



Greenfield Nursery School

Pre-School Admission Policy

Greenfield Pre-school is open morning and afternoons term-time only.

- Times are 8.50-11.50 and 12.30-3.30.
- Cost per session is £14.00.
- Fees are payable even in the **event of absence** and any **closure beyond our control**.
- Parents are invoiced half-termly and can pay weekly, monthly or half-termly. Fees must be paid by the end of each half-term to ensure a place is secured.

Parents are invited to complete an application form and placed on our waiting list in a first come first served basis. When a place is available we will contact you.

Children are usually offered 3 terms of pre-school education. Children born between 1st September and 31st August are offered a place to start in September after their 2nd birthday. We may run additional Pre-school sessions in January or April according to need.

Places are free for children who:

- Are looked after by the local authority
- Have a current statement of special educational needs or an education, health and care plan
- Have left care through a special guardianship or an adoption or residence order
- Are in receipt of disability living allowance

Parent(s) of children who live in Hertfordshire, Enfield or Essex may be entitled to a funded 2 year old place, if they meet specific benefits criteria. They apply on-line at www.hertfordshire.gov.uk, providing their **surname, date of birth and national insurance number, as well as their child's name, date of birth and NHS number**.

If successful they will be provided with a unique reference number (URN) that we will accept as evidence of entitlement.

Families will have to meet the following specific criteria to be eligible:

- Income support
- Income based job seekers allowance
- Universal credit
- Income related employment and support allowance
- The guaranteed element of state pension credit
- Child tax credit (and in receipt of under £16,190 per year)
- Working tax credit with a household income of under £16,190 per year
- Support under part V1 of the Immigration and Asylum Act 1999

If the parent(s) **does not meet the criteria** they will need to **pay** Pre-school fees until the term after the child's 3rd birthday when they will have a 3-year old funded place.

Parents who meet the criteria for a funded place will not have to pay Pre-school fees.

Parents who are students may be eligible to claim funding for childcare fees through their FE / HE College.

Parents who wish to defer their child's place until spring or summer term (because of the child's age) will have their child's name placed on the waiting list and offered a place if there is a vacancy.

We try to accommodate parents' wishes for preference of sessions dependent on availability.

All 2-year olds will be **offered** 15 hours a week (if there are sufficient places available), however some parents may prefer fewer sessions, our recommended minimum is **3** sessions a week to ensure continuity and maximise the experience of attending Pre-school.

Reggie Enti		Deborah Harrison	
Chair of Governors		Headteacher	
Reviewed 21.03.17			