



ST. PAUL'S PRE-SCHOOL

C/o The Presbytery, St Paul's RC Church, Hazelgrove Road, Haywards Heath, West Sussex, RH16 3PQ
Telephone 01444 473940

APPLICATION FORM

Please return this form to the Pre-School with a copy of your child's Baptism certificate and £20 donation to help cover the administrative costs of the Pre-school. Cheques should be made payable to St. Paul's Pre-School.

IMPORTANT: If any of your details change after you have submitted your application, please let us know so that we can keep in touch with you.

Any information provided is confidential but if there are details you would prefer to discuss in person then please contact the Pre-School Supervisor or Pre-School Administrator via email stppshh.pa@gmail.com

The Pre-School is open during West Sussex County Council term times, 38 weeks a year.

<p style="text-align: center;">Contact Details</p> <p>Name of Child:</p> <p>Date of Birth:</p> <p>Gender:</p> <p>Address:</p> <p>Religion: If Baptised Catholic please provide a copy of the Baptismal Certificate. Please see the Admissions Policy in the Prospectus for further details.</p>	<p>Surname of Parents/ Carers:</p> <p>First Names:</p> <p>Titles:</p> <p>Home Telephone:</p> <p>Work/Mobile Telephone:</p> <p>Email address:</p>
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PLEASE TICK THE SESSIONS THAT YOU WOULD LIKE						MINIMUM OF TWO DAYS PER WEEK
Day	Long day 8.30 to 3.30 7 hours	Morning 8.45 to 12.15 3.5 hours	Afternoon 1.00 to 3.30 2.5 hours	Number of F.E hours - up to 15	Paid hours @ £5.00 p/h	YOU CAN APPLY FOR MORNING SESSIONS, AFTERNOON SESSIONS AND LONG DAYS
Monday						
Tuesday						Morning sessions: 8:45-12:15
Wednesday						Afternoon sessions: 1:00-3:30
Thursday						Long day 7 hours 8:30-3:30
Friday						We will do our best to accommodate your wishes

Please give details of any siblings who have previously attended the pre-school

Name:

Year attended:

Parent / Guardian's Signature:

Date:

Please see overleaf for further information

OFFICE USE

Date Application Received:

Baptism Cert. Supplied:

Donation: £20

What Next?

- We will write to you to acknowledge receipt of application. Your child’s name will be added to the waiting list and you will hear from us via your designated email address as soon as we have processed the admissions.
- Places are allocated on the basis of the Pre-School’s Admissions Policy as detailed in the prospectus, which you can find on our website.
- When we offer your child a place, we need confirmation of your firm acceptance, otherwise we will reallocate the sessions.
- If you are offered a place you will be invited to a welcome visit in the term before your start date. If you would like to visit the pre-school before this time you are most welcome, please contact the Pre-School Supervisor to arrange a suitable time.
- **IMPORTANT: Please note that St. Paul’s Pre-School’s admission process is separate from St. Joseph’s Catholic Primary School. Admission to the Pre-School does not guarantee a place at St. Joseph’s.**

Note on Fees

All 3 and 4 year olds are eligible for Local Authority funding, the term **after** they become 3 years of age as set out in the table below.

Date of Child’s Birth	Funding can be claimed
1 April to 31 August	1 September following 3 rd Birthday
1 September to 31 December	1 January following 3 rd Birthday
1 January to 31 March	1 April following 3 rd Birthday

Where your child is not eligible for funding or you choose not to claim the funding with the setting you will be charged at our advertised rate.