



Last Review: July 2026
To be reviewed at least annually

Ettington Church of England
Primary School

Ettington Church of England Primary and Pre-School Pre-School Terms and Conditions

Ettington Pre-School

Ettington Pre-School is for children from the age of 2 to school age and runs termly in line with Ettington Church of England Primary School.

Additionally, the Pre-School runs a holiday club for 10 weeks of the year.

Places are offered on a first come, first served basis. Parents/Carers will be given the option to join a waiting list if all places have been filled.

Registration

When an enquiry is received, Parents/Carers will be sent all the relevant information they require which will include:

- The Ettington C of E Primary and Pre-School webpage
- The magic booking webpage
- The Ettington C of E Primary and Pre-School charging policy
- The Ettington C of E Primary and Pre-School Terms and Conditions

If a place is available at the Pre-School, then the parent/Carer must organise sessions and a start date via the nursery manager before booking the sessions via magic booking. If no places are available the Parent/Carer will be given the option to add their child to a waiting list. Parent/Carers will be informed as soon as a place becomes available.

Please be advised we will ask to see your child's birth certificate to confirm their age and eligibility to attend the Pre-School.

Churchill Close . Ettington . Stratford-upon-Avon . Warwickshire . CV37 7SP . Tel: 01789 740236

Headteacher: Mrs M Crowe .

School Email: admin3024@welearn365.com

Pre-school Email: preschool3024@welearn365.com



Booking Procedure

Parents/Carers must register all necessary details with magic booking before a child can attend the Pre-School. This also applies to those requiring an adhoc session. Pre-School must have all the necessary information on all children who attend any sessions.

Ettington Pre-School

When making regular bookings, these are for the full booking period to the end of an academic year.

Any changes will require one month's notice as per the cancellation section below.

Funded hours - if your child attends pre-school and leaves the setting during the period before WCC has received the information to allocate funding to the Pre-School then you will be liable for these fees.

Ad Hoc Bookings

Temporary or occasional bookings will be accepted as long as there are places available. Where possible, we will endeavor to support Parents/Carers in exceptional or compassionate circumstances.

Additional Charges

We reserve the right to charge an admin fee of £10 to make changes on behalf of parents.

Absences

It is vitally important that we are advised if your child is absent or cannot attend a booked session

Ettington Pre-School

For Pre-School absence please telephone the school on 01789 740919 or email preschool3024@welearn365.com.

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Cancellations

Once booked, if a child does not attend for any reason, you will still be charged for the session. If you wish to cancel or change your sessions, one month's notice is required. Funded sessions are not refundable. **Please see our charging policy for information relating to refunds of Pre-School places.**

Fee Structures

Please see separate fee structure document

Ettington C of E Primary and Pre-School recognises that childcare can be costly and we therefore encourage parents/carers to claim the childcare element of Universal Credit. If you are eligible for Universal Credit you may be able to claim up to 85% of your registered childcare costs.

We are also registered to accept:

Tax Free Childcare - for every £8 you pay into this account the government will pay £2

Childcare vouchers - for those who have existing accounts with their employers

Please visit <https://www.childcarechoices.gov.uk/> to see if there are other entitlements you may be entitled to. Please inform us of any funding you are eligible for or any voucher companies you may be registered with.

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Potential Funding for Ettington Pre-School

EEF ensures that all three and four-year old's benefit from quality early years education. Some two-year old's are also able to claim up to 15 hours a week of EEF.

EEF Eligibility Funding for 2-year old's: -

This is an eligibility-based funding for **working parents**, up to 570 hours of free childcare a year. Applications for this funding are made via the local authority and places can only be allocated once eligibility has been confirmed. Eligibility is via Warwickshire County Council. Funding is claimed but paid directly to Ettington Pre-School.

Eligible 2-year-olds are able to access 15 hours per week on a term time basis (38 weeks a year). Currently, Ettington Pre-School does not provide funded places for up to 30hrs per week. Parents wishing to purchase additional sessions/hours are welcome to do so. Additional sessions/hours are charged in line with standard Ettington Pre-School fees and are subject to availability (please refer to our *Fees Structure* which is a separate document and included in this policy).

