

# Greenbank Pre School

## Admissions Policy



**Greenbank Pre School**

Edinburgh Greenbank Parish Church of Scotland  
Braidburn Terrace  
Edinburgh EH10 6ES

*SPPA Registration No: 0923*  
*Charity No SCO11325*

## Admissions Policy

Greenbank Pre School is an organisation formed by, and operated under the control of, the Kirk Session of Greenbank Parish Church as part of the Church's outreach to the community.

The Pre School is in partnership with City of Edinburgh Council to offer five 3 hours and 15 minute sessions per week to children aged between 3 and 5. Please note that Government funding is only available from the term after a child's 3<sup>rd</sup> birthday – see below for details of self-funding for children from their third birthday until they are eligible for government funding.

Please note we do not offer part time places.

**Children turning three years of age between the dates below will be eligible for funding in the Term stated:**

Date of Birth	Eligible from
1 <sup>st</sup> March – 31 <sup>st</sup> August	Autumn Term : August
1 <sup>st</sup> September – 31 <sup>st</sup> December	Spring Term : January
1 <sup>st</sup> January – last day of February	Summer Term : April

We operate a waiting list system, based on **date of application and date of birth**. A child's name can be placed on the waiting list from their 2<sup>nd</sup> birthday. The waiting list is managed voluntarily by a parent (Admissions Secretary) who is part of the Pre School Management Parent's Committee, in liaison with the Management Committee.

It is Greenbank Pre School's policy to have a mixture of older and younger children in each session. We offer 20 Pre School children and 10 Ante Pre School places in the morning session. The numbers of Pre School and Ante Pre School children in the afternoon are variable depending on the ages of the children on the Waiting List.

Pre School places are based on the following criteria:

- **Pre School Children:** Children who will be in their Pre School year.
- **Ante-Pre School Children:** Children who have had their 3<sup>rd</sup> birthday before the 31<sup>st</sup> of August of the year that they begin attending the Pre School.
- If Greenbank Pre School is not at full capacity with funded Pre School and Ante-Pre School children as stated above, it is at the discretion of the Admissions Secretary, in conjunction with the Treasurer, to fill the remaining places with children who turn 3 after the 31<sup>st</sup> August on a **self-funding basis**. These places would be offered/ filled by **birth date month by month**.
- **Self-Funding Children:** There is a fee of £70/week for 5 sessions of 3 hours 15 minutes per day (16 hours/week) until the child becomes eligible for government funding

Priority on the waiting list will be given to children attending 5 sessions per week (mornings or afternoons). Applications for part time places will be considered after this depending on availability at the time your child becomes eligible to start preschool. Sessions will be either morning or afternoon and cannot be both. If some but not all of an applicants preferred sessions are available the opportunity will be given to select

different sessions. However, attendance for a minimum of three sessions per week is required to provide continuity of education.

## **Transition**

Transition:

Moving from an Ante-Pre School Place to a Pre School Place within Greenbank Pre School

Children who started Greenbank Pre School in a morning place will remain in the morning, unless it is the express wish of the parent/ guardian for them to move to an afternoon place. This also applies to children who are delaying their school entry, and remaining at the Pre School for an additional year. Therefore around 10 afternoon Ante Pre School children will be offered a morning place for their Pre School year.

The allocation of a morning place will depend on their **start date** at Greenbank Pre School therefore children who attend Greenbank Pre School in an afternoon place for their ante pre-school year may not necessarily be offered a morning place for their pre-school year.

For example a child who starts Pre School on the 1<sup>st</sup> of October will have priority for a morning space the following year over a child who starts Pre School on the 3<sup>rd</sup> October.

**This policy will be displayed on the Pre School website.**

**All staff and committee members will have a working knowledge of this policy.**

**Date: May 2018**

**Name: Joan Ritchie**