

# Hemingford Grey Playgroup

## Policy: Admissions

January 2017

### **Introduction**

Hemingford Grey Playgroup aims to enhance the development and education of children primarily aged two years six months until the start of their primary school years.

We are committed to providing equal opportunities to learn in a safe and stimulating environment. We will not exclude any child on grounds of gender, disability, ethnic origin or religion.

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

### **Procedures**

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

- We ensure that the existence of Hemingford Grey Playgroup is widely advertised in places accessible to all sections of the community.
- We ensure that information about our Playgroup is accessible, in written and spoken form. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.
- We arrange our waiting list in date of birth order. In addition the Playgroup Manager may take into account the following: the vicinity of home to Playgroup and siblings already attending the Playgroup.
- Once children have started at Playgroup their place is secure and cannot be taken by a waiting child, even if he/she is older.
- In any situation of over-subscription the Playgroup Manager in liaison with the Committee Chairperson must make the final decision, in line with all Playgroup policies. This will be based on the child's date of birth with the oldest children taking priority.
- We describe our Playgroup and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- We consult with families from time to time about the opening times of the Playgroup to ensure that we accommodate a broad range of family need.
- We require two weeks' notice in writing prior to a child leaving the setting to allow us to arrange staffing levels accordingly.

This policy was adopted at a meeting of Hemingford Grey Playgroup Committee held on 11<sup>th</sup> January 2010, and reviewed at a committee meeting held on 14<sup>th</sup> January 2014. Amended at a committee meeting held on 21<sup>st</sup> October 2014 and reviewed at a committee meeting held 27<sup>th</sup> March 2017.

Signed by the Chairperson, on behalf of the Committee:

.....(Chairperson's name - block capitals)

.....(Chairperson's signature)

.....(date)