To find out if you are eligible for funding for 2-year old's visit

<https://www.childcarechoices.gov.uk/>

<https://api.warwickshire.gov.uk/documents/WCCC-505288705-580>

2Help Childcare Funding - you may be able to access up to 15 hours funded childcare over 38 weeks for your two-year-old from the term after their second birthday if you receive:

- Income Support
- Income-based Jobseekers Allowance
- Income-related employment and support allowance
- Child Tax Credit or Working Tax Credit if your annual household income is below £16,190
- The guaranteed element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit if your annual net earned income is less than £15,400

OR your child:

- Is looked after by the local authority
- Has left care through special guardianship or an adoption or residence order
- Has a current statement of special educational needs or an education, health and care plan (EHCP)
- Qualifies for Disability Living Allowance

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Immigration status - If your immigration status says you have 'no recourse to public funds' (NRPF), you may be able to access a funded childcare place for your two-year-old if you :

- Live in England and your annual household income is no more than:
- £26,500 for families outside of London with one child
- £30,600 for families outside of London with two or more children
- Have no more than £16,000 in savings or investments

Tax relief on child care You can get up to £500 every 3 months (up to £2,000 a year) for each of your children to help with the costs of childcare. This goes up to £1,000 every 3 months if a child is disabled (up to £4,000 a year). If you get Tax-Free Childcare, you'll set up an online childcare account for your child. For every £8 you pay into this account, the government will pay in £2 to use to pay your provider.

You can get Tax-Free Childcare at the same time as 15- or 30-hours free childcare if you're eligible for both. Please see <https://www.gov.uk/tax-free-childcare>.

EEF Universal 15 hours 3 – 4-year old's: -

All children are eligible for 15 hours a week of free nursery education starting from the term after their 3rd birthday. This is part of the Government's early education funding scheme, also known as the Early Education Entitlement. At Ettington Pre-School, eligible 3 and 4-year old's can access Universal 15 hours on a term time basis (38 weeks of the year).

Extended 15 hours up to 30hrs 3 – 4-year old's (Buttercups Only) - This is an eligibility-based funding which provides up to 1,140 hours of free childcare a year effective from the term following the child's 3rd birthday. At Ettington Pre-School, eligible 3- and 4-year old's are able to access the Extended 15 hours on a term time basis (over 38 weeks). This is subject to a minimum attendance requirement and Ettington Pre-School limit the number of places available.

To check your eligibility for Extended 15 Hours funding please go to [Best Start in Life - Best Start in Life](#)

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Ettington Pre-School up to 30hrs per week placement - We consider the following criteria when prioritising and deciding on availability for up to 30hrs of funded placement:

- Only available in our Buttercups Room for children aged 3 to 4 years
- Children must attend 4 days (8:30-3:30) per week over 38 weeks per year
- Availability of places, considering the staff: child ratios
- Any extenuating circumstances affecting the child's welfare or the welfare of child's family.
- Have been in receipt of 2Help Funding
- Length of time attended at the Preschool
- Number of sessions attending in Daisies Room for children aged 2 to 3 years
- Date a place was requested (extra weight is given to those who have been on the waiting list the longest)
- Those who live in the village/local community
- The nursery's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

38 weeks funding but 39 schooling weeks: -

It is important to note that if your child receives funding, this is for 38 weeks not 39 weeks which is the Warwickshire school year.

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How is funding claimed and paid?

All EEF is claimed by and paid directly to Ettington Pre-School from the Local Authority. Ettington Pre-School works with children, parents and the Warwickshire's Early Years Funding Team to ensure that we deliver early education to a high standard and provide planned learning activities in line with children's interests which helps children's development progress and prepares them for their present and future education.

As an Early Education Provider, we are required to follow the guidelines set out in the *Provider Agreement procedures and the [EYFS statutory framework for group and school-based providers \(Sept 2026\)](#)*. This document is available online.

EEF has a child attendance criterion. We are required to ensure that children for whom we receive EEF attend regularly and have an obligation to inform the Early Years Funding Team if children do not attend.

To comply with EEF requirements, Ettington Pre-School will:

- Require you to complete an EEF Parental/Carer Declaration prior to your child starting an EEF place and each term thereafter.
- Require a copy of the EEF funding confirmation letter for 2Help Childcare Funding
- Require the eligibility code for funding 2-year old's or Extended 15hrs funding
- Need to be aware if your child is claiming EEF at another setting.
- Need to see a copy of the child's birth certificate
- May require the Parent's NI number and Parent's date of birth
- Record ethnicity.

