

# Pre-school Admissions Policy and Arrangements for School Academic Year 2022-2023

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	September 2022
Date agreed by Headteacher / Head of Primary Phase	September 2022
Date of next review	July 2023

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Its registered office is at Cavendish School, Eldon Road, BN21 1UE

## **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/carer will not be expected to pay for any INSET days, or public holidays.

### **2. Admissions Criteria**

**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 EYFS leads discretion.

Admissions to Pre-school are considered based upon:-

- Current staff at The Cavendish School
- The date which the initial admissions request was received and subsequent completed forms being completed.
- Availability of the minimum requirement of sessions being available

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 or dated 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/carer is responsible for notifying the Pre-school immediately of any changes to this information.

### **3. Admissions Procedure**

When parent/carer contact the Pre-school (phone: 01323 746506) or email: [pre-school@cavendish.e-sussex.sch.uk](mailto: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/carer will need to complete an application form for the Pre-school and return it to the Pre-school Teacher 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 the parent/carer will be informed if their application has been successful or details of other sessions available/waiting list if not (see part 5).

Parent/Carer 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 November. Details of these can be found on the schools website during October.

#### **4. Deposit**

On accepting a Pre-school place the parent/carer will be asked for a £100 deposit (siblings/twins will each incur their own deposit).

Deposits are required from all parent/carer 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 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/carer 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/carer should wish.

In the event of over-subscription the following criteria will be applied to all applications on the Waiting List:-

- Current staff at The Cavendish School
- The date which the initial admissions request was received and subsequent completed forms being completed.
- Availability of the minimum requirement of sessions being available

The Pre-school will advise the parent/carer 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 Teacher, or a designated member of staff, will contact the parent/carer whose child is suitable for the place. If that parent/carer 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/carer concerned no longer wishes to take up a place, the parent/carer of the next suitable child on the list will be contacted.