



Title	Admissions Policy
Code	LGPTORAP
Author	E S Mason/K Butler
Version	002
To be reviewed	April 2011
Setting Details	Linton Granta Playgroup and Toddlers Linton Village College, Cambridge Road, Linton, Cambridge, CB21 4JB Tel. 07806 744 864 Email: info@lintongrantaplaygroup.org.uk

Policy Statement

As a local playgroup within a village community we strive to make Linton Granta Playgroup accessible to all children from all sections of the local community. 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. We operate a waiting list system to allow parents to register interest with us at any time.

The setting is registered with Ofsted for children between the ages of 2 and 4 (pre-school year). The number of children able to attend is determined by Ofsted. Currently this is 25 places.

Procedures

At Linton Granta Playgroup, we:

- Encourage visits to our setting, for all families considering applying for a place
- Ensure information about our playgroup is available to all families within the local community, including through advertisements, flyers, spoken form and access via our website. Where required, we will meet the needs of individuals with special requirements.
- Keep a place vacant, if this is financially viable, to accommodate emergency admissions
Such emergencies may include:
 - a) any child moving to Linton and accessing Linton Infant School in their pre-school year with no other provision
 - b) children with additional needs
 - c) providing child care to enable a staff member to take up a post within our setting
- arrange our waiting list, and allocate places, according to the agreed criteria

Allocation of places

Existing children on role: the academic year cohort in September

These places are offered at Easter time and in this order:

1. Children already attending playgroup who will be entering their pre-school year will be offered up to 5X3 hour sessions per week where spaces allow

2. Next, all other children already on role at Linton Granta Playgroup will then be offered up to 5 X3 hour sessions per week, in line with the offer made to pre-schoolers (see above bullet point);

Waiting list

3. All children on the waiting list who will be entering their pre-school year will be offered up to 5X 3 hour sessions per week, in line with other offers made as above, according to waiting list order;
4. Finally, any additional places will then be offered to any child on the waiting list, who will be two or over by September, according to waiting list order, followed by date of birth. The number of sessions will be determined by availability.

For places allocated during the academic year (after the September cohort):

1. An internal waiting list is in place for children on role who wish to increase their number of sessions per week. If a space becomes available during the academic year (after being full at the start of the academic year) places are first allocated to the children on this internal waiting list, in original waiting list order.
2. If the setting has spaces during the Autumn Term, a second intake will occur prior to the start of the Spring term, and a third intake will occur prior to the Summer Term.
3. Where children on the waiting list turn two during a term or before, they will be offered a place for the term after they turn 2 where availability allows, according to waiting list order.

It may be possible for parents to make individual arrangements for 2 years olds to just do a 2 hour session if, in consultation with playgroup staff, this is deemed to be in the best interest of the child.

Equality of Opportunity

Despite our best efforts, a child on our waiting list cannot be guaranteed a place when they turn 2 if demand for places is particularly high. Our allocation criteria ensure children in their pre-school year have priority, and where numbers of pre-school aged children are high, the number of sessions offered per week may be limited in order to accommodate these children.

We describe our setting 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 to 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 Opportunities and Special Educational Needs Policy.

It is the parent's responsibility to confirm or decline any sessions offered before the deadlines given. It is the parent's responsibility to ensure that the setting is informed of any change of contact details in writing.

All places are offered subject to payment of one off registration fee to cover costs. This is currently £10 per child. Due to increased administration costs there is now also an annual administration charge of £15 per child.

This policy was adopted at a meeting of Linton Granta Playgroup		
Held on	27 th April 2010	
Date to be reviewed	April 2011	
	First signatory	Second Signatory
Signed on behalf of the Management committee		
Name of signatory	Vanessa Webb	Alison Livermore
Role of signatory	Chair	Secretary