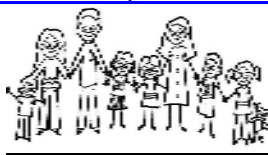


Hillside Pre-School

Hillside Free Church Hall, Hillside Road, Chorleywood WD3 5AS 01923 284878

www.hillsidepreschool.co.uk



Admissions policy

Statement of intent

It is our intention to make our pre-school accessible to children and families from all sections of the local community. We arrange our waiting list to make admissions a fair and equal process. All admissions are under the discretion of the committee.

Aim

We aim to ensure that all sections of our community have access to the pre-school through open, fair and clearly communicated procedures.

In order to achieve this aim, we operate the following admissions policy.

- We ensure that the existence of the pre-school is widely advertised in places accessible to all sections of the community.
- We ensure that information about our pre-school is accessible - in written and spoken form.
- We accept children from the age of 2 years.
- We have two intakes during the year in September and January.
- When allocating places priority is given to children that already attend the pre-school.
- Our waiting list is arranged by date, in order of completed and returned registration forms and places are offered in order of the child's ultimate school nursery starting date (assuming a two intake system ie September and January start dates).
- Children are offered free sessions in the term after their third birthday. The committee does, however, reserve the right to limit the number of free places available to enable a fair number of places to be allocated to paying places.
- If it is financially viable, we keep one place vacant for emergency admissions.

May 2009

Signed on behalf of the pre-school