully Funded	Fully Funded	£90

Fees work out at £6 per hour and must be paid on receipt of the invoice.

All sessions must be paid for (absence and sickness absence must still be paid for)

Failure to pay fees for any 10 sessions will result in your place being withdrawn, with 5 school days' notice.

If payment is not received by the end of a term, then payments will incur a 10% charge.

Prospective parents/carers are welcome to visit please call to make an appointment.

The Vine Pre-School: 01954 719630 or preschool@thevine.cambs.sch.uk