



## **Admissions policy**

If you wish your child to attend Tandridge Village Pre-School you will need to complete a Registration form and return this to Tandridge Village Pre-School for the attention of the Administrator with a registration fee of £30 which is non-refundable unless you are not offered a place.

We will write to all new admissions shortly after Easter to let parents know if their child has been given a place and the sessions that they have been allocated. To secure your child's place a parent will need to return the confirmation slip, a signed copy of the setting's Terms and Conditions and payment of a refundable £70 deposit (which will be paid back when the child has left in the final year once all debts are paid). Once we have received confirmation of your child's place we will send out registration forms which will need completing and returning immediately to ensure we have everything in place for when your child starts.

It is hoped that we will be able to offer your child a place at Tandridge village Pre-School in the term in which they are three years old. There may be occasions when a place will not be available until the term after their third birthday.

Our younger children, in the Acorn group, must attend 2 sessions as a minimum. Our older children, in the Oak group, must attend a minimum of 3 sessions. We will not offer any child 1 session at our Pre-School, as we feel that it is detrimental to the child's ability to settle and engage fully in the Pre-School environment.

Parents must provide a term's written notice of intention to leave the Pre-School accept when their child is leaving for school. Parents will be charged fees during the notice period regardless of whether the child is attending the Pre-School or not.

Should the situation arise that there are more names on the waiting list than places available the following criteria will apply:

- Looked after children
- Siblings of those children already attending the Pre-School
- Children who live in Tandridge village and Crowhurst Lane End
- By address (distance from the village hall)

This policy has been adopted by Tandridge Village Pre-School Management committee.

Signed on behalf of the Pre-School by:

Date:

This policy will be reviewed: Autumn 2020 (Unless there is a change in legislation or with direct guidance from an educational body)

Staff signatures:

Date: