



## **St Elizabeth's Pre-School Admissions Policy**

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

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

As St Elizabeth's Pre-School is non-denominational we welcome all faiths and families of no faith.

We work closely as part of St Elizabeth's Catholic Primary and the children will spend some time in the main school and are included in aspects of main school life where appropriate.

St Elizabeth'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. Elizabeth's Pre-School can accept 24 children at each session.  
Children will be aged "between" 3 years to 4 years, 11 months.

Ratios -

For children aged three and over:

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

### **Admissions Criteria**

The priority for places are granted in the following order:

1. Those with siblings in school or those who have an EHCP or are a Looked after child requiring 30 hours per week
2. 30 hours per week funded place
3. Parent/Carer funded 30 hours place
4. Those with siblings in school or those who have an EHCP or are a Looked after child requiring 15 hours per week
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

## 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@saintelizabeths.uk](mailto:pre-school@saintelizabeths.uk) before the dates listed below.

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

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.