



## **ADMISSIONS POLICY AND PROCEDURE**

**Shaunagh de Boinville is responsible for this Policy**

Children are admitted to The Children's House on a first come first served basis. We follow our Equal Opportunities Policy and do not discriminate or select children in any way.

To gain a place at The Children's House the following procedure should be followed:

1. The Registration Form should be completed and returned with the correct registration fee to Mrs de Boinville. The registration fee is not refundable in any circumstances.
2. If a definite place is available for the required term (usually this is the term after the child is two and a half years old), the parents will be sent a letter confirming this. If a definite place is not available, the child's name will be put on a waiting list for the appropriate term. As soon as a definite place becomes available the parents will be informed. A place on the waiting list does NOT guarantee that a definite place will eventually become available.
3. In some circumstances a place may be deferred to a later term.
4. All definite places are subject to the child attending for an Introductory morning during the term prior to the term the child is due to start.
5. Following a successful Introductory morning a deposit of £200 is payable in order to secure the place. This deposit is deducted from the fees for the child's fourth term at The Children's House. If, for whatever reasons a child leaves the school before his/her fourth term the deposit of £200 is forfeited.
6. When a child is due to leave a full term's notice is required in writing or a full term's fees payable in lieu of notice.