



ADMISSIONS POLICY

Current Version
10.0

Admissions Policy

- St Andrew's Pre-school aims to be genuinely accessible to children and families from all sections of the community.
- We will ensure that the existence of our Pre-school is known in the area, and place advertising notices in prominent places.
- We have a termly intake of children in September and January, subject to availability.
- We accept children from the age of 2 years and 6 months, as at 31 August (for our Autumn intake), and as at 31 December (for our Spring intake), subject to the availability of spaces.
- Children can attend morning only sessions or all-day sessions. We do not offer afternoon only sessions.
- **Children** are required to attend a minimum of 4 sessions per week.
- Please note that attending 1 morning equals 1 session. Attending all day equates to 2 sessions.
- Children are required to attend a minimum of 3 terms.
- A maximum of 30 children can attend a morning session and a slightly reduced number of children can attend a full day session.
- Parents may register children, of any age, by completing a registration form and returning it to Pre-school (register on-line via our website).
- Children will be added to our waiting list from the date that we receive the completed registration form.
- Please note that completion of our registration form does not automatically guarantee a place at Pre-school.
- Please refer to our website for full details about funding and our fees.



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- The Pre-school Sub Committee comprising Manager, Deputy Manager and Pre-school Administrator have full responsibility for allocating places.
- The offer process commences during the Autumn Term (in November/December) and in the following order:-
 1. Current families staying on for another Academic year.
 2. Special educational, social or family needs.
 3. Siblings of children who have or are still attending our Pre-school.
 4. New families based on the date of registration.
- Parents will be notified, by e-mail, if a place becomes available for their child.
- Once offered a place, families will be required to complete our Pre-school Agreement this is your contract with Pre-school and pay a Holding Fee of £150.00 in order to secure their child's space. The holding fee is fully refundable and families will be reimbursed at the end of their child's time with us and once all invoices have been paid in full. Further details are provided within our Pre-school Agreement.
- If a family wishes to change their child's sessions, either prior to starting or during the Academic Year, the request must be e-mailed to the Pre-school Administrator, to discuss with the Manager and/or Deputy Manager.
- For requests to increase sessions, we will try our best to accommodate your request and commence the new arrangement as soon as there is session availability.
- For requests to decrease sessions or to permanently remove your child from Pre-school, not less than 12 weeks written notice to the Administrator is required. Failure to do so will result in being charged the fees that would have been payable for the 12 week period in respect of which notice was not adequately provided (regardless of whether or not Pre-school is subsequently able to fill that space).
- We review our fee structure on an annual basis, on or around 1 April.



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