EEF requires stringent child attendance monitoring for every child. Therefore, Ettington Pre-School:

- Will ask you to contact the nursery to inform us if your child is going to be absent or late and the reasons for this.
 - o We will make every attempt to contact you if the reason for the absence is unknown
 - o We will record reasons given for the absence, late arrival or early departure on the daily attendance register and monitor its frequency

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- o We expect that you inform the setting if your child will not be attending due to any reason, such as trips and holidays, etc.

Late Drop Offs and Early Pick Ups:

Due to our EEF attendance monitoring requirements, where a parent *consistently* drops a child off late or collects a child early from their funded early education session, we will try to establish the reason for this. It may be that we are able to offer you a more suitable session time to avoid this happening.

Please be aware that EEF may be withdrawn where children's attendance (including late drop off and early collection) does not meet the required level.

Other Important Information:

- Attendance of all children is monitored by the Local Authority through an internal audit
- If there are exceptional circumstances which mean your child's attendance does not meet the minimum requirements, please talk to a member of the Ettington Pre-School Management Team
- There will be no exchange of EEF sessions due to the child's absence or Ettington Pre-School closure days.
- Children attending fully funded EEF only sessions will not be required to pay the £50 Registration Fee or the £150 Holding Fee to register their child for a place at the Preschool.
- Where a child attends more than one setting, we will make every attempt to liaise and exchange information.

Parent Declaration Form – For Ettington Pre-School to claim the required EEF, parents will be asked to complete a *Parent Declaration Form* each school term. In addition to the funding requirements, parents will be asked to provide additional information such as: -

- Ethnicity
- If your child is in receipt of Disability Living Allowance

The disability access fund (DAF) was introduced to support disabled children's access to the early year's entitlement for 3- and 4-year-olds. From April 2024, this had been extended to 2-year old's and from September 2024 extended to children from 9mths+. The funds can be used, for example, to support Preschools in making reasonable

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adjustments to our settings and/or helping with building capacity, either for the child in question or for the benefit of all children attending the setting.

- If your child is entitled to Early Years Pupil Premium (EYPP).

To check your eligibility please go to [Best Start in Life - Best Start in Life](#)

Please note that fees are paid through magic booking **IN ADVANCE**, either the whole booking or through a monthly instalment plan.

All fees for Pre-School fees or funded hours are charged for booked sessions whether the child attends or not.

Fees are reviewed annually and Parent/Carers will be advised by letter of any increases.

Any queries regarding fees should be direct to ETPbookings3024@welearn365.com

ARREARS

Please note we have a no arrears policy. This is to protect the school and prevent Parents/Carers building up arrears which they then have difficulty meeting. All fees must be paid a minimum of monthly in advance and are paid via magic booking.

If a Parent/carer builds up arrears and fails to clear them then the child's place may be withdrawn and stopped from attending the provision (in the case of the pre-school they will only be allowed to attend fully funded sessions) A debt invoice of the outstanding balance will be sent to the Parent/Carer which must be paid within 7 days in full.

Ettington C of E Primary and Pre-School has a formal debt collection procedure in place. If payment is not made then the outstanding debt can be referred to the Council's debt collections service.

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The school is happy to discuss reasons for late or non-payment of fees and can look at ways of coming to an arrangement to bring your account up to date. This can be discussed with the Business Manager with final confirmation from the Head Teacher and Governors

Late Collection Charge

Staff are employed and paid for the hours as per our fee structures and every child must be collected before the end of their session. When children are not collected on time this has a cost implication for the school. Therefore, a late collection fee of £5.00 per quarter hour takes effect from the end of the session booked. Parent/Carers will be issued with an additional bill that will need to be settled before further bookings are accepted.

Bookings

All bookings must be made through

<https://ettingtoncofeprimaryandpreschool.magicbooking.co.uk>

All bookings are subject to availability

The person making the booking accepts the booking conditions on behalf of the account holder

All bookings must be paid for at the time of booking unless a card instalment plan is selected at the time of booking or you are paying by childcare vouchers/tax free childcare or using funded pre-school hours.

Cancellation Notice and Charges

It is the account holder's responsibility to cancel sessions

Any booked sessions which are not attended are still charged unless one month's notice is given

All bookings must be made prior to arriving on site. If you arrive a site and have not booked your child will not be accepted until a booking is made

Manual refunds made to parents/carer credit/debit cards, TFC or childcare vouchers may incur a 1.9% magic booking fee plus £5 admin fee.

