

Admissions Policy

- St Peter's Pre-School is advertised by word of mouth and from notices placed in the local library, doctor's surgeries and clinics.
- Children are eligible to join Pre-School between the ages of two and a half years and five years, preferably when they are toilet trained.
- On enquiry parents will be given a copy of the Pre-School booklet containing the Aims and Objectives and an Admissions Form which is to be completed and returned to the Pre-School Leader. The form is dated and used to compile a waiting list, which is *not* based on a 'first come first served basis'.
- When places become available, these will be allocated to eligible children on the waiting list. In the event that there are more eligible children on the waiting list than there are places, the Pre-School Leader will allocate places using the following criteria, which are listed in order of priority. These criteria will be applied to the eligible children who have applied for a place only - it will not be retrospectively applied to children who have already been admitted.
 1. Children of regular worshippers at the Parish Church of St Peter's and/or the Church of the Good Shepherd. By "regular", this means attendance at a minimum of two services per month for at least six months prior to the application date.
 2. Children who are applying for their pre-school year
 3. Children having brothers or sisters attending the Pre-School
 4. Children having brothers or sisters attending St Peter's C of E Primary School.
 5. Children resident in the catchment area
 6. Other children not in the above categories
 7. Where the above criteria are not adequate to distinguish between requests for admission which cannot all be accepted without exceeding the admission limit, priority will be decided by date of birth, with the oldest application being given priority.
- Under exceptional circumstances and at the discretion of the Pre-School Leader some or all of the above criteria will be waived.

- Places cannot be reserved in advance. All places are allocated based on eligibility and availability at the point of the child starting.
- We will always strive to keep a place vacant, if this is financially viable, in order to accommodate applications from those new to the area or emergency admissions.
- All admissions are managed in accordance with the Pre-Schools Equal Opportunities Policy.
- To ensure continuity of care we request that parents do not send their child to another playgroup on the same day that they attend St Peter's Pre-School.

LAST REVIEWED APRIL 2013