



**ST. PETER AT GOWTS**  
CofE PRIMARY SCHOOL

Unlocking the potential in all,  
empowering a community of hope.



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## Little Learners Admissions Policy

St Peter at Gowts CE Primary	
Policy	Little Learners Admissions Policy
Date adopted	January 2025

### Introduction

Little Learners Nursery is part of St Peter at Gowts C of E Primary School. Children who attend the Nursery will be fully involved in our school for their Nursery year/s. They will be introduced to our school Christian Values and will learn about expectations regarding demonstrating these values to one another and expectations of behaviour. Each child will be valued and cared for as a unique individual. We aim to make Little Learners accessible to, and inclusive of, children and families from all sections of the local community through open and fair procedures. Little Learners is a Nursery for 3 to 4 year olds. It runs during school hours (8.45am – 3.30pm) and in term time only. We can signpost you to other childcare providers for before and after preschool childcare and for holiday childcare.

### School Admissions

Attendance at Little Learners Nursery does not in any way guarantee you a school place at St Peter at Gowts C of E Primary School nor does it give you priority over other children who do not attend Little Learners. An admission application for a school place must be completed in the normal way and submitted to Lincolnshire County Council by the deadline date. Little Learners staff will remind parents to complete this form and will be happy to help you with it if you wish. Further details can be seen in our school Admission Policy.

### Little Learners Admissions

Entry to Little Learners occurs six times a year in September, October, January, February, April (sometimes March depending on Easter dates) and June, where there are places available.

Children are eligible for a funded place from the start of the term **after** their 3<sup>rd</sup> birthday (either Autumn, Spring or Summer Term). For example, a child born in November would be eligible for a funded place in the following January.

Places are allocated using the following criteria in order of priority:-

1. Siblings of children attending St Peter at Gowts C of E Primary School
2. Proximity to Little Learners
3. Date of application

In addition our policy may take into account the following:

- particular circumstances affecting the family
- referrals from outside agencies

Applications are welcomed at any time.

## **Application Process**

Applications for January or April starters will be considered and any available places allocated in the term prior to the start date. Application forms should be completed in full and submitted to the school office for children to be considered for a place.

Parents are asked to specify preferred days and hours and must book a minimum of **6 hours** for each child (2 sessions).

Personal details about children and additional family information will be requested when a place has been secured. This will include needing to see the child's birth certificate or passport in order to validate their identity prior to starting. A child will not be admitted to Little Learners without this documentation.

Before children start, Little Learners' staff will visit the family at home to complete any paperwork and have the opportunity to talk about children before they start, including likes, dislikes any helpful information for the team.

## **Waiting Lists**

We keep a record of all place requests in Little Learners in order that we can offer a place as soon as one becomes available. However, we cannot hold spaces (for example for a summer birthday) in advance of the term. If a child does not secure a place in the term requested, they will prioritised for the following year wherever possible (ie. If they are not starting school in the September).

We will not discuss a child's registration with other parents/carers.

We will make every effort to be fair and to accommodate as many children and their families' wishes and needs as possible.

## **Charging for Sessions in Little Learners**

For those parents paying for sessions the following charges apply –

Morning or afternoon session £15.00

Lunchtime supervision £4.00 per day

If your child does not attend their paid session for any reason, the session will still be charged for, except in exceptional circumstances, as authorised by the Head Teacher.

We allow for 2 weeks' holiday over the year for which you will not be charged (taken either in a block or on separate days) provided a holiday form is completed in advance of the holiday being taken.

If your child regularly does not attend their session(s) we will work with you to support your child's attendance, however if this continues, their place will be offered to the first person on the waiting list.

Charges will be made via our Parentmail system. If payments are not made for paid sessions within 2 weeks of the charge being issued we will request a meeting with you to discuss this and support you with a payment plan if needed. If after 4 weeks there is no payment your child will no longer be able to attend their sessions until a payment has been made or an agreement reached for payment. If no agreement of payment has been made we will offer your child's place to another child.

We will seek to recover unpaid charges through legal means if no payment is received in consultation with the legal team at Lincolnshire County Council.

### **Late Collections**

If your child is collected more than 10 minutes after the end of the session we reserve the right to charge for the lunchtime supervision costs. We will review each situation on a case by case basis.

### **Notice Period**

If your circumstances change and your child leaves Little Learners before the end of the academic year, there is a four week notice period from when you first notify us, in writing, that your child is leaving. If you pay for sessions you will be charged for this period. If you claim free sessions from the government, you will not be able to claim these sessions from another setting until the end of the notice period.

### **Uniform**

As Little Learners is part of our school, all children who attend the Nursery will need to wear uniform. This doesn't have to be with the school logo, shop or supermarket plain red jumpers and cardigans are also suitable. Please ensure your child wears:-

**Plain red jumper or cardigan**

**Black or grey skirt, trousers or jogging bottoms or red gingham dress**

**Plain white top**



If you have any difficulties purchasing uniform, please speak to a member of the school team.

Policy adopted on \_\_\_\_\_

Signed \_\_\_\_\_