



Holland Park Pre-Prep and Nursery

Admissions Policy

It is our intention to make Holland Park Pre-Prep and Nursery genuinely accessible to children and families from all sections of the local community. We make known and adhere to our Anti-Discrimination Policies.

Our admissions are prioritised by:

- Siblings of those already in our care
- Strict order of the date of registration on our waiting list
- Specific age-related restrictions e.g. the age group a space is currently available in

The Manager will be pleased to talk to you about your application and advise you of our availability. We pride ourselves on our flexible approach to your needs, so please let us know if there is something further, we can do to help you. We will keep a place vacant, if this is financially viable, in order to accommodate emergency admissions.

Part of our Safeguarding Policy requires that, for a child to be left unaccompanied, we must have received the completed questionnaire with health and emergency contact numbers completed.

Admissions Procedures (step by step)

1. Parents complete an application form which indicates days and sessions requested.
2. Non-refundable registration fee (currently £125) is paid by parents.
3. Once the registration fee is received, an offer letter is sent by the school Operations Manager. Invoice for the deposit of £2000 is raised and sent to parents. Receipt of the deposit secures a place for the child. The deposit is dated one month from the date of the offer letter. If the child is to start sooner than this, the deposit must be paid before the first day of the settling period where applicable, or before the first paid day of childcare. The deposit is held by HPPN and repaid to parents when the child leaves HPPN, minus any unpaid fees if applicable.
4. Once the deposit is received, the Operation Manager will send the following paperwork to parents:
 - a. Contract
 - b. Questionnaire
 - c. Tapestry Agreement
 - d. Privacy Notice
 - e. Parents' Handbook
 - f. Term Dates
 - g. Whatsapp agreement
5. The first four items above need to be completed and returned to HPPN by parents. Paperwork must be received before the child can be left in the care of HPPN. HPPN must also receive a copy of the child's birth certificate and passport (unless the child does not yet have a passport) and must view copies of the passport of both parents. This is following advice given by The Home



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Office. In the case of non-EU parents, HPPN must be shown copies of the visa showing the right of parents to reside in the UK.

6. Children in Circle, District and Piccadilly Class receive a free settling in week. The schedule of this is arranged between the parents, Room Leader and Management Team. There is no free settling in week for children in Central Class or Jubilee Class, however, parents are invited to spend time in the classroom until the child feels fully settled.
7. When children start at HPPN, fees are payable in advance.

Date: September 2021
Reviewed by: K. Antonazzo
Next review: September 2022