

Admissions for Pre-School Policy

Believing in Excellence means that the school has key values that all members of our school community live by. These are:

- Respect
- Resilience
- Responsibility

These values apply to three important spheres of life:

- Believing in Excellence for ourselves
- Believing in Excellence for others
- Believing in Excellence for our environment

Date of Policy	May 2016
Date agreed by Governing Body	May 2016
Date of next review	April 2017
Lead Member of Staff	Head of Primary Phase

Admissions

The purpose of this document is to set out clear, transparent and fair admission procedures for The Cavendish Pre-School. We are committed to providing a fair and open admission system for children aged two to four years old.

1. Operating Hours

The pre-school is open between 8.30am and 3.30pm with availability for children aged 3 to attend our afterschool provision between 3.30pm – 5.45pm. Monday to Friday for 39 weeks of the year, term time only. The pre-school will be closed on INSET days and these dates will be issued in advance and available on our website. Parent(s)/carer(s) will not be expected to pay for any INSET days, or public holidays.

2. Admissions criteria

The following criteria are used to determine and allocate the places. Priority will be given to:

1. Children who have a brother or sister at the school or pre-school
2. Children whose parent(s)/carer(s) work at the school or pre-school
3. Children living within the pre-defined community area (see map attached)
4. Children living outside the pre-defined area

3. Admissions procedure

When parent(s)/carer(s) contact the pre-school (phone: 01323 746506) or email: pre-school@cavendish.e-sussex.sch.uk enquiring about a place for their child, they will be given all the relevant information they require and informed of whether there is currently a suitable place available for their child. If a suitable place is available the parent(s)/carer(s) and the child will be invited to visit the pre-school and speak to members of staff. The parent(s)/carer(s) will need to complete an application form for the pre-school and return it to the Pre-school lead with a copy of their child's birth certificate.

An offer letter will be sent out as soon as possible, along with a copy of the pre-school terms and conditions. Once the parent(s)/carer(s) have agreed to abide by all the terms and conditions, including the level of fees and arrangements for payment, the parent(s)/carer(s) will need to arrange payment of the deposit and registration fee. Once the admission is secure, the pre-school lead, or a designated member of staff, will contact the parent(s)/carer(s) concerned to arrange a starting date for their child.

4. Deposit

On accepting a pre-school place the parent(s)/carer(s) will be asked for a £100 deposit plus a non-refundable registration fee of £15 (siblings/twins will each incur their own deposit and registration fee). Deposits will be refunded either via a deduction from your final invoice or once your child has left the pre-school and any outstanding balances have been paid.

Deposits are not required for children who will only be accessing their free EYEE funded hours. Those accessing 30 hours childcare incur a lunch time charge and a deposit will be required. Exceptions to this will be considered on a case by case basis.

5. Waiting List

If, on making an enquiry about a place for their child, parent(s)/carer(s) are informed that there is not currently a suitable place available, the details of this request will be placed on the waiting list if the parent(s)/carer(s) should wish. The pre-school will advise the parent(s)/carer(s) of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the pre-school.

When a vacancy at the pre-school becomes available, the Pre-school lead, or a designated member of staff, will contact the parent(s)/carer(s) whose child is suitable for the place. If that parent(s)/carer(s) still wishes to take up the place for their child, they will be asked to complete an application form and follow the remaining steps of the admissions procedure outlined above.

If the parent(s)/carer(s) concerned no longer wish to take up a place, the parent(s)/carer(s) of the next suitable child on the list will be contacted.