



Watchfield Primary School

At Watchfield we SOAR!"

Pre-School Admissions Policy 2026-2027

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Our Vision and Values

At Watchfield we want everyone, children and adults, to 'SOAR'. This means we work hard to enable individuals, groups and the wider school community to be: Successful, Original, Aspirational and Resilient.

This vision is embedded into all of our policies and our day-to-day practice; as teachers– as learners.

To help us achieve our school's vision we have identified six core values that also underpin our school's ethos. These are encapsulated in the statement below:

'Watchfield Primary School: a place where happy, confident children show care and respect for others, believe in themselves and take pride in their achievements'.





Through striving to meet our vision, our aim is for Watchfield Primary School to be at the heart of an expanding community and widely recognised as a school that values uniqueness, where children are provided with the skills to enable them to become



Successful Learners



Original Characters



Aspirational Individuals



Resilient Citizens.

Funding Eligibility

15 & 30 hours of funded childcare – is now available for eligible **working families**.

Currently available 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.

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

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>

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 Watchfield Pre-School.

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.

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

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 off the Early Years Funding in a flexible way.

Our school offers, term time only:

- ☰ Morning sessions 8.45am-12.00pm
- ☰ Afternoon sessions 12.10pm-3.10pm
- ☰ All days sessions of 8.45am– 3.10pm

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		
15hrs		
Option 1	5x morning sessions	Monday to Friday 8.45am-12.00pm
Option 2	5x afternoon sessions	Monday to Friday 12.10pm– 3.10pm

30hrs		
Option 1	5x morning plus 5 x afternoon sessions	Monday to Friday 8.45am– 3.10pm

We ask all families to choose from one of the above options.

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

A typical day:

8.45	Classroom doors open Morning session begins
9.10	Morning registration
9.20	Morning learning and snack
12.00	Morning session ends Lunchtime for children staying all-day
12.10	Afternoon session begins
12.50	Afternoon registration
1.00	Afternoon learning and snack
3.10	End of the Day

Fees (if not funded)

3-year-old sessions - £7.50 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.

Booking and Payment Schedule for 2026-2027

	Bookings/amendments to be received by...	Invoices sent out week beginning...	Payment to be made by...
For Term 1 sessions	Monday 6th July 2026	13 th July 2026	Friday 4 th September 2026
For Term 2 sessions	Amendments not available this term	12 th October 2026	Friday 6 th November 2026
For Term 3 sessions	Friday 20 th November 2026	14 th December 2026	Friday 8 th January 2027
For Term 4 sessions	Amendments not available this term	1 st February 2027	Friday 26 th February 2027
For Term 5 sessions	Friday 5 th March 2027	22 nd March 2027	Friday 23 rd April 2027
For Term 6 sessions	Amendments not available this term	10 th May 2027	Friday 4 th June 2027

Any queries about funding or fees, please email Pre-School Administrator at office@wat.cambrainlt.org

Childcare Vouchers

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

Watchfield Primary School is already set up with numerous childcare voucher organisations, please check with the school office for details.



Cashless Payment System - ParentPay

Watchfield 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 Watchfield Pre-School. During this time, full fees for sessions will need to be paid and/or Watchfield Pre-School will claim government funding for sessions.

If your child has to be absent over a long period of time, please talk to the Pre-School Administrator.

Absence

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 [HYPERLINK "mailto:absence@wat.cambrianlt.org"](mailto:absence@wat.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 diarrhoea, 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. This is for our information only so we are aware why and when children will not be attending pre-school, as holiday's can be taken outside of normal school holiday periods for Watchfield Pre-School children only.

Notification of Absence from Pre-School - Hospital/Medical

As above this is for our information only. It would also be useful to have a copy of the appointment letter if possible please.

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 code' (this includes 2-year-old funded places and 3-year-old 30 hour funded places) 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 Watchfield Pre-School does NOT guarantee admission to Reception Class at Watchfield Primary School.

Overleaf is a flow-chart of the application process:

Expression of interest

- Expression of interest Form completed online (www.Watchfieldschool.co.uk) or call 01793 782406

Arrange a tour with your child

- Attend one of our open days to have a tour of the provision and meet the staff

Complete paperwork

- Read through the Admissions Policy and Pre-School Handbook
- Complete registration form and return to the office

Allocation of place

- The school will send an allocation letter detailing sessions that have been provisionally booked
- School will provide access to Admissions+ (our online admissions portal) for parents to complete the forms within 7 days (please note, place is not secure until this is complete)

Confirm Place

- Once school have received confirmation that Admissions+ portal has been completed, a final confirmation email will be sent
- In this confirmation email, parents/carers will receive details of 'Stay and Play' session
- If a parent/carer does not accept a confirmed place within 7 days, it is assumed the place is no longer required and the offer will be withdrawn

Stay and Play Session Visit

- Parents/Carers and the child will meet the Key Worker and complete some basic information
- Transition plan will be put in place (there are times when an adjusted timetable may be needed)

Additional payments

- Any sessions not covered by the Early Years Funding are payable in advance via our online payment system 'ParentPay' a term in advance.
- Extended hours may be available. Visit the school website for more details

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 782623 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 Watchfield 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 Watchfield 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 15/30 hrs funded childcare, we will start to claim their entitlement from their agreed start date.
- 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 Watchfield Pre-School at least 3 full weeks before the end of the term before the booking is to commence. Please see below for the payment schedule for 2026-27. A copy of the term dates for 2026-27 can be found on the school website.
- 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 via email to office@wat.cambrainlt.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 experience difficulty 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 Watchfield Pre-School.