



ADMISSIONS POLICY

We aim to provide a happy caring environment in which learning is fun for all.

At St. Joseph's Pre-School children have the opportunity to develop as individuals and move forward with confidence and enthusiasm.

As St Joseph's Pre-School is non-denominational we welcome all faiths and families of no faith. Children will be admitted to the Pre-School provision on the following criteria, in preferential order without regard to race, gender, disability or special educational need.

We work closely with St Joseph's Catholic Primary and the children spend time in the main school and are included in most aspect of main school life. It is our intention to make St. Joseph's Pre-School accessible to the children and families from all faiths and no faith of the local community.

St Joseph's Pre-school will host regular "taster" sessions where you will be invited with your child to visit and spend time in Pre-School and have a look at the wider school environment.

St. Joseph's Pre-School can accept 16 children at each session.
Children aged "between" 2 year, 9 months to 4 years, 11 months.

Ratios -

For children aged two:

- there must be one member of staff for every four children.

For children aged three and over:

- there must be at least one member of staff for every eight children

Two members of staff will always be present during sessions

Admissions Criteria

The priority for places are granted in the following order, however, where a parent/carer is able to be flexible with their requested sessions, then this place may take priority above all other criteria. The allocation of places must always meet with the business needs of the unit.

1. Those with siblings in school or SEN requiring a fulltime place
2. 30 hours per week Funded Place with Parent Funded Lunch session
3. Parent/Carer Funded Full Time Place
4. 30 Hours per week Funded place
5. 15 hours per week funded place with additional Parent/Carer paid hours
6. 15 hours funded per week
7. Parent/Carer paid sessions less than 15 hours per week

Priority will be given to those who will be staying with us longer than three terms or have flexibility that fits with vacant spaces

Oversubscribed sessions

Once the 16 places are full for all sessions, if demand will allow a session to be at maximum capacity (21 Children) then it may be possible to allow extra children to attend.

Requesting a place

There are two formal intakes per year, although on occasion it may be possible for your child to start at other times during the year depending on availability. You will need to complete an application form and send it to pre-school@stjosephslichfield.org.uk before the dates listed below.

- Applications for September start must to be submitted by 31st March and parents/carer will be notified of a place by 31st May
- Applications for January start must be submitted by 31st July and parents/carers will be notified of a place by 30th September
- Midyear applications may be submitted at any time parents/carers will be notified if there is a place available

Your place will only be confirmed when we receive your signed agreement.

If we are unable to offer your child a place we will retain your details on record and notify you if a suitable place becomes available.

We have a waiting list which parents can place their child's name on at any time.

It is a statutory requirement that full details of the children attending are kept on record by the Pre-School, so parents will be asked to complete the necessary Registration Forms

Parents wishing to appeal any decision made by the Pre-School may do so by writing to the Chair of Governors