

Admissions Policy

ORDER OF PRIORITY

Pre-school's Admissions Policy is based on a first come, first served basis.

When Application Forms are received with accompanying £30, non-returnable, administration fee they are filed by date of receipt. Therefore, children who have been on the waiting list longest have priority. Children who are eligible for EYFE funding cannot be charged this administration fee.

Each September children who are at the top of the waiting list, but are too young to start, will have a place held for them until the term before they turn 3. If children have been offered a place elsewhere their name will be removed from the list and the next parent/carer will be offered a place for their child.

STARTING

Children who have their 3rd birthdays from 1st September to 31st March start in September (Autumn Term)

Children who have their 3rd birthdays from 1st April to 31st August start in January (Spring Term)

The minimum number of weekly sessions a child can attend with us is two. All afternoon children will be offered two sessions per week. From the start of the Spring term (January), those in receipt of funding will be offered three sessions per week. Parents are reminded that they can choose to split their funded sessions between placements.

Pre-school runs for 38 weeks a year. The maximum number of weeks for EYFE funding is 38 weeks.

Parents/carers will be contacted by Pre-school's administrator the term before their child is due to start Pre-school asking if they would still like a place. If they accept, an Information Pack will be sent to them. Completed forms, together with a £50 deposit (refundable against the next term's fees) must be returned to Pre-school by the date specified in the covering letter otherwise the child will no longer have a reserved place at Pre-school.

Morning children will be offered at least three sessions per week. Whilst it is hoped that five sessions will be available for all children, this may not always

be possible. For children joining the morning sessions part way through the year, the number of sessions Pre-school can offer may be limited.

Parents/carers are welcome to visit Preschool by prior arrangement with staff. Please phone 01932 851744 to arrange a suitable day and time.

TRANSITION TO SCHOOL

On transition to school all relevant information will be shared with the receiving setting – i.e., Surrey Learning Journey (Ann Locke, IEPs, observations – if applicable).