

# St James Pre-school Admissions Policy

## Introduction

- We cater for children aged between 2½ and statutory school age
- To ensure that we can maintain good quality support through key-workers the capacity of the pre-school is set at 60 children. 2 places out of the 60 are reserved for children with additional educational needs.
- In order to provide quality sessions and in keeping with our registration no more than 20 children can be catered for in any session.
- In order to help children feel part of the pre-school applications must be for 2 or more sessions a week. New children would not normally be offered more than 3 sessions when they start.
- Children may attend a morning or an afternoon session on any one day, but cannot attend both.
- Applications for places for the coming school year must be submitted by 1<sup>st</sup> May. Places will be allocated by 1<sup>st</sup> June. The two main intakes are in September and January. Starts at other times are possible, if there is a vacancy, by arrangement with the Supervisor

## Inclusion

We are committed to accepting children from all backgrounds. The oversubscription criteria give preference to children living within the catchment area and in sections 1c and 2c to those with a parent are on the electoral roll. 2 places are reserved for children with additional educational needs.

## Oversubscription

Where there are more applications than there are places we offer places according to the following criteria. In the event of a tie the child living nearest to the pre-school, as the crow flies, would be offered a place.

1. Children with no other pre-school provision at the point of starting at St James
  - a. With a sibling at St James Pre-school
  - b. Those living within the area on the attached map
  - c. Those with a parent on the electoral roll of St James Church
  - d. In age order beginning with the oldest children
2. Children with other pre-school provision at the point of starting at St James

- a. With a sibling at St James Pre-school
- b. Those living within the area on the attached map
- c. Those with a parent on the electoral roll of St James Church
- d. In age order beginning with the oldest children

### **Casual Vacancies**

If a vacancy occurs at other times it will be filled according to the same criteria applied on the day the vacancy arises.

### **Increasing the number of sessions**

When a child has been attending for a term or more parents may wish to increase the number of sessions. Applications should be made by 15<sup>th</sup> April so that places can be offered by early May