

ADMISSIONS POLICY

Statement of Intent

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

Aim

We aim to ensure that all sections of our community have access to the pre-school 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 known in all local communities. We will place notices advertising the Playgroup in places where all sections of the community can see them.
- 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 birth order. In addition our policy will take into account the following:
 - Children who have attended West Looe Playgroup, or Mother & Toddler Group and their siblings.
 - Children from West Looe area with Special Educational Needs.
 - Children from West Looe area.
 - All other children.
- We keep a place vacant, if this is financially viable, in order to accommodate emergency admissions.
- We describe the Playgroup and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders, people from all cultural, ethnic, religious and social groups, with and without disabilities.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- We make our equal opportunity policy widely known.
- We consult with families about the opening times of the Playgroup to avoid excluding anyone.
- We are flexible about attendance patterns so as to accommodate the needs of individual children and families in certain circumstances.

Playgroup staff **CANNOT** be responsible for children who are left before 9:00am or 12.30pm for the afternoon session (the Playgroup insurance does not cover them). We ask parents not to arrive early as staff are preparing the rooms and also take the opportunity to have in-house training.

This policy was amended at a meeting of the Playgroup held on 26th February 2007.

Reviewed 12th November 2009

Signed on behalf of the Playgroup Committee