



St Josephs Pre-school
St Cherry Orchard
Lichfield
Staffordshire
WS14 9AN
Tel: 01543 263505
Email: preschool@stjosephslichfield.org.uk

Pre-school Application, Registration and Transition process.

Application process.

- Parents / Carers complete the 'Application Form' below and return this to Pre-school
- We will acknowledge receipt of each application by email.
- Applications are collated up until 31st March each year for September starts and 31st July for January starts
- At the beginning of March or September, letters are sent to all applicants to check which sessions Parents would like and your second choice sessions, as requirements may have changed since you first applied.
- Sessions are allocated according to the Pre-school Admissions Policy
- Parents/Carers are informed in writing of the sessions we can offer by the end May or September and a agreement sent

Registration process

- Parents receive a written offer of sessions. If you would like to accept these sessions you must complete the agreement and pay the non-refundable security fee. These must be returned by the date detailed on your Offer of Place Agreement.
- Once sessions have been accepted, parents must give four weeks term time written notice if they wish to cancel or change any sessions. This is detailed in Parents Terms and Conditions. Written notice refers to either by letter or by email.
- Parents/Carers of these children are invited to attend an Induction meeting so that you may be officially welcomed into St Josephs Pre-school, informed of the procedures for the early weeks in Pre-school, be given an overview of the Foundation Stage Curriculum and have any queries/concerns addressed. Parents will be given important paperwork, including your child's Registration Form. This information **must** be returned before your child can be admitted on first day at Pre-school. The Pre-school Welcome Pack and the Pre-school 'Induction to Foundation Stage' policy will also be given to Parents. Parents who do not attend the induction evening will receive their paperwork and Registration Form through the post.

Transition process

- During the latter part of the summer term, children will be invited to make a half day visit with their Parents/Carers to Pre-school. Children who start attending during a later term in the school year will be invited to visit approximately three weeks before the end of the previous term. Parents can request an additional visit and we will endeavour to arrange a mutually convenient time.
- Parents are asked to bring in any development records from their child's previous settings to help Pre-school establish their current level of development and individual needs.

Office Use Only

Customer Number



Pre-school Application Form

CHILD INFORMATION:		Gender:
Surname:	Forename:	Middle Name(s)
Home Address:		
Postcode:		
Date of birth:	Does your child have any siblings who attend St Joseph's Catholic Primary School? If yes, please detail: Sibling name: Year Group:	

PARENT / GUARDIAN INFORMATION:	
Surname: Mr/Mrs/Ms/Miss	Surname: Mr/Mrs/Ms/Miss
Forename:	Forename:
Address (if different from above):	Address (if different from above):
Parental responsibility Yes/No	Parental Responsibility Yes/No
Telephone number:	Telephone number:
Main Contact Email address:	

I am applying for a place that will be funded by

30 hours only funded 15 only hours funded 30 hours funded with paid lunch session
15 hours funded with extra paid sessions Parent/Carer paid sessions only

Please mark the sessions you would like to apply for in order of flexibility using code below	Morning session: 9.00 - 11.30	Lunch session: 11.30 - 13.00	Afternoon session: 13.00- 15.30
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

A = Fixed no flexibility at all due to work commitments
B= Some flexibility, hours fixed by may be able to do other days
C= Completely flexible

Please state your preferred start date:	Signed: I understand that the information given will be held on record and retained for future use
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Please email this form to: pre-school@stjosephslichfield.org.uk