



We demonstrate tolerance and respect through child-led play

Admissions Policy

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Admissions Policy

1 Scope & Purpose

1.1 The purpose of this policy is to set out Croft Playgroups approach to the admissions process. It is our intention to make Croft Playgroup accessible to children and families from all sections of the local community.

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

2 Outline

2.1 The principles set out in this policy apply to the admission of any children and their families who wish to attend Croft Playgroup. The procedures are to ensure each applicant is treated fairly, when demand for places are high a catchment criterion will be used.

2.2 Croft Playgroup ensures that the existence of the playgroup is widely advertised in places accessible to all sections of the community. The Playgroup ensures that information about the setting is accessible on our website, in leaflet form and verbally via staff or committee.

2.3 Croft Playgroup describe its practices in terms which make it clear that it welcomes both, fathers, mothers, other relations, and other carers, including childminders. Croft Playgroup treats individuals equally regardless of their gender, special educational needs, disabilities, background, religion, ethnicity, or competence in spoken English. The Playgroup monitors the gender and ethnic background of all children applying and joining the setting to ensure that no discrimination is taking place.

2.4 From September 2024 Playgroup's hours will be: Monday to Thursday 8am to 4pm and Friday 8am to 3pm

2.5 When allocating places Croft Playgroup takes into account the following: children on our waiting list, children with SEND, looked after children, siblings of a child currently at the playgroup and on a case by case basis.

2.6 With effect from 1 September 2024, Croft Playgroup will accept children from the age of 2.5 years old.

2.7 With effect from 1 September 2024, Croft Playgroup will have one room for 2 and 3 years olds and one room for 3 and 4 year olds.

2.8 With effect from 1 September 2024, children who have attended playgroup in the 2 to 3 room will be expected to move to the 3 to 4 room the September before they are due to start school.



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2.9 Croft Playgroup aims to allocate hours in the 3 to 4 room to existing children and children who are in their final year prior to starting school as priority.

2.10 Where local cohorts dictate that more spaces for 3-4 year olds are required, spaces may be allocated to 3-4 year olds in the 2-3 room. Where this is the case, priority will be given to summer born 3-4 year olds.

2.11 The Playgroup requests one terms notice in writing to change or adapt allocated hours.

2.12 Croft Playgroup requires a minimum of 2 sessions booked per week and recommends at least two full days (9am to 3pm) at Playgroup per week, in particular during their final year before school.

2.13 Croft Playgroup require a £15 registration fee upon requesting a place at the Playgroup, this is then deducted from your first term of fees. The registration fee is non-refundable if the place is cancelled within or before a child's first term at the Playgroup.

2.14 When accepting a place families agree to playgroup's terms and conditions, policies and procedures. Failure to comply may lead to a child's place being withdrawn.

2.15 Croft Playgroup will continually review our admissions policy in line with the Early Years Funding agreement requirements.

This policy was adopted by Croft Playgroup

Signed on behalf of the Croft Playgroup

Croft Playgroup Committee

Croft Playgroup Manager

Print Name: Jason Adams

Print Name: Michelle Barrow, Helen Dearlove

Signed.....

Signed.....

Dated.....

Dated.....

Date policy to be reviewed Jan 2026 or earlier if required.