4.2 Admissions Policy Preschool and Nursery Class

Aims
It is the policy of the St. Gregory's Child Care Trust to welcome children from two years to school age into the Pre School Class and the Nursery.

Actions: In order to achieve this

The Trustees will:
• ensure that this policy is understood and practised by all connected with the Trust.
• annually review and, if necessary, revise the policy.

The Management Committee will:
Meet during the Spring Term to decide on admissions according to the following criteria:-
1. Looked after children or those with special needs for whom a place is requested by the relevant authority.
2. Children who have a brother or sister in The Catholic School of St. Gregory the Great at the time of their admission. Brother or sister is defined as a brother or sister, half-brother or half sister, adopted brother or sister, step brother or step sister, or the child of the parent's/carer's partner, and in every case, the child must be living in the same family unit at the same address.
3. Children who will be attending The Catholic School of St. Gregory the Great.
4. Date of application.
5. In the event of a tie involving two or more children when applying the strongest geographical claim based on straight-line distance where there are not enough places available to offer all children a place at the pre- school or nursery, a process of random allocation will be undertaken by a nominated person independent of the Admissions Committee and Governors.

The Administrator will:
• Make an appointment for the Manager to meet the parents of the child.
• Maintain a waiting list of names and ages of children.
• Maintain a copy of birth certificates for the trust.
• Inform parents when their child has been offered a place.

Parents will:
1. Fill in the application form and return it to the administrator together with birth certificate.
2. Parents must pay their fees on time or consult the Manager if there is a problem.
Payment is expected regardless of attendance.

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