

ADMISSIONS POLICY

Statement of intent

It is our intention to make our playgroup accessible to children and families from all the local community.

Aim

We aim to ensure that our whole community have access to the playgroup 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 advertised in places accessible to all.
- We ensure that information about our playgroup is accessible - in written and spoken form.
- Receipt of a registration form will not guarantee you a place with Jellytots. Upon registration, you will receive an email to confirm whether you have a definite place or whether you are currently on our waiting list.
- Sessions are allocated firstly by age (D.O.B) and then by registration date.
- We will make every effort to contact the parent of a child on the waiting list. After a number of attempts, we will move on to the next child on the waiting list. It is the parent's responsibility to update us on any changes to contact details.
- We describe our playgroup and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- We describe our playgroup and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We describe our playgroup and its practices in terms of how it enables children with disabilities to take part in the life of the playgroup.
- We monitor the gender and ethnic background of children joining the group to ensure that no unintended discrimination is taking place.
- We make our equal opportunities policy widely known.
- We consult with families about the opening times of the playgroup to avoid excluding anyone.
- We consider parents' preferences when offering children's sessions. We prefer to offer children a minimum of 3 sessions to gain more information on their progress, however in certain circumstances, i.e. a child has no other placement we will consider fewer sessions.
- We reserve the right to offer a child's place to someone on our waiting list if the child is absent for 1 month or more without prior arrangement being made. The child's place will then be forfeited; this will apply to both funded and non-funded children.

Policy Re-adopted 9th October 2024 – R Cockbill Chairperson