

St. Joseph's Pre-School Playgroup

Correspondence address:
122a Ladbroke Road
Redhill, Surrey, RH1 1LF
Tel: 01737 772334

admissions@stjosephsplaygroup.co.uk

www.stjosephsplaygroup.co.uk

5 Windmill Drive
Reigate
Surrey
RH2 0JP

Direct Tel: 07847 221367

Dear

Thank you for your enquiry regarding St Joseph's Pre-School Playgroup. Attached to this letter are the Admissions Criteria for our playgroup and a Registration Form.

To secure your child's place on our waiting list please complete the enclosed Registration Form and return it, either to me at the above address, or to the playgroup, together with the Registration Fee. The Registration Fee is a non-refundable fee, currently set at £30, payable upon registration (cheques payable to St. Joseph's Playgroup).

Once on our waiting list you will be contacted about six months before your child would be due to start with us as to the availability of places. Children start with us the term they turn three years old. The registration fee is refundable if we are unable to offer your child a place at playgroup*.

Please note that St Joseph's is a Catholic playgroup. Non-Catholic children are very welcome to join, but when spaces are limited, priority is given to baptised Catholic children. Copies of your child's birth and baptismal certificates will be required before they start playgroup.

Yours sincerely

Katie Jones
Admissions Secretary

*Our playgroup is often over subscribed and we are not able to offer everyone on our waiting list a place with us. We recommend, therefore, that you place your child's name on another pre-school's waiting list just in case.

Admissions to St. Joseph's Pre-School Playgroup and St. Joseph's R.C. Primary School are not linked in any way.

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Admissions Policy and Procedure

Each academic year St Joseph's Pre-school operates a three term entry system, children normally starting the term they turn three years old. Thus children of birthdays September – December start in the September, birthdays January – April start in the January and birthdays of May – August start after Easter each year.

The Waiting list cut off for application is at half term; for September entry the waiting list closes the previous February half term; for January entry the waiting list closes the previous May half term; for places after Easter the waiting list closes the previous October half term.

The pre-school endeavours to notify parents of a successful application 5-6 months prior to the child starting at the pre-school.

Admissions Criteria

Applications for St Joseph's Pre-School Playgroup will be considered in the following order of priority: -

- 1. Baptised Catholic children who the Admissions Committee of the Pre-School consider at their discretion to have exceptional social or medical needs. This is considered on the basis of written documentation submitted with the registration form.**
- 2. Baptised Catholic children who live within the Catholic parish of The Nativity of the Lord (Redhill, Reigate and Merstham).**
- 3. Baptised Catholic children who live within the Catholic parishes surrounding The Nativity of the Lord (Redhill, Reigate and Merstham) parish.**
- 4. Baptised Christian children who the Admissions Committee of the Pre-School consider at their discretion to have exceptional social or medical needs. This is considered on the basis of written documentation submitted with the registration form.**
- 5. Other baptized Christian children who live within the Catholic parishes of Redhill, Reigate and Merstham.**
- 6. Other baptized Christian children who live within the Catholic parishes surrounding Redhill, Reigate and Merstham parishes.**
- 7. Other children whose parents wish them to attend a Catholic playgroup.**

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If there are more applications in a category than places available then the Admissions Secretary will give preference within each category to:

1. Those applicants who have had a brother or sister attend St Joseph's Pre-school Playgroup in the past.
2. If there still remain more applicants than available places then priority is given to the applicants living closest to the pre-school. Distance from the pre-school to the Residence of the applicant is to be measured by a straight line (that is as the crow flies). During our move to Temporary Accommodation this will remain as 122a Ladbroke Road.

Definitions –

Baptised Catholic - Those applicants producing a valid Baptism Certificate denoting entry into a Roman Catholic 'Parish Baptism Register.' Those applicants producing a valid Baptism Certificate of Reception into Full Communion with the Roman Catholic Church denoting entry in a Roman Catholic 'Register of Reception into full Communion'. Those applicants producing a valid Baptism Certificate denoting an entry in a 'Parish Baptism Register' of a Church which is in Full Communion with the Roman Catholic Church. In certain circumstances written support of their Parish Priest may be sufficient. The admissions secretary will undertake reasonable means to check any information.

Catholic parish of The Nativity of the Lord (Redhill, Reigate and Merstham) – this means the former parishes of St Joseph's Redhill, Holy Family Reigate and St Teresa's Merstham. And is taken to mean within the parish boundaries which are determined by reference to the map approved by the Diocese of Arundel and Brighton.

Catholic parishes surrounding Redhill, Reigate and Merstham. – the boundaries of these parishes are determined by reference to maps approved by the appropriate Dioceses.

Live within – this means where the applicant lives for the majority of each week.

Brothers and sisters – includes a step-brother or step-sister, or another close relative residing in the same household on a permanent basis and cared for by the same adult(s), as well as a biological or adoptive brother or sister.

Exceptional social or medical needs – this may include eg children in care, special family circumstances etc. Each case will be considered separately. These children may live within the parishes or surrounding parishes of Redhill, Reigate and Merstham.

** the following uniate churches are presently in Full Communion with the Roman Catholic Church:

ALEXANDRIA: Coptic, Ethiopian

ANTIOCH: Malankrese (Sri Lanka), Maronite, Syrian

ARMENIAN: Armenian

CHALDEAN (Syro-Oriental): Chaldean, Malabar

CONSTANTINOPLE (BYZANTINE): Albanian, Byelorussian, Bulgarian, Greek, Melchite, Italo-Albanian, Romanian, Russian, Rutherian, Slovakian, Ukrainian, Hungarian.

Source: Annuario Pontificio 2009 Riti nella chiesa pp 1167-1170, 1878-1881

Reference should be made to the Annuario Pontificio published by the Holy See each year for additions/subtractions from the list.

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REGISTRATION FORM

Child's Surname:

Child's First Name:

Date of Birth:

Sex:

First Language:

Religion:

Home Telephone No.:

Parish:

Date & Place of Baptism: (*A copy of the Baptism Certificate will be required before your child starts Playgroup*)

Home Address:

Mother's Name:

Father's Name:

Names & ages of siblings who have previously attended St. Joseph's Playgroup:

Has your child attended another Playgroup/Nursery ? (Please state name & address)

Please let us know of anything you feel we may need to be aware of e.g. special needs (medical or educational), childhood diseases or disabilities etc. Please attach an additional sheet.

I wish to register my child for attendance. I understand that active parental participation & parent helper duties are essential to the efficient and safe running of the Playgroup, and agree to assist as necessary. I understand that St. Joseph's is a Catholic Playgroup and have read the Admissions Criteria. I enclose the Registration Fee of £30.00.

Signed Parent/Guardian:

Date: