

Applying for a Pre-school place

You can make an application for our preschool waiting list once your child becomes 18 months.

Applications can be made in person at the school office where we can give you a form. You can also use the link below to access a form that you can print and return in person, via e-mail or fax.

Please be aware, it is not a 'first come, first served' system. Registering early does not mean you will get priority over applications made after yours.

Information on how we allocate places can be found in our Foundation Stage admissions policy. Please see link below.

Children are eligible for a free place will usually start in the term after their second birthday.

When places are available, we will contact you on the telephone number you gave on your form to invite you and your child for an admission interview. It is important that you update us if this number changes.

We will confirm your interview date and time by letter. This will also include a list of documents for you to bring.

- Confirmation letter from the borough confirming free entitlement for 2 year old provision
- Your child's birth certificate or passport
- Proof of your address (current council tax bill, tenancy agreement or rent payment card)
- Utility bill dated within the last 3 months (electricity, gas or water bill)
- Your National Insurance Number

Most of our preschool places are filled in September, however if we do have spaces at other times during the school year, we will contact you as above.

Following your child's interview, you will be invited to an induction session conducted by the Foundation Stage Coordinator who will explain the settling in process and other important information.

Starting date letters will be sent out following interview, induction and receipt of all requested documents.

If you are offered a preschool place, your child must attend regularly. If they do not attend for a prolonged period, they risk losing their place. Details can be found in our Foundation Stage admissions policy.