

# Holy Apostles' Pavilion Group

## 2 a. Pre-school Admissions Policy

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**It is our intention to make Holy Apostles' Pre-school genuinely accessible to children from all sections of the local community.**

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We will admit children from the age of 24 months.

In order that the maximum number of children can benefit from a place at the Pre-school the following admissions criteria will also be adhered to:

- All applications or request to change sessions must be made in writing to the Pre-school Leader.
- Applications will be dealt with in order of receipt.
- Applications can only be made from the September onwards, preceding the academic year in which a child would be due to start
- Children are required to attend a minimum of 2 sessions per week subject to availability of places. This allows children a better opportunity to become familiar with their surroundings and for staff to manage associated assessment effectively.
- The Pre-school Leader has the final discretion on admissions.

Applicants will be placed on the waiting list on receipt of a registration form and a non-returnable deposit of £10. When a place becomes available reasonable attempts will be made to contact the applicant to offer sessions. If contact is unsuccessful, these sessions will be reallocated.

Fees are set by the Committee and are subject to review every term. Please see the current prospectus for details of the fees. Fees are payable in the event of sickness or holiday. If additional hours are payable for those in receipt of nursery grant they are calculated at the prevailing nursery grant hourly rate or the rate agreed by the Pavilion Management Group.

**One month's notice is required to change sessions or leave the setting.**

This policy applies to parents whose children already attend the Pre-school should they wish to increase the child's attendance.

*Last reviewed: September 2024*

*Due for review: annually*

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