



**PEARTREE WAY NURSERY
SCHOOL**

Pre-School Admissions Policy

Reviewed: October 2021

Reviewed: October 2022

Date of Next Review: October 2023

Signature:

Handwritten signature of Kathryn Evans in black ink.

Kathryn Evans, **Chair of Governors**

Date: 03.10.2022

Signature:

Handwritten signature of Deborah Willcox in black ink.

Deborah Willcox, **Headteacher**

Date: 03.10.2022

Pre-School Admissions Policy

Peartree Way Nursery School co-ordinates their Pre-School Admissions. Children can join pre-school the term after their 2nd birthday. Children can start Nursery the September after their 3rd 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 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.

In Year Applications

Parents can apply for a place for their child at any time outside the normal admissions round. Once the academic year's organisation has started, the nursery will allocate a space if they are able to accommodate an additional child based on its current structure. If there are no spaces available at the time of your application, upon request your child's name will be added to a waiting list. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the criteria shown above. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address: admin@peartreeway.herts.sch.uk

Paid for Placements & Fees

We require children attending on a paid-for placement to attend a **minimum of 2 sessions** per week. This helps to prepare children for their transition to Nursery when they become eligible for their statutory 15 hours

funding. 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 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.