Admissions Procedure

Step 1: Parents fill out registration form and pay £75 application fee. Child shows as NEW on Cheqdin System.

Step 2: If registration is filled out and initial fee PAID, child's status is changed to ACCEPTED.

Step 3: Request funding code. If code received apply to child's profile.

Step 4: Welcome Pack with Optional Extras policy sent to parents. Ensure Optional Extras policy and food and nutrition policies are signed and returned either hard copy or via email. If a child with a severe allergy, disability or SEN applies it is imperative that these are flagged with Ane before any start dates are agreed. This is to ensure we have effective plans in place and gives Ane time to liaise with Becky beforehand.

Step 5: Start dates are determined with parents and received in writing (can be via email and confirmed by either Ane or Pauline, based on communication with parents. Start dates to only be agreed during term time as Ane only works term time.

Step 6: CHECK STAFFING with Ane before agreeing a start date with the parents. Ratios MUST be kept to and met at all times. Ensure at least a week from payment received to start date to ensure Tesco orders can be updated and staffing is sufficient.

Step 7: If start dates are not imminent child's status remains as accepted and not enrolled.

Step 8: Schedules added to Cheqdin based on parents' requirements.

Step 9: After each half-term Pauline will checky the system to see if anyone's status should be changed from accepted to enrolled at the beginning of the term.