



FOREST ROW COMMUNITY PRE-SCHOOL POLICY 8 ADMISSIONS

Forest Row Community Pre-school is registered by OfSTED to accept all children in the local community between two and five years of age.

In the summer term a special afternoon 'Rising 5's' session is offered to those children who will start school in September.

Allocating the Places

It is our intention to make our pre-school accessible to children and families from all sections of the local community through open, fair and clearly communicated procedures.

When returning the registration forms with administration fee, our Administrator will note the requested start date for the child. However, submission of the forms and administration fee does not guarantee a place at pre-school as priority will need to be given to those children able to start immediately.

We will make every attempt to satisfy all requests for places. If the number of children on the waiting list at any one time exceeds the number of places available, then priority will be given in this order:.,:

1. Children already attending pre-school who request extra days.
2. Older children who need to become familiar with children in the pre-school prior to starting school.
3. Children with older siblings currently attending the pre-school.
4. Children living in the Forest Row area.

Otherwise admission will be on first come, first served basis for those children able to attend pre-school at that time.

The registrar will also take into account any relevant social or emotional requirements which may affect the child's allocation.

Please Note: All parents should ensure that their child is sent with a change of nappy and supply of wipes should their child not be dry during their time spent at pre-school.

Date Prepared	Reviewed	Next Review
March 1997	May 1999	March 2006
	May 2001	
	March 2004	
Up-dated April 2007		March 2008
Up-dated August 2008		