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Payments and Overdue Balance

Types of payment available are credit/debit card, Childcare voucher or Tax-Free childcare and using funded Pre-School hours

When paying by Childcare vouchers, please use your full name as the payment reference.

When paying by Tax free childcare please notify Ettington C of E Primary and Pre-School every time you make a payment with the amount and payment reference

Ettington C of E Primary and Pre-School is registered with Warwickshire County Council to deliver early education funded hours for 2 - 4-year old's.

Having an overdue balance may lead to the termination of your child's place

Ettington C of E Primary and Pre-School may pass any unrecovered fees to an external debt collection agency. Any fees associated with the debt collection will be passed on to the debtor

Late Collection Fees and other Additional Charges

A charge of £5 per 15 minutes will be applied to all collections made after the advertised session end time

We reserve the right to charge an admin fee of £10 to make any changes on behalf of parents

Manual refunds made to Parent/Carers/Credit/Debit cards, TFC or Childcare vouchers may incur a 1.9% magic booking fee plus £5 admin fee.

Safeguarding and Welfare

If your child does not arrive at a booked session and we have not been advised of their non-attendance by you the Parent/Carer, we will contact you

We are committed to safeguarding all the children in our care from harm and abuse

Ettington C of E Primary and Pre-School are obligated to report any suspected child abuse or neglect to the relevant authorities

Parent/Carers must inform the school of any conditions that may affect their child (medical, learning, behavioral etc.). If full information is not provided this may result in Ettington C of E Primary and pre-School excluding them from certain activities or if it is felt necessary excluding them from the Pre-School. In such circumstances no refund or credit will be paid.

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Child Protection

We comply with local and national child protection procedures and ensure that all staff are trained in Safeguarding and have an enhanced DBS Certificate. For future details please refer to the school's safeguarding policy.

Medication

If your child requires medication of any sort including an inhaler or EpiPen the following must be in place before your child can attend a session:

Completed Health Care Plan if applicable

Permission to Administer medication form - please complete a form when dropping off at the start of your child's day Pre-school

A conversation has taken place regarding inhaler or EpiPen and where this will be stored.

Exclusion

Ettington C of E Primary and Pre-School reserves the right to exclude or refuse any person without notice if we consider that their presence compromises the good atmosphere of the Pre-School. Transport home will be the responsibility of the Parent/Carer and no refund/credit will be available

Forced Closure

If Ettington C of E Primary and Pre-School is forced to close due to an external factor such as bad weather, infections or contagious disease outbreak, Power cut, teacher strikes or other industries action, by order of the Local authority or Environmental health, customers will still be liable for fees incurred during the entire period of closure.

Schedule changes

Ettington C of E Primary and Pre-School may need to amend programmes, schedules, services, dates, times and or venues on occasions that may be out of our control. This will be without refund or compensation to the customer.

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After School Departures

Children should always be collected by a known, named adult. In exceptional circumstances, when this is not possible and to avoid unnecessary delays because of identification checks, please contact us in advance to let us know. This is in addition to the unknown person knowing the 'safe collection' password.

Sessions finish promptly at their advertised finish times every day and children should be collected before the end of their booked session's end time. If you are delayed for whatever reason, please phone to let us know as soon as possible. Late pickups will be charged at £5 per quarter of an hour for the staff time who have to remain late.

Photography

Ettington C of E Primary and Pre-School occasionally take photographs and videos which can be used for marketing and promotional purposes including social media. If you would rather your child was not included in any photographs please ensure your child's details are up to date on magic booking.

Complaints

Please see the school's complaints procedure for all official steps.

Liability

Ettington C of E Primary and Pre-School does not accept liability for personal injury or death of any participants unless directly caused by the proven negligence of the school.

Ettington C of E Primary and Pre-School take no responsibility for any items that are lost/stolen or damaged at the Pre-School or BASE.

Lost Property

We will endeavor to return items that can be identified.

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Behaviour

We are committed to maintaining high expectations of good behaviour in line with our policies.

Parent abuse of Staff

The threat of or use of physical violence, verbal abuse, intimidation or harassment towards our staff is likely to result in a termination of all direct contact. Such incidents may be reported to the police and this will always be the case if physical violence is used or threatened.

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