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Introduction

The two schools forming the West Wold Federation, Caistor Church of England and Methodist Primary School and Grasby All Saints Church of England Primary School, were founded to provide education for children of the parishes of Caistor and Grasby. They are schools for the whole community and whilst they seek to offer a Christian based education to all children, grounded in the Diocesan vision of “excellence, exploration and encouragement within the love of God”, the school values the involvement of all parents in supporting the school’s Christian ethos. As Church of England schools and with Caistor’s joint status with the Methodist Church, we hold regular Christian collective worship and festivals in each school and in the local Churches.

Admissions Criteria and Funding

Admission to Pre-School in the West Wold Federation is the responsibility of the Federation’s governing body. Places are available at each school **during school term time only** (38 weeks per year) for 3-hour sessions in the morning (9am–12pm), 3-hour sessions in the afternoon (12pm–3pm) and a 30-minute top-up session at the end of the day (3pm–3.30pm).

Children will be admitted to Pre-School at the **beginning of the term following their third birthday**, if spaces are available. A limited number of places may be available for children who are admitted during the term they turn three, subject to availability. Parents’ preference for sessions will be considered, but places will be allocated subject to availability and are not guaranteed. If a preferred session is not available, the child may be offered an alternative session.

Universal funding in England provides all 3- and 4-year-old children with 15 hours per week of free early education and childcare for 38 weeks per year, starting the term after the child turns 3, regardless of family income or work status. Working parents may qualify for an additional 15 hours per week of extended funding if they meet specific income / work requirements. The top-up session of 30 minutes each day is not eligible for funded childcare and must be paid at the current session rate, as detailed below.

Children admitted to Pre-School during the term they turn three years old may be eligible for childcare funded places. Eligibility depends on whether the family qualifies for additional support (FRAS) or if they are a working family with a valid eligibility code. Working Parent Funding applications must be made before the deadlines: 31st March, 31st August, and 31st December to be valid in the following term. Further information can be found here: [Best Start in Life - Best Start in Life](#)

Children admitted in the term they turn three who are not eligible for funding will be subject to payment of the relevant session fees, as detailed below, until the term after their third birthday.

Applications to Pre-School will be dealt with on a first come first served basis. If places are not available to start at Pre-School immediately, children may be placed on a waiting list for the next available place.

Leavers during the year

If a child is withdrawn by their parents from Pre-School during the school year, we request that parents please give the school at least two weeks' notice where possible. The place of a child who has left Pre-School may be made available immediately to a child on the waiting list. If parents later wish their child to return to Pre-School, then they will need to reapply for a place, and the application will be considered according to the criteria along with all other applications.

Attendance

If attendance and punctuality is a concern, school will telephone or write to parents/carers. If there is no improvement, we will contact parents/carers again and outline the benefits of regular attendance. If there is no improvement, the child may lose their place. Parents will be notified of the loss of the place in writing. If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place which may then be offered to another child. Parents will be notified of this in writing.

Transition into School

Children admitted to nursery / pre-schools and classes have no special priority for admission to the reception class in any primary school; parents must complete an online application or common application form by the Local Authority's published deadline.

Fees and other costs

All costs and fees associated with a child's attendance at Pre-School are summarised in the table below.

Consumables (e.g. nappies / wipes / sun cream) should be supplied from home.

Children staying in school for a full day may order a school lunch (chargeable) or can bring a packed lunch from home.

Occasional trips, visits and extra experiences may be arranged. These are non-compulsory and parents will have the opportunity to decide if they wish their child to participate. The cost of these will be calculated on a case-by-case basis and parents will be advised of the contribution requested in advance.

Payment

ParentPay is our main payment method, but we also accept Tax Free Childcare vouchers and payments through the National Childcare Scheme for non-funded sessions and top-up sessions. Please inform the school office of your voucher provider or your child's unique 4 letter / 5digit code if either of these are your preferred payment method. You can also choose to pay by Bank Transfer. Please contact the school office for our bank details if this is your preferred method of payment. Non-payment of fees may result in the loss of your child's place.

Fees and Charges (January 2026)

Description	Unit	Unit price	Line total
Funded entitlement hours: 15 Universal hours per week or 15 Universal hours plus 15 Extended hours with a valid 30- hour funding code	Weekly	Free	Free
Optional Additional Hours available to purchase	3-hours	£15.00 per session	£15.00 per session (Maximum of £150 per week)
Optional Top-up session	30 mins	£2.50 per session	£2.50 per session (Maximum of £12.50 per week)
Provision of hot meal – to be arranged directly with school via ParentPay	Per meal	£2.80	£2.80 (Maximum of £14 per week)
Additional voluntary services (e.g. trips/experiences)	Ad Hoc		£Variable / optional
		Total	£0.00 minimum / £176.50 maximum per week – 38 weeks per year