



## Wolverham Primary and Nursery School

### 2 year old Pre-school Admissions Policy

Children can join our Pre-school from the age of 2. There are a maximum of 20 places per morning session and 16 per afternoon session and priority for those places is given to children in receipt of 2 year old funding. In order to apply for a place parents/carers must first find out if they are eligible for 2 Year old funding. To do this:

- Contact you local Children's Centre. Our local Children's Centre is Stanlaw Abbey
- You can apply on-line at: [www.cheshirewestandchester.gov.uk/2yearoldplaces](http://www.cheshirewestandchester.gov.uk/2yearoldplaces) where there are dedicated staff within the Early Years funding team who are available to check families eligibility. .
- You can also apply via e-mail or telephone, the address and numbers are below.
- Via e-mail: [2s.checks@cheshirewestandchester.gov.uk](mailto:2s.checks@cheshirewestandchester.gov.uk)
- Via phone: **01244 973930**

If your child is eligible for funding you need to inform the Early Years worker you are in contact with which Nursery you would like your child to attend for their funded sessions.

If there are places still available after all the children with funding have been allocated a space, paid places may be made available. Paid sessions will be priced at £14.55 per 3 hour session. Payment must be paid a week or month in advance and if payment for sessions have not been received by the end of the week your child will not be permitted to attend further sessions until the outstanding debt has been cleared in full. Please see the school Debt Policy for further information.

- Sessions must be booked for the term and changes to the sessions attended may only be made at the start of a term (if there is availability).
- Children may take their 5 sessions over 5 half days, mornings or afternoons.

#### In the event of over subscription to Pre-School:

There are 10 sessions per week and a maximum of 20 children may attend a morning session and 16 may attend an afternoon session. In the event of sessions being full the following will be applied:

- Priority given to children who are in receipt of 2 year old funding
- Priority being given to children who already have siblings in the school
- Priority given to children within catchment
- Priority to those who have been on the waiting list from the earliest date
- Priority being given to the older children

**Admission or attendance within our Pre-school does not give automatic admission to the Nursery class.**

**Policy Updated: May 2017**

**Policy Review date: May 2018**