

Admissions policy

Statement of Intent

As a local playgroup within a village community we strive to make Linton Granta Playgroup accessible to all families.

Aim

We aim to ensure that all families choosing to apply to Linton Granta Playgroup have access to the setting through open, fair and clearly communicated procedures.

Method

In order to fulfil these aims we:

- Encourage visits to our setting, for all families considering applying for a place
- We ensure information about our playgroup is available to all families within the local community, including through advertisements, flyers, spoken from and access via our website
- We keep a place vacant, if this is financially viable, to accommodate emergency admissions including any child moving to Linton in their pre-school year with no other provision, children with special needs or to enable a staff member to take up a post
- Where possible we liaise with other early years setting
- We arrange our waiting list, and allocate places, according to the following criteria:

For places allocated for September (these are allocated in March preceding the September):

- Children already attending playgroup in their pre-school year will be offered up to 5 sessions per week (less than 5 sessions may be offered when numbers of eligible children are exceptionally high)
- All other children attending playgroup will then be offered up to 5 sessions per week, in line with the offer made to pre-schoolers (see above bullet point)
- All children on the waiting list who are starting their pre-school year will be offered up to 5 sessions per week, in line with other offers made as above
- Children on the waiting list who live in Linton and qualify for funding (NEF) but are not in their pre-school year will be offered up to 3 sessions in Date of Birth order (less than 3 sessions may be offered when numbers of eligible children are exceptionally high)
- Any additional places will then be offered to any child over two and a half years, in the order they were placed on the waiting list, up to 3 sessions per week in line with other offers made as above)

For places allocated during the academic year (if places are available):

- Places allocated during the year will be allocated using the above criteria
- Where children turn two and a half during the year, they will be offered a place for the term after they turn 2 and a half, **where availability allows** according to waiting list order (ie 2 and a half before end of the Christmas holiday become eligible for Spring term, 2 and a half before the end of the Easter holiday become eligible for summer term)
- We promote our playgroup in terms that make it clear that it welcomes fathers, mothers, other relations, other carers and childminders
- We ensure our playgroup is accessible to all, having regard for all individual needs arising from gender, special educational needs, disabilities, social backgrounds, religion, ethnicity or from English being a newly acquired additional language
- We ensure our admissions procedures are in line with our Equal Opportunity and Special Education Needs policies.

This policy was adopted at a meeting of

Linton Granta Playgroup and Toddlers

Held on (date)

04/12/07

Signed on behalf of the Management Committee/Proprietor

Role of signatory (e.g. chairperson etc.)

To be reviewed on (date)

By Dec 08