

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 3rd birthday - see below for details of self-funding for children from their third birthday until they are eligible for government funding. Provided there are places available, parents can apply to self fund additional sessions.

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 st March - 31 st August	Autumn Term : August
1 st September - 31 st December	Spring Term : January
1 st 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 2nd birthday. The waiting list is managed voluntarily by a parent (Admissions Secretary) who is part of the Pre School Management Parents' 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.

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 3rd birthday before the 31st of August of the year that they begin attending the Pre School.
- **Priority:** priority on the waiting list will be given to children attending 5 sessions per week (mornings or afternoons).
- **Self-Funding:** 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 31st August on a **self-funding basis**. These places would be offered/ filled by **birth date month by month**. The current fees are displayed on the website.
- **Part-time places:** Applications for part time places will be considered after this depending on availability at the time your child becomes eligible to start preschool. 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.

- **Additional Sessions:** A child may attend more than 5 sessions per week. Additional sessions are self-funded and such sessions are for the school year. The current fees are displayed on the website.

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.

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 1st of October will have priority for a morning space the following year over a child who starts Pre School on the 3rd 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: 3 October 2018

Name: Joan Ritchie