



Binley Woods Primary School and Woodlands Pre-School

Growing Every Child



Headteacher: Mrs Karen Sharp
t: 024 7654 3754 e: admin2626@welearn365.com

WOODLANDS PRE-SCHOOL TERMS AND CONDITIONS 2025-26

Dear Parents/Carers,

Welcome to Woodlands Pre-School at Binley Woods Primary School.

Admissions

When you apply for a place at Woodlands Pre-school, we will ask you to confirm your preferred sessions to help us with planning. Children's names will be added to a waiting list and a place and session availability will be confirmed to families two months before the child's start date. We may contact you from time to time to ensure you are still interested in the place. All places are subject to availability.

We offer:

- 30-hour sessions (full time places),
- 15-hour sessions (mornings only),
- 15-hour sessions (afternoons only),
- 15-hour sessions (two and a half days, Monday morning until Wednesday lunchtime),
- 15-hour sessions (two and a half days, Wednesday lunchtime until Friday afternoon),
- Full day sessions (comprising a minimum of two full days).

The cut-off dates for applications for this academic year will be as follows:

- Monday 3rd November 2025 for January 2026 intake;
- Friday 9th January 2026 for April 2026 intake;
- Friday 17th April 2026 for September 2026 intake;
- Friday 11th September 2026 for January 2027 intake.

The admission criteria for Woodlands Pre-school from September 2025 onwards is in the following order of priority:

1. Looked after children and all previously looked after children.
2. Children who are currently, or have been at any point since birth, subject to a Child in Need Plan or Child Protection Plan.
3. Children whose parent is currently employed by Binley Woods Primary School.
4. Children living in the priority area for Binley Woods Primary School, as the address at which they spend most of their time, who have a sibling currently attending the school.
5. Other children living in the priority area for the school, as the address at which they spend most of their time.
6. Children living outside the priority area for Binley Woods Primary School, as the address at which they spend most of their time, with a sibling currently attending the school.
7. Other children living outside the priority area for the school. These will be allocated in date order of receipt of application after the cut-off date for applications each term.



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We will consider applications and allocate places based on this criteria on the cut-off dates above. Late applications will be considered, subject to availability.

Where applicants are allocated the same oversubscription criterion, priority is given in order of distance between the child's home address and the school, with the shortest distance being given highest priority.

Once you have been offered a place, you will need to confirm your acceptance of the place within a two-week period. We cannot guarantee the place will be held after the two-week period has come to an end.

A waiting list system will be in place when we are over-subscribed using the above criteria. If we are unable to offer your preferred sessions, we will contact you to discuss alternatives dependent on availability.

Waiting lists are ranked according to the relevant oversubscription criteria above and will not take into account the date individual applications were received or the length of time a child has been on the list.

Non-admission to Woodlands Pre-School

Admission to a pre-school is non-statutory and therefore there is no appeal against a decision to offer a place. Parents who are dissatisfied that their child has not been offered the place they wanted may express their concerns to the pre-school's governing body who will consider each case on its merits, balancing the need to maintain adult/child ratios.

Funding and Paid Sessions

You will be entitled to a funded early education place for 15 hours per week for your child from the term following their third birthday. You may be able to claim an additional 15 hours funding (30 hours in total). Please see www.childcarechoices.gov.uk for the eligibility criteria.

Pre-booked paid sessions are also available once all funded sessions have been used or for those not entitled to 30-hours funding, subject to availability. These are charged at £16.00 per three-hour session. Lunch club sessions run from 12.00pm to 1.30pm and are charged at a rate of £7.50 per session. There is no charge for lunch club if your child is using their funded hours for the afternoon session of 12.00pm to 3.00pm.

We may be able to offer ad hoc sessions for occasional use, subject to availability. These must be booked and paid for in advance to ensure we have the correct staffing ratios in place.

We ask for a voluntary contribution of 20p per day to cover the fruit which is provided to children during the morning session. Children who are staying all day have the option of either bringing their own packed lunch or paying for a cooked meal. These are currently charged at a rate of £2.50 per day.

We do not offer sessions for children under the age of three years.



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Sessions will only be available during term time. The pre-school will also be closed to children on teacher training days and bank holidays. You will not be charged for these days if you pay for sessions.

Absence

Please let us know if your child will be on holiday or is ill. To report a child's absence please contact the school office before 9.30am. We will still need to charge for any paid sessions missed due to illness (including lunch club) because staffing ratios will already have been accounted for. If your child has long periods of absence, Warwickshire County Council may decide not to fund these sessions and you will be liable to pay for the hours. If you need to inform us of an absence due to holiday, please collect a holiday request form from Pre-School staff.

Cancellation of Places, Notice Period and Session changes

Please be aware that the registration process leads us to make important decisions and financial commitments in terms of the required staffing levels for the children attending at any given time. This is why we must insist upon the notice periods outlined below.

One month's notice in advance is required of your intention to withdraw your child or to cancel pre-booked paid sessions, including lunch club sessions.

If you do need to change the sessions your child attends, please speak to the pre-school staff or the school office as soon as possible. We will do our best to accommodate your request. One month's notice of permanent changes of hours for funded sessions is required.

Payment of Fees

Fees apply for any sessions your child attends in addition to the 15 hours of Universal Funding if you are not eligible for extended hours funding (30 hours in total). Fees are payable for 38 weeks per year as per the school calendar.

If a child is attending paid sessions, an invoice will be sent to you at the beginning of each half term detailing the payment required for the paid sessions that term and also for any ad-hoc paid sessions. We accept payment by bank transfer or childcare vouchers. A statement will also be provided for all children attending funded-only sessions.

Payments can be made by bank transfer, childcare vouchers or tax-free childcare. Please use your child's name as a reference:

Bank Name: Virgin Money
Account Name: Binley Woods Primary School WCC
Sort Code: 05-07-40
Account Number: 46837365

Full fees are payable for non-attendance of any paid sessions due to holidays or sickness. Refunds will only be given if a decision is made by the Head Teacher to close the school due to



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health and safety reasons (e.g. severe weather or any other unforeseen event). Refunds will usually be credited to your next invoice, if possible.

No fees are charged for funded sessions but we ask for a voluntary contribution for fruit at a rate of 20p per day.

We will send reminders if payments are late. If you have difficulty paying and would like to discuss setting up a payment plan, please contact us as soon as possible. If fees are persistently overdue, we may have to cancel your child's sessions and/or withdraw the place.

We reserve the right to withdraw a child's place for paid sessions with immediate effect if accounts are outstanding by more than **30 days from the date of invoice**.

Our fees are reviewed annually by the school's governing body and may be subject to change. You will be given at least 28 days' notice prior to any changes.

We reserve the right to refer the debt to our debt collection agency at any point, this could mean via the small claims court.

Collection Times

If parents wish to collect early we ask that they let us know this in advance.

There will be a charge of £7.00 for late collection of over 15 minutes, following a verbal reminder and then written notice of intention to charge for further lateness. Late collection prevents staff from attending meetings and fulfilling their planning and preparation allocated time.

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Please complete and return to the school office.

I agree to abide by the Woodlands Pre-School Terms & Conditions for the academic year 2025-2026.

Childs name: _____

Parent's name: _____

Parent's signature: _____ Date: _____