



**PEARTREE WAY NURSERY
SCHOOL
Pre-School Admissions Policy**

Reviewed: January 2024

Date of Next Review: January 2025

Signature:

A handwritten signature in black ink that reads "Kathryn Evans".

Kathryn Evans, **Chair of Governors**

Date: 23.01.2024

Signature:

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

Deborah Willcox, **Headteacher**

Date: 23.01.2024

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 their 2nd birthday, subject to availability. The Admissions Policy is reviewed annually.

Policy

At Peartree Way Pre-School, the allocation of placements will be prioritised as follows:

- 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)
- 2-year-old working families funded placement (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.

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 under the **2 year old funded scheme (working families)**:
8. 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?

Funding Eligibility

To establish which funding your family are eligible for, please take the time to visit the <https://www.childcarechoices.gov.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

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

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.

Any variation to the above policy is at the sole discretion of the Headteacher where there are extenuating circumstances and should not be seen as precedent.