



How to apply for a place at Pre-School

Step 1. When can my child start Pre-School?

Children can start in Pre-School once they have reached their second birthday. Admissions are continuous throughout the year.

Parents are welcome to visit school to look round, please telephone and make an appointment to see our head teacher.

Prior to the children starting, all families are invited to our 'come and play' sessions each term. Parents and children can visit Pre-School and chat with our staff.

We recommend that all parents contact us a few months before you require the place to discuss your needs.

Step 2. When is Pre-School Open?

Pre-School is open 30 hours per week, Monday to Friday, term time only. Each day has two 3 hour sessions, with a transition time between. Sessions are 3 hours long and cost £18.

	Monday	Tuesday	Wednesday	Thursday	Friday
9.00-12 noon	Pre-school Session	Pre-school Session	Pre-school Session	Pre-school Session	Pre-school Session
12noon – 12.15	Transition time. Pre-school is open to all children staying all day				
12.15-3.15	Pre-school Session including lunch time	Pre-school Session including lunch time	Pre-school Session including lunch time	Pre-school Session including lunch time	Pre-school Session including lunch time

Step 3. Is my child eligible for a grant for Pre-School?

All children aged 9 months and over are entitled to **15 hours of free childcare per week for 38 weeks per year** (during school term time). Some children may be entitled to an **additional 15 hours** (making a total of 30 hours) if their parents meet the eligibility criteria.

The government have launched a website <https://www.beststartinlife.gov.uk/>

Best Start in Life brings together all the government childcare offers in one place.

There is also a Childcare Calculator at www.gov.uk/childcare-calculator where you can see what offers are available to support you and your family.

You can sign up to receive alerts of when to apply. By signing up to the web page alerts you will receive information directly. We would encourage you to register as soon as possible.

Step 4. Completing the Pre School ‘Application Form’ and choosing sessions that suit your family.

You will need to use our Pre-School application form to apply to attend our Pre-School. Please make sure you complete the section on session preferences. **If you choose an afternoon session your child will need to either bring a packed lunch with them or parents can buy a school meal.** We will ask parents about their choice for lunch when your child’s place at pre-school is confirmed.

Parents eligible for the 15 hour grant can choose up to 5 sessions per week. Parents eligible for the 30 hour grant can choose up to 10 sessions per week.

Parents not eligible for funding can choose to pay for any number of sessions (3 hours each). Parents will be invoiced at the beginning of each half term.

Session timings are set out below:

	Monday	Tuesday	Wednesday	Thursday	Friday
9.00-12 noon	Pre-School Session	Pre-School Session	Pre-School Session	Pre-School Session	Pre-School Session
12noon – 12.15	Session				
12.15-3.15	Pre-School Session including lunch time	Pre-School Session including lunch time	Pre-School Session including lunch time	Pre-School Session including lunch time	Pre-School Session including lunch time

Step 5. What happens next?

Once we have received your application form, our Early Years Childcare Leader will contact you to confirm the place and to ask you about your child's lunch preference. Parents will be required to complete an admission form with all their child's personal details.

Parents will be invited to bring their child for a 'stay and play session' so that you can get to know the staff and routines and we can get to know your child. These visits enable staff and parents to discuss aspects of Pre-School routines, share expectations and answer questions. This is the start of a close partnership we aim to build between home and school. Children start on their own when they are happy and ready to do so.