

Admission Policy

St. Bernard's PSEC is a not-for-profit 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 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 as well as beyond (information on our website)
- 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. Applications that are unsuccessful in being placed in the Pre School will automatically be added to our Waiting List.
- We do not currently offer Pre pre places

Staggered Intake

Those who are admitted to St. Bernard's PSEC will benefit from a staggered intake process which limits the 'new starts' to three/four or five 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 class of 26 are separated into 2 groups and phase in one week in and then a one week off basis (to the middle of September). The start date for each new child is mostly drawn at random but may consider other factors such as additional needs and is at the discretion of the Leader and Manager.