



**PEARTREE WAY NURSERY
SCHOOL**

Pre-School Admissions Policy

Reviewed: November 2023

Date of Next Review: November 2024

Signature:

Handwritten signature of Kathryn Evans in black ink.

Kathryn Evans, Chair of Governors

Date: 08.11.2023

Signature:

Handwritten signature of D. Willcox in black ink.

Deborah Willcox, Headteacher

Date: 08.11.2023

Pre-School Admissions Policy

The Governing Body of Peartree Way Nursery School aim to provide a fair and transparent admissions system and this policy sets out the admissions criteria for entry to Peartree Way Pre-School, for children aged 2-3. Children can join Pre-School the term after they turn 2 on a funded placement and the day after their 2nd birthday for a paid for placement (during term-time), subject to availability.

At Peartree Way Pre-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

Funded Pre School Sessions

Our 15 hour funded placements run from 08:30-11:30 or 12:30-15:30, subject to availability, term time only.

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.

Our paid for placements cost £15 per session (3 hours) and are payable half-termly in advance. A half-term is between 7 and 6 weeks in length.

Please note: Our fees will increase from September 2024 to £18 per session.

For parents requiring full days, please see information on wrap-around childcare below.

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 the following information:

1. Child's Full Name:
2. Child's Date of Birth:
3. Child's Home Address:
4. Parent(s) Contact Number(s):
5. To help us to provide support for your child it is important that we are aware of any Special Educational Needs or Disability your child has (inc. speech & language difficulties). Please provide details below - the more information you provide, the better the support we can give:
6. Applying under the **2 year old funded scheme (benefit eligibility)**:
7. Applying for a **Paid for Placement** (currently £15 per session, payable half-termly in advance , but increasing to £18 per session from September 2024):
8. For Paid for Placements, what are your preferred sessions e.g which days/sessions?
7. Applying under the **2-year-old funded scheme (working eligibility)**:
15 hours free childcare is available to eligible working parents of children aged two years old (the term after the child turns two). Please note, this scheme comes into force in April 2024

Funding Eligibility

You can access up to date criteria on the Government's Childcare Choices website:
childcarechoices.co.uk

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, Peartree Way 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. Should this instance arise, places will be allocated according to our admissions criteria above.

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

Wrap-Around Childcare

Our wraparound childcare can be added to your child's funded/paid for sessions. These sessions are subject to availability are offered in such a way as to support the financial viability of Peartree Way Nursery School and Peartree Way Pre-School.

08:00-08:30 - Breakfast club - £3 per day, payable half-termly in advance (including fruit/cereal/milk)

11:30-12:30 - Lunch club - £6 per day, payable half-termly in advance – children will need to bring a nut-free packed lunch

15:30-16:00 – After School Club - £3 per day, payable half-termly in advance (including fruit/toast/milk)

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 £15.00 up to first 10 minutes and then £10.00 each subsequent five-minute period.

Changes to Sessions

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.

Roles and Responsibilities

All staff are expected to follow this policy when advising prospective parents and admitting children to Peartree Way Nursery School.

The Headteacher will ensure that:

- Children are admitted in accordance with this policy
- The school application/registration forms are compliant with the GDPR (Data Protection).
- There is good communication between the Nursery School and Pre-School.

The **Governing Body of Peartree Way Nursery School** will ensure that:

- The admission arrangements are reviewed annually and consultation takes place on changes as appropriate
- The admission arrangements are made available to parents and prospective parents.
- An admissions register and register of continued interest is kept.