

## Admission Policy

St. Bernard's PSEC is a Voluntary Sector Pre-school funded under the Pre-school Education Expansion Programme. Criteria for admission is outlined each year on the Education Authority website and our own website [www.stbernardspreschool.co.uk](http://www.stbernardspreschool.co.uk) in November/December of the year before admission in September. All funded pre-school provision must give priority to those children from socially disadvantaged circumstances in their final pre-school year (a child whose parent is in receipt of income support or income-based jobseeker's allowance - proof of this will be required).

St. Bernard's PSEC has its own criteria to select children down to the last available place when too many children apply. This criteria is at the discretion of the Management Committee and may change from year to year.

We aim to make the preschool accessible to all children from the local community. To accomplish this, we will:

- Advertise the existence of our pre-school in all areas of the local community.
- Describe the pre-school and its practices in terms which make it clear that it welcomes all family dynamics including people from all cultural, ethnic religious and social groups, with or without disabilities.
- Make our equal opportunities policy widely known.
- We can provide a place for up to 26 children
- We accept children aged 3 years to 4 years old.
- All children must be independent toilet users – refer to *Toileting Policy*
- Children will be eligible for up to 12.5 hours per week.
- Places on the waiting list will be offered first to children in order of criteria preference at time of application, then thereafter, first come basis.

### Staggered Intake

Those who are admitted to St. Bernard's PSEC will benefit from a staggered intake process which limits the 'new starts' to two/three each day. This provides the staff with time to dedicate to each new child which helps to ease the transition from home to pre-school for every child. The start date for each new child is mostly drawn at random but may consider other factor such as additional needs and is at the discretion of the manager. \*See [COVID-19 Section](#)

## **COVID-19 UPDATE 13<sup>th</sup> September 2021**

When starting Pre School, Parents/carers will be required to sign a parental agreement in relation to updated Policies and Procedures in light of COVID-19, as well as sign off on current general Policies and Procedures – range of policies are available on our website.