

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

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

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 which should be delivered to the School Office to register for a placement for your child and allow settling in arrangements to be accommodated.
- We admit children from their third birthday or at the beginning of each half term in the autumn, spring & summer terms.
- Children will be offered a place at the Pre-School from their third birthday. 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 31 August for the autumn term, 31 December for the spring term and 31 March for the summer term.
- 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 Monday to Friday:
Morning: 9.00 to 12.00
Afternoon: 12.15 to 3.15
Your child can access the free 15 hours per week, either in the morning or afternoon, or a mixture of both. For those opting for afternoon sessions, this session includes the lunch club. If you chose a meal cooked at School for your child, there will be a small charge for the cost of food.
- Sessions over the Free Entitlement are chargeable at the rate set by the Pre-School. Payment for chargeable sessions is due in advance and if payment is not made children will not be permitted to attend.
- It is recommended that children attend a minimum of three sessions per week, to support continuity of care and quality education.
- 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 terms' 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. The waiting list is in order of date of birth, older children being admitted first.
- 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.

Adopted on: 17 February 2011

Review date: 2012/13

BARFORD ST PETER'S PRE-SCHOOL

REQUEST FOR ADMISSION FORM

Child's date of birth:

I apply for a place for my child

Child's name:

Address:
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.....

Parent/Carer's name:

Daytime Tel:

Mobile:

Email:

Requested start date

Number of sessions requested:

Preferred sessions (these will be taken into account if possible)

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.....
.....
.....

Signed:

Date:

Please return completed form to the School Office

BARFORD ST PETER'S PRE-SCHOOL
CONFIRMATION OF PLACE FORM

Child's name:

Child's date of birth:

Parent/Carer's name:

Your child has been allocated a place at Barford St Peter's Pre-School.

Your child will start on(autumn/spring/summer term*)

Number of sessions allocated:

Session Days Allocated:(Monday/Tuesday/Wednesday/Thursday/Friday*)

Session Times:

Signed:

For & behalf of Barford St Peter's Pre-School

Name:

Date:

*Delete as required

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BARFORD ST PETER'S PRE-SCHOOL
PARENTAL CONFIRMATION SLIP

Child's name:

Child's date of birth:

Parent/Carer's name:

We/I confirm that we/I accept the place allocated to our child at Barford St Peter's Pre-School for the days and sessions as set out in the Confirmation of Place Form.

Signed:

Dated:

Please return completed form to the School Office as soon as possible. Failure to do so promptly could result in your child's place being lost. Your signature of the Parental Confirmation Form confirms acceptance of the offer of the place and forms a contract between both parties.