

# Admissions Policy

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## Criteria

The criteria for being offered a place at Aston Pre-School are as follows:-

1. Priority given to children living in Aston
2. Children with older siblings still attending Aston Pre-School at the same time as proposed sessions for younger siblings
3. Date of receipt of application

We are an equal opportunities Pre-School and therefore no child will be turned away on the grounds of gender, race or religion.

We work in accordance with OFSTED, the Pre-School Learning Alliance and Social Services guidance.

## Exceptions

We may be approached by Social Services with a 'special requirement child'. In this case the management committee and staff reserve the right to accept the child in front of others on the waiting list, but only in exceptional circumstances. We may also be required by Social Services to accept children under the age of 2½ years; we have limited capacity to make such accommodations but can consider up to 4 such children.

## Sessions:

Age	Number of Sessions	Days
2 ½ years	2	Monday, Tuesday, Wednesday am
Term after 3 <sup>rd</sup> birthday *	Up to 5, subject to availability and circumstances	September-December – mornings only  January-July – a combination of Monday, Tuesday, Wednesday pm and Thursday am, Friday pm
The academic year before they start Reception Class at School  i.e. September – July	5 sessions guaranteed	September-December – Monday, Tuesday, Wednesday pm and Thursday, Friday am  January-July – Monday, Tuesday, Wednesday, Friday pm and Thursday am

\*children are funded by Herts County Council

**You are invited to join your child during their first session.**

**Fees**

Fees are £12.00 per session and invoiced on a termly basis, payable prior to the beginning of each term. Payment plans can be arranged on request. Note: Fees are reviewed annually or more frequently if required. The fees stated in this policy may not be current and current fees should be checked with the Pre-School prior to any commitment being made.

Once a child is 3 years old, they are eligible to stay for Lunch club (12:15- 13:15) should you want them to and subject to availability. Lunch club fees are £5 per day, payable in advance or on the day. Failure to pay will result in the child not being able to partake in lunch club.

We also operate a pay-as-you-go system to additional sessions on a first come first served and availability basis. These sessions are charged at the same rate as regular session fees and changed in line with the same. Failure to pay will result in the child not being able to partake in the extra session.

**Uniform**

Our popular Pre-School uniform is available to be collected during your child's first week. The order form is enclosed in your child's Welcome Pack. Please complete and bring it with you on your child's first day. Uniform prices are updated annually, or more frequently if required. Please ask for current pricing at the time you place your order.

**How to Apply**

To arrange a visit please contact The Pre-school team on 07790 995175.

The application form is available from our website ([www.astonpreschool.co.uk](http://www.astonpreschool.co.uk)). Please complete and send it with £10 to cover administration costs. The application form should be sent to the address on the application form.

You will receive an email to acknowledge your application.

This policy was adopted at an Aston Pre-School committee meeting dated .....

Signed on behalf of Aston Pre-School .....

# Aston Pre-School

New Park Lane, Aston, Herts SG2 7ED

Admissions: Telephone 07790 995175

## Application Form

**Please enclose a cheque for £10 to cover administration costs with your completed application form.**

Should you decide not to take up the place this is non-refundable, but if under the terms of our admission criteria we are unable to offer a place this will be refunded.

### Child's details

Name	
Date of birth	
Address	
Postcode	
Is your child in receipt of Disability Living Allowance?	

### Parent's details

Names	
Address (if different from above)	
Postcode (if different from above)	
Mobile number	
Email address	

Please post applications to: Aston Pre-School  
c/o 45 Stringers Lane  
Aston  
Hertfordshire  
SG2 7EF

Please see the admissions criteria on our website for further information:

[www.astonpreschool.co.uk](http://www.astonpreschool.co.uk)