

Greenbank Pre School

Admissions Policy



Greenbank Pre School

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

Early Years Scotland membership number 10042
Greenbank Parish Church Charity No SC011325

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 places for up to 1140 hours a year. Greenbank Pre School is open during school terms and has places for children aged between 3 and 5. The 1140 hours places are for five sessions of 6 hours and 10 minutes per week (from 08.25 to 14.35).

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. Parents of children attending 1140 hours can self-fund to the end of the school day.

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 1140 hours.
- **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.
Parents of children attending 1140 hours can self-fund to the end of the school day (from 14.35 to 15.30)

- **Part-time places:** Applications for part time places will be considered depending on availability. If some but not all of an applicant's preferred sessions are available the opportunity will be given to select different sessions. However, attendance for a minimum of three half days per week is required to provide continuity of education.

Changes to pattern of attendance

Any request to increase, decrease or change days of attendance will be considered by the admissions team. At least 4 weeks notice must be given of any changes.

This policy will be displayed on the Pre School website.

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

Date: September 2023

Name: Joan Ritchie