

Statement of intent

It is our intention to make Croft Playgroup accessible to children and families from all sections of the local community.

We do operate a catchment area (which reflects that of the local schools in our area) so that if demand for places is high, children living in the local community will take priority over those living out of catchment.

Aim

We aim to ensure that all sections of our community have access to the Playgroup through open, fair and clearly communicated procedures.

Methods

In order to achieve this aim, we operate the following admissions policy.

- We ensure that the existence of the playgroup is widely advertised in places accessible to all sections of the community.
- We ensure that information about our playgroup is accessible - on our website, in leaflet form and verbally via staff or committee.
- We describe our playgroup and its practices in terms which make it clear that it welcomes both, fathers and mothers, other relations and other carers, including childminders.
- We describe our playgroup and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- We arrange our waiting list in birth order (September being priority). We keep parents/carers informed of where they are in the admissions process.
- When allocating hours we give priority to children who are in their final year before starting school. We will always try to accommodate children who start earlier than this.
- A term's notice must be given in writing to change or adapt hours.
- Mondays are prioritised for children who receive 30 hours funding or are requesting a full time placement only, this is due to only operating out of a single room. If additional spaces become available this will be offered on a first come first serve basis.
- We allocate in January for September starters, in April for January starters and in September for April starters.
- We take into account the following, siblings of a child currently at the playgroup or who have attended primary school in our catchment area, our catchment area, SEN or looked after children and out of catchment area on a case by case basis.
- We consult with families about the opening times of the playgroup to avoid excluding anyone.
- We accept children from the day after their 3rd birthday, funding is available from the term after a child's 3rd birthday. If you require a place before their funding is available and after their 3rd birthday, it is chargeable as set out by the current fees.
- We require a £15 registration fee upon requesting a place at playgroup, this will then be deducted off your first terms fees. This fee is non-refundable if the place is cancelled within or before a child's first term at playgroup.
- To help with transitions we require a minimum of 2 sessions booked per week, we recommend that parents/carers consider at least 1 full day at playgroup.

This policy was adopted by Croft Playgroup

Signed on behalf of the Croft Playgroup

Croft Playgroup Committee

Croft Playgroup Manager

Print name.....
name.....

Print

Signed.....
Signed.....

Dated.....
Dated.....

Date policy to be reviewed September 2019