To apply for a place at our setting you should use this Application Form. Please complete this form at your earliest opportunity and within the timescales below. Once we receive your completed application form, children will be added to the admissions list, which is arranged in the order we receive the applications.

Admissions Timescales

Generally, our admission of new children takes place at the beginning of each school term.

|  |
| --- |
| All application requests received for children wishing to start at the beginning of the Autumn Term, must be received by the end of the preceding Spring term. Application requests will then be considered in line with our admissions policy, and places will be confirmed in writing to parents at the start of the Summer Term.  |
| All application requests received for children wishing to start at the beginning of the Spring Term, must be received by the end of the preceding Summer term. Application requests will then be considered in line with our admissions policy, and places will be confirmed in writing to parents at the start of the Autumn Term. |
| All application requests received for children wishing to start at the beginning of the Summer Term, must be received by the end of the preceding Autumn term. Application requests will then be considered in line with our admissions policy, and places will be confirmed in writing to parents at the start of the Spring Term. |

* Assuming there are sufficient places available then any late applications will be allocated **after** those received within the above timescales.
* After the application form deadline has passed, we begin to allocate sessions according to our admissions policy.
* Where there are more applications than there are places available will the Committee prioritise applications according to the oversubscription criteria below:
1. Children living in the catchment area for Chelford Primary School, Peover Superior Primary School, or those who have siblings who currently attend Chelford Village Preschool.
2. On a first come first served basis/length of time on the admissions list.
* When allocating sessions, preference may be given to children taking a whole day over those requiring just a half day.
* We will contact successful parents within the admissions timescales above, to advise them of their place, welcome them to the pre-school and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another setting.

**Information provided on application**

We would like all applications to be fully and honestly completed. It is important that where we offer a place to some and refuse others we do so fairly and consistently. Where we have reason to believe that information provided is knowingly false, or where there is doubt over a parent’s intent to take up a place, we reserve the right to withdraw any offer of sessions or place.

If you would like to apply for a place at preschool, please complete this form at your earliest opportunity, and within the timescales overleaf.

|  |  |
| --- | --- |
| **Child’s Name:**  | **Childs DOB:** |
| **Start Date:** |
| **Child’s Address:** |
| For Admin Use Only, Date request form received: |

Please indicate the pattern of Days/sessions required in the table below - please **X** the boxes (please note there is a minimum requirement of 2 sessions a week)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **AM****9:15-12:15** | **Extra Lunch hour\*****12:15-1:15** | **PM****12:15-3:15** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |

**\* Extra Lunch Hour - This option may not always be available, as it depends on the numbers of children who are booked into the afternoon session, but please state if this is your preference and we will let you know if we are able to accommodate this.**

**Please Note:**

* The three year old session rate will only apply starting from the term after your child’s third birthday, and not immediately upon your child turning three.
* Once we have emailed to confirm your place and sessions, our notice period as outlined in our Fees Policy, will come into effect, and we will require half a term’s notice for any change to your confirmed hours, or should your child leave the setting. A charge will be made if this notice is not given.
* No reductions will be made for non-attendance e.g., holidays taken in term time or sickness, or if Chelford School premises are required to close for an unforeseen reason.

**Please sign to agree to the above:**

|  |  |
| --- | --- |
| Parent name: | Date |
| Signed: |