



ST GEORGE'S PRE-SCHOOL HINTON ST GEORGE

Website: <http://saintgeorgespreschool.co.uk>

Space Allocation and Admissions Procedure

This procedure should be read in conjunction with the Admissions Policy.

Please note that pre-school sessions are offered in 3 hour blocks (9am-12pm or 12pm-3pm).

- 1 St George's Pre-school recognises the need to allocate spaces in a way that is fair for all children. Towards the end of the spring term a Registration form will be sent out to all children on the waiting list at St George's Pre-school. Parents will be asked to indicate which sessions they prefer for their child in the forthcoming year. The Pre-school cannot guarantee parents/carers will get their preferred sessions. The form will have a date by which it must be returned.
- 2 The pre-school will endeavour to offer the maximum entitlement of LEA Nursery Education Funded hours (currently standing at 15 hours per week) to any child eligible to claim. This is currently able to be claimed from the term after the child's third birthday (provided a session request form is returned by the given date).
- 3 The pre-school will guarantee a minimum of 6 hours for the younger children i.e. those who will not be starting school in the forthcoming September (provided a session request form is returned by the given date) and up to a maximum of 15 hours per week subject to availability.
- 4 Any remaining places would then be offered to any children who may desire more hours at the Supervisor's discretion.
- 5 It may be possible to reserve a limited number of sessions at the beginning of the academic year to be taken up in January. This is subject to approval from the committee. Please note that all reserved sessions will be invoiced at a rate of £6.00 per session.
- 6 Late applications may be considered if there are sessions available.
- 7 Priority may be given to staff children if it assists them with their working hours at the pre-school. These are charged for at the normal rate.
- 8 Due to premises restrictions we are unable to offer the facility to enable us to hygienically and safely change a child's nappy. A staff member will discuss any requirements on an individual basis.

9 Children can access the pre-school from 2.5yrs of age.

In the event of oversubscription the following procedure will be followed:

1 Children living in the local community, with an older sibling at St George's Pre-school or Hinton First School at the time of admissions and who lives at the same address.

1.1 Children living in the local community.

1.2 Children living outside the local community with an older sibling at the pre-school or school at the time of admission and who lives at the same address.

1.3 Children living outside the local community living nearest to the school.

This Policy was updated and re-adopted by the committee members of St George's Pre-school at a Policy Meeting held on 10th March 2009

Helen Harding (Chair)

Alison McNee (Secretary).....