

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	November 2019
Date agreed by Headteacher / Head of Primary Phase	
Date of next review	June 2020

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 Monday - Friday between 8.30am and 3.30pm. We are open Term Time Only. The Pre-School will be closed on Bank holidays and 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

Admissions to Pre-school are processed in the order received. All forms need to be completed and returned as detailed in the welcome pack. Packs received with items missing or not completed cannot be processed until these items are received by the Pre-school.

The information supplied on the registration forms must be accurate and the Pre-school is entitled to rely on this information. The parent(s)/carer(s) are responsible for notifying the Pre-school immediately of any changes to this information.

Please note that we require children to attend a minimum of three sessions a week, these can be morning, afternoon or a mixture of both. A full day will count as two sessions. Exceptions to this requirement are available at the Pre-School leads discretion.

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 if required an application pack will be sent out to them as soon as possible. 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.

Applications to the Pre-school are processed in the order they are received (see above note), incomplete application packs cannot be processed until all information is received by the Pre-School.

Once the application pack has been received parents/carers will be informed if their application has been successful or details of other sessions available/waiting list if not (see section 5).

Parents/Carers are welcome to visit the Pre-School and view the setting. Please note in September/October due to the large number of children settling we advise you to attend the schools open evening and/or open morning events held in early November. Details of these can be found on the schools website.

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 are required from all parents/carers that access any paid for (chargeable) hours including lunch club. Deposits will be refunded once your child has left the pre-school and any outstanding balances have been paid. The refund will either be via BACS or cheque or by deduction from your final invoice if agreed. Please refer to the fee structure document for more details.

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 wishes to take up a place, the parent(s)/carer(s) of the next suitable child on the list will be contacted.