*GREENHAYS NURSERY SCHOOL LTD*

**Admissions Policy**

**Our aims**

Our aim is to provide a fair admission service to all of our customers.

**Procedures**

* Funded children will take priority. (Suffolk County Council state this)
* The 30 hours free funding is only available to children who attend a full five days all year round.
* Existing children will take priority over new customers if they need to extend their days/hours.
* Siblings will take priority over new customers who wish to register.
* New customers will then be on a first come first served basis.
* A place can only be guaranteed once a deposit has been paid of the sum of one week’s fees, although this will be deducted from your first month’s fees. This is non- refundable for whatever reason. (funded children are exempt from this)
* Fees are to be paid one month in advance.
* Funded children will be guaranteed a place once the registration and declaration forms have been completed.
* Any changes to children’s days or hours should be submitted in writing

Review date: February 19

*PROPRIETORS*

*MRS A E PLAIN, MRS S L PRENTICE, MRS L E STONEHAM*