



## **Admissions policy**

If you wish your child to attend Tandridge Village Pre-School you will need to complete a registration form and make payment of the £50 registration fee. The registration fee is applicable to those families paying private fees with us. If your child's hours are covered completely by Early Years Educational funding then the registration fee will not apply. The completed form should be returned to Tandridge Village Pre-School for the attention of the Administrator. The £50 non-refundable registration fee will only be refunded if we are unable to offer your child 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, admissions paperwork and a signed copy of the setting's Terms and Conditions.

We are able to offer places to children from 2 until 5 years of age. If your child is younger than 2, and you would like a place, we can add you to our waiting list and we will be contact once they are old enough to attend.

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 except 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 and places will be allocated according to:

- Looked after children
- Siblings of those children already in attendance at the Pre-School
- Children who live in Tandridge village
- 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 2025 (Unless there is a change in legislation or with direct guidance from an educational body)

Staff signatures:

Date: