**Admissions Policy**

**Statement of intent**

It is our intention to make our Playgroup accessible to children and families from all sections of the local community. Geographical catchment areas do not apply.

**Aim**

We aim to ensure that all sections of our 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 sections of the community.
* We ensure that information about our Playgroup is accessible - in written and spoken form - and, where appropriate, in different languages. Where necessary, we will try to provide information in Braille, or through signing or an interpreter. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
* We arrange our waiting list in order of the date of registration and then taking into account birth date, except for looked after children. Priority will be given to 4 year old children who have recently moved into the area and who have no Playgroup experience, providing these children do not currently attend another Playgroup.
* Registration may be made from 12 months of age and siblings may be registered from 3 months of age.
* We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
* 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 each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired language.
* We describe our Playgroup and its practices in terms of how it enables children and/or parents 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 our intake is representative of social diversity.
* We make our Equal Opportunities Policy widely known.
* We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.
* We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the Playgroup that provides stability for all the children.

This policy was adopted at a meeting of Greendown Playgroup

Held on

Signed on behalf of the Playgroup