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Head of Centre – Lynn McNair

Procedure for Applications on the Waiting List

Request for Application Forms

- All enquiries and requests for application forms are dealt with as promptly as possible.
- Target time for sending out applications within 2 to 3 working days.

Receipt of Completed Application Forms

- On receipt application forms are initialled, dated and filed in the waiting list file under “new applications waiting input to Seemis”. Inputting the data onto Seemis (waiting list) is a weekly task, which is assigned to a Friday.
- Letter acknowledging receipt of application sent. (This task is also assigned to Friday’s.)

Applications on Waiting List

- Applications on the waiting list are reviewed every month by the Deputy Head and Head of Centre. Normally on the 15th of the month.
- Once a place is available the Head or Deputy telephone the parents, verbally offering a place. This is also confirmed in a standard letter which gives times the child will attend, which room, a start date if possible and the cost. The letter also asks the parents to confirm their acceptance of the place in writing and gives them 2 weeks to reply and accept. The terms and conditions letter is to be handed out at this time and returned within 2 weeks with acceptance letter. Each new parent is also offered a home visit if they wish when the daily routine of the centre will be explained.
- Each term the waiting list is updated and letters sent to check details and whether parents are still interested in their child being on the waiting list.