



# St. Paul's Pre-School

St Paul's Presbytery, Hazelgrove Road, Haywards Heath, West Sussex, RH16 3PQ Tel: 01444 473940

Email: [enquiries@stpaulspreschoolhh.co.uk](mailto:enquiries@stpaulspreschoolhh.co.uk)

Website: [www.stpaulspreschoolhh.co.uk](http://www.stpaulspreschoolhh.co.uk)

## INITIAL APPLICATION FORM FOR ST PAUL'S PRE-SCHOOL

**Before completing this form, please read the information on the following page.**

If your child has been baptised, please include a copy of the baptismal certificate. We request a donation of £20 towards the administrative costs of the Pre-school. Cheques should be made payable to St. Paul's Pre-School.

Please note: Places are offered from the age of 3. The Pre-School is open during W.S.C.C. term times, for 38 weeks a year.

**Please inform us of any changes to your contact details, so that we can keep in touch.**

Name of child: .....

Gender: Male / Female

Date of birth: \_\_ / \_\_ / \_\_\_\_

Religion:.....

Home address: .....

..... Post code

Please tick the sessions preferred:

Monday am	.....	Monday pm	.....	Monday Full Day	.....
Tuesday am	.....	Tuesday pm	.....	Tuesday Full Day	.....
Wednesday am	.....	Wednesday pm	.....	Wednesday Full Day	.....
Thursday am	.....	Thursday pm	.....	Thursday Full Day	.....
Friday am	.....				

Please note: We require a minimum of three sessions a week. We accept 30-hour funding, subject to eligibility.

Parents/ Carers Landline Numbers: \_\_\_\_\_ / \_\_\_\_\_

Parents/ Carers Mobile Numbers: \_\_\_\_\_ / \_\_\_\_\_

Parents/ Carers designated Email Address for contact: .....

Have any siblings attended the Pre-School? Name/s: ..... Year/s: .....

Does your child have any known allergies or medical conditions? Yes / No

If yes, please specify...

Parents / Carers full names: ..... / .....

Signature/s: ...../..... Date: .....

### OFFICE USE

Date Application Received:

Baptism Cert. Supplied:

Donation: £20



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### Information for you to keep which will help you complete the application form

#### Funding and fees

- The Free Entitlement Grant is 15 hours, available for all children the term after their third birthday.

Date of Child's Birth	Funding can be claimed
1 April to 31 August	1 September following 3 <sup>rd</sup> Birthday
1 September to 31 December	1 January following 3 <sup>rd</sup> Birthday
1 January to 31 March	1 April following 3 <sup>rd</sup> Birthday

- Hours above 15 are payable at the Pre-School rate of £5.00.
- We accept 30-hour funding (extended FE), subject to your eligibility. You can find out more about the offer at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

#### Pre-School sessions (subject to availability)

Day	Morning** 8.45 -12.15 3.5 hours	Afternoon** 1.00 – 3.30 2.5 hours	Long day* 8.30 - 3.30 7 hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

\*Long day available on Monday, Tuesday, Wednesday and Thursday. Lunch time supervision will be included (Packed lunch must be brought from home).

- We will write to you to acknowledge your application. Your child's name will be added to the waiting list and you will next hear from us via your designated email address, when we process the admissions in the November before the academic year in which your child will join us.
- Places are allocated based on the Pre-School's Admissions Policy, attached to this information.
- When you receive an offer, we will 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. We strongly advise you to visit the Pre-school before you make your application. Please contact the 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.**

**Your application is confidential. Please contact us if you would prefer to discuss anything in person.**



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St Paul's Pre-School is a Catholic group; part of St Paul's Parish and is governed by the Diocese of Arundel and Brighton. The Admissions Policy is determined by the Pre-School Parent Committee.

Children are admitted from 3 years of age. Although provision is primarily for the Catholic community of St Paul's Parish, we recognise that there is a demand for early years places and therefore welcome applications from the wider community.

The Pre-School is fully committed to the principles of equal opportunity. Children and their families are valued as individuals regardless of gender, ability, race, colour, background and origin. We wish to provide an inclusive environment which welcomes all children and gives equal access to all the play and learning experiences available.

Please note that applications for Catholic children must be accompanied by a copy of their baptismal certificate, otherwise we cannot give them priority of admission. We request that a donation of £20.00 is included to help with our administration costs. (Please note that unfortunately, should your application be unsuccessful, the donation will not be refunded.)

When we receive an application, subject to the application meeting our criteria (see below), and depending on the spaces available, we will make an offer of a place which will be advised by email. We will require a firm commitment to accepting the place, which will be a completed acceptance form and a £30.00 deposit by the date stated. This deposit will be deducted from the first fees payment or refunded, should no fees be due.

In the event of oversubscription, our policy is to admit children according to and in order of the following criteria:

- Baptised Catholic looked after or previously looked after children.
- Baptised Catholic children who have siblings on roll at the Pre-School.
- Baptised Catholic children who have siblings at St Joseph's Primary School.
- Baptised Catholic children resident in St Paul's Parish.
- Other baptised Catholic children.
- Other looked after or previously looked after children.
- Non-Catholic children whose parents wish them to be a part of the distinct Christian nature of our community.

If there are more applicants who meet the criteria than the Pre-School can accommodate, places will be allocated in order of the date application forms are received by the office.

In special circumstances, such as exceptional social or medical need, admission will be at the discretion of the Parent Committee.