



# Peartree Way Nursery School Pre-School Admissions Policy

Signature:

A handwritten signature in black ink that reads "Bridy Speller".

Bridy Speller, **Chair of Governors**

Date: 30.01.2020

Signature:

A handwritten signature in black ink that reads "D. Willcox." with a horizontal line underneath.

Deborah Willcox, **Headteacher**

Date: 30.01.2020

Reviewed: January 2020

Due to the current COVID-19  
the free early education entitlement may look different.

## Pre-School Admissions Policy

Peartree Way Nursery School co-ordinates their Pre-School Admissions. Children can join pre-school the term after their 2<sup>nd</sup> birthday. Children can start Nursery the September after their 3<sup>rd</sup> birthday (please refer to our Nursery Admissions Policy).

At Peartree Way Nursery School, the following criteria will be used when allocating pre-school places:

- A child with an EHCP (Education and Health Care Plan) that names the school.
- Children who are looked after by the Local Authority, including children who were previously looked after but were then adopted (or became subject to a child arrangement order or a special guardianship order)
- 2-year-old funded placements (15 hours per week, 5 days a week, term-time only)
- Non-funded placements

### Pre School Sessions

Our morning session runs from 08:30-11:30 and our afternoon session from 12:30-15:30, subject to availability, term time only. We do not run a lunch club in pre-school.

### Applying for a Pre-School Place

We operate a waiting list for our pre-school places. If you would like to add your child to our pre-school waiting list, please email [admin@peartreeway.herts.sch.uk](mailto:admin@peartreeway.herts.sch.uk) with your child's name, address, date of birth, parent(s) name and contact details.

### Offer of a Pre-School Place

We offer three pre-school intakes each school year; one in the autumn term, one in the spring term and one in the summer term, subject to availability. The length of time children are on the pre-school waiting list in no way influences the decisions about places.

### Fees

Our pre-school sessions cost £15. Fees are due half-termly in advance. Once sessions have been agreed, they cannot be altered during the term. You will be charged if your child is off due to illness or term-time family holidays. Changes to sessions must be made by email to [admin@peartreeway.herts.sch.uk](mailto:admin@peartreeway.herts.sch.uk) 28 days before the end of term. A reply will be sent by return of email confirming acceptance of the changes.

You will not be charged for UK bank holidays or Peartree Way Nursery School inset/occasional days. Repeated late payment of fees and/or late collection of your child will result in your child's place being withdrawn.

### Late Collection Fee

It is essential that minimum staffing ratios are maintained at all times. If a child is collected late, then ratios may be exceeded and staff may have to stay on beyond the end of their shift. When this occurs we will pass this cost on to the parents at £10.00 up to first 10 minutes and then £5.00 each subsequent five-minute period.