



Admissions Policy and Procedure

Policy statement

To ensure that all sections of the community have access to the playgroup and to work with families to accommodate their individual needs.

Procedures

The waiting list is in date so that the following sections of the community are not excluded:

- People who have recently moved to the area.
- People whose first language is not English.
- Racial/cultural groups who are not familiar with the group.

The following criteria may also be taken into account:

- Children who are funded
- Children living within the catchment area.
- Children who have older siblings currently attending the playgroup.
- Children who will be attending Carlton-in-Snaith Primary School.

Wherever possible (and financially viable) a place will be kept vacant to accommodate an emergency admission.

There are only twenty-three places available for children per session and we are open 9 sessions per week in the over twos room and 5 sessions per week in the under twos room. Usually a parent will be given a start date for their child when they put their child's name on the waiting list.

Children may start at the playgroup in the under twos room once they have reached 6 months old and in the over twos room once they have reached their second birthday subject to availability. If there are more children than places available, the number of sessions may be limited to two sessions per week.

We share our admission information through:

- Our website
- Families Information Services
- Local School
- Posters
- Other professionals

Prior to starting playgroup parents will be given a registration pack containing:

- Registration form
- Playgroup Contract
- Information regarding other day providers they may attend
- Permission form- photographs, animal care, medical treatment
- Sleeping record
- 'I am special form'

These will be returned to playgroup and kept in the child's file. Confidentiality will be maintained at all times.

We will consult with families through questionnaires and discussion to ensure that the playgroup continues to meet the changing needs of the local community and avoid excluding anyone.

When a child starts the setting the parent will be given a welcome pack containing information about the playgroup and the main policies and procedures of the playgroup. They are informed that other policies are in a folder available for them to read at all times. There will be an informal discussion with parents and they will be introduced to their child's key person who will work with the parents to ensure the settling period is as smooth as possible.

If a child has/is attending another provider we will seek the parents' permission to contact them for any information regarding the child to enable us to continue with their transition into playgroup.

Questions on our admission form includes:

- Current name of child
- Date of Birth
- Any previous names and 'also known as'
- Current address
- Any previous addresses
- Names and contact details of the persons the child normally lives with
- Names and contact details of all persons with parental responsibility (if different from above)
- Emergency contact details (if different from above)
- Name and contact details of G.P.
- Details of any persons authorised to collect the child from the setting (if different from above)
- Names and roles of any professionals who have contact with the child/family and their contact details
- Any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.). Is there any information from these orders that our setting needs to be aware of which will help us to care for your child?
- If the child is subject to a Child Protection Plan.
- Any other factors which may impact on the safety and welfare of the child.
- Details of any previous settings the child has attended.
- Details of any additional needs your child may have.
- I give permission for staff to seek any records or evidence of any orders etc. including agreement for change of name from a previous setting.
- Signature.
- Is there any information you would like to share with us.

This personal information on children, families and staff is kept in a secure filing cabinet to ensure privacy and confidentiality, whilst being accessible.

Useful websites:

www.ofsted.gov.uk

www.dcsf.gov.uk

www.everychildmatters.gov.uk

www.safeguardingchildren.co.uk

Legal framework/Links to other policies

Special Needs

Equal Opportunity

Complaints, Inclusion and Promoting Positive Behaviour.

This policy was adopted by

Carlton Playgroup Ltd

(name of provider)

On

(date)

Date to be reviewed

_____ (date)

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)
