



HAILSHAM COMMUNITY COLLEGE ACADEMY TRUST

'Be the very best you can be'

Pre-school Admissions Policy

SLT responsible:	Head of School (Primary)
Last reviewed:	September 2021
Ratified by Trustees:	9 December 2021

Admissions for Pre-School Policy

The purpose of this document is to set out clear, transparent and fair admission procedures for Hailsham Community College Pre-School (Turtles). 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, term time only. The Pre-School may be closed on INSET days, which match the primary and secondary phase. 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 the college or Pre-School
3. Children whose parent(s)/carer(s) work at the 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: Pre-school@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 members of staff. The parent(s)/carer(s) will need to complete an application form for the Pre-School and return it to the Primary School Office with a copy of their child's birth certificate.

A place will be sent out to you via email and phone call, along with a copy of the Pre-School terms and conditions. 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, the parent(s)/carer(s) will need to pay a deposit and registration fee before their child's start date. Once the admission is secure, a member of our Pre-School staff will contact the parent(s)/carer(s) concerned to arrange settling in sessions and a starting date for their child.

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 of £5.50 and a deposit will be required. Exceptions to this will be considered on a case by case basis.

Waiting List

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) 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). If that parent(s)/carer(s) still wishes to take up the place for their child, they will be asked to complete and 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.

