



# HAILSHAM PRIMARY ACADEMY

*'Be the very best you can be'*

## **Admissions for Pre-School Policy**

The purpose of this document is to set out clear, transparent and fair admission procedures for The Hailsham Primary Academy Pre-School. We are committed to providing a fair and open admission system for children aged two to four years old.

### **Operating Hours**

The Pre-School is open Monday to Friday between 8.30am and 3.30pm. We are open Term Time only. The Pre-School will be closed on INSET days, which match the primary and secondary phase and these dates will be issued in advance and available on our website. Parent(s)/carer(s) will not be expected to pay for any INSET days, or public holidays.

### **Admissions criteria**

The following criteria are used to determine and allocate the places. Priority will be given to:

1. Looked after children and children who were looked after but ceased to be so, because they were adopted (or subject to residence orders or special guardianship orders) immediately following being looked after.
2. Children who have a brother or sister at Hailsham Community College in any phase
3. Children whose parent(s)/carer(s) work at Hailsham Community College or pre-school
4. Children living within the pre-defined community area (see map below)
5. Children living outside the pre-defined area

### **Admissions procedure**

When parent(s)/carer(s) contact the pre-school (phone: 01323 841468) or email: [primaryoffice@hccat.net](mailto:primaryoffice@hccat.net) enquiring about a place for their child, they will be given all the relevant information they require and informed of whether there is currently a suitable place available for their child. If a suitable place is available, the parent(s)/carer(s) and the child will be invited to visit the pre-school and speak to a member of staff. The parent(s)/carer(s) will need to complete an application and booking form for the pre-school and return it to the Primary School Main Office.

Pre-school places will only be offered based on a child attending every morning, every afternoon or 5 full days. This is to enable better consistency for children, and to allow children to develop positive relationships with staff and other children in the setting.

An offer letter or email will be sent out as soon as possible and once the parent(s)/carer(s) have agreed to abide by all the terms and conditions, including the level of fees and arrangements for payment, and provided either a passport or birth certificate as a form of ID, the parent(s)/carer(s) will need to arrange payment of the deposit and registration fee. Once the admission is secure a designated member of staff from Hailsham Community College, will contact the parent(s)/carer(s) concerned to arrange a starting date for their child including any settling sessions.

## **Deposit**

On accepting a pre-school place the parent(s)/carer(s) will be asked for a £75 deposit plus a non-refundable registration fee of £20 (siblings/twins will each incur their own deposit and registration fee). However, there may be individual cases where a deposit is not needed. Deposits will be refunded either via a deduction from your final invoice or once your child has left the pre-school and any outstanding balances have been paid.

Deposits are not required for children who will only be accessing their free EYEE funded hours. Those accessing 30 hours childcare incur a lunch time charge and a deposit will be required. The registration fee of £20 will need to be paid. Exceptions to this will be considered on a case-by-case basis.

## **Waiting List**

All children are at first added to our waiting list and places are allocated on a “first come/first served” basis following the admissions criteria.

If, on making an enquiry about a place for their child, parent(s)/carer(s) 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(s)/carer(s) should wish. The pre-school will advise the parent(s)/carer(s) as best they can 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, a designated member of staff from Hailsham Community College, will contact the parent(s)/carer(s) whose child is suitable for the place. If that parent(s)/carer(s) 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(s)/carer(s) concerned no longer wish to take up a place, the parent(s)/carer(s) of the next suitable child on the list will be contacted.

