**Stratton Playgroup**

**10.2 Admissions**

**Policy statement**

At Stratton Playgroup, it is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

**Procedures**

* We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
* We ensure that information about our setting is accessible and provided in written and spoken form.
* We will provide translated written materials where language needs of families suggest this is required, as well as access to an interpreter. Where necessary, we will try to provide information in Braille, or through British Sign Language.
* We arrange our admissions list in the order in which applications are received. We review our list on a continual basis. In addition, our policy may take into account the following:
* Sessions will be allocated giving priority to those children already attending playgroup.
* siblings already attending the setting; and
* on the individual merits of each application.
* In addition, we offer extra sessions if requested and subject to availability, in the order in which requests are received.
* We ask that all 2 year olds attend a minimum of two 3 hour sessions per week (6 hours); and the term after the child turns 3, that they attend a minimum of three 3 hour sessions per week (9 hours). This is to ensure that the child settles and benefits as much as possible from their time with us.
* All younger children can attend the AM sessions – Monday to Friday (which can include Early Start and Lunch Club), but no afternoons. All older children will be able to access all the sessions.
* A child can join the 3-4-year-old sessions the term they turn 3.
* Younger children can attend pm sessions in agreement with management and parents, where it is felt the child will benefit / is ready to attend these sessions.
* We keep a place vacant, if this is financially viable, to accommodate an emergency admission for a child in care.
* We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
* We describe how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.
* We describe how our practices enable children and/or parents with disabilities to take part in the life of the setting.
* We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
* We make our Valuing Diversity and Promoting Equality Policy widely known.
* We consult with families about the opening times of the setting to ensure we accommodate a broad range of families' needs.
* We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

**Administration Procedure:**

* When a parents requests for a child to be put on the admissions list, they will be contacted by letter to confirm receipt of their request. Then, up to 1 term before their child’s expected start date, we will contact them again, to confirm requirement of a space and their preferred sessions.
* Parents with a child already attending will be contacted by letter, up to 1 term before the beginning of the next academic year, asking which sessions they would prefer for their child.
* A chart will be drawn up to show all preferences in session requirements, to be discussed by the committee & staff.
* Once sessions are approved, parents will be contacted by letter, before the end of the term before they start / amend sessions, to confirm the sessions allocated.
* Pre-placement visits will be allocated to new children at the same time.

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| This policy was adopted at a meeting of | Stratton Playgroup | *(name of provider)* |
| Held on | 04/04/2022 | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  |
| Name of signatory |  |
| Role of signatory (e.g. chair, director or owner) |  |

**Other useful Pre-school Learning Alliance publications**

* Seasonal Hello Posters (2006)