



**BARFORD ST. PETER'S
PRE-SCHOOL
ADMISSIONS POLICY AND PROCEDURE**

Church Street
BARFORD
Warwickshire
Tel:01926 624244
Head teacher:
Annette Delaney

Email:-admin3587@welearn365.com

Phone Number:- 01927 624 244

STATEMENT OF INTENT:- It is the Governing Body's intention to make our Pre-School genuinely accessible to children and families from the village of Barford and its surrounding areas.

AIM:- The Governing Body aim to ensure that the community have access to the Pre-School through open, fair and clearly communicated procedures.

ADMISSIONS ARE MANAGED IN THE FOLLOWING WAY:-

- Applications for places should be made as early as possible using the Pre-School Request for Admission Form. This should be delivered to the School Office in order for you to register for a placement for your child and allow settling in arrangements to be accommodated.
- We admit children after their third birthday dependent upon the availability of space and readiness of the individual child to stay happily within the group. Admissions will be either at the start of a new term or after half term
- In accordance with our school admissions policy most children will start in the autumn term. We are unable to keep places open for those children who have either a spring or summer birthday. However, they will be given priority should places become available.
- From the term after a child's third birthday, funding for the free entitlement is available for fifteen hours per week (see below).
- To qualify for the free entitlement, children must be three on or before 31st August for the autumn term, 31st December for the spring term and 31st March for the summer term. Hours may need to be reviewed to ensure Pre-School is meeting the individual requirements of all pupils.
- You will receive confirmation, informing you of sessions allocated to your child and a starting date, at least half a term prior to that start date. You will be required to confirm your child's place by returning the Parental Confirmation Slip. Failure to do so promptly could result in your child's place being lost. Your Contract with Pre-School will start once your signed Parental Confirmation Slip has been received by the School Office.

- You will be required to complete and sign a Parental Declaration Form (PDF) to receive your child's funding for their Free Entitlement.
- The Pre-School aims to provide the following Free Entitlement sessions from Monday to Friday:-

Morning: 9 a.m. to 12 noon **Afternoon:** 12.15 a.m. to 3.15 p.m. **All day:** 9a.m to 3.15p.m.

Your child can access the free 15 hours per week, (unfortunately we don't offer the 30 hours extended funding) either in the morning or afternoon, or a mixture of both. For those opting for afternoon sessions, this session includes the lunch club, where you child can choose to bring a packed lunch or have a school dinner (£2.25 per day).

- Sessions over the Free Entitlement are chargeable at the rate set by the Pre-School (£5 per hour). Payment for chargeable sessions is due in advance and if payment is not made children will not be permitted to attend.
- The minimum attendance per week is two sessions to support continuity of care and quality education. While we recommend a maximum of 3 days, additional sessions can be arranged via a consultation with the early year's leader and key child person. However, we are unable to change sessions or book occasional additional sessions.
- To request an increase in the number of sessions for a child, please complete the Extra Sessions Form and deliver to the School Office, giving half a term's notice. There may be flexibility for an earlier increase in sessions.
- When a waiting list is required, priority for sessions is given to those children already attending the Pre-School.
- **Registration at the Pre-School is NOT a criterion for entry to Barford St. Peter's C. of E. (VA) Primary School; nor does registration at Pre-School give any right of priority.**

Reviewed in:- March 2019

To be reviewed :- April 2022