

P01 Admissions Policy

Updated September 2023

Objectives

1. To ensure that as many children as possible are offered places up to the maximum numbers permitted by staffing and setting registration.
2. To additionally ensure that a balance is struck between preschool children and new children to ensure the playgroup has enough children attending to guarantee our survival the following year.
3. To ensure that new children have the best opportunity to attend two sessions per week as we believe the educational and emotional needs of the children are best served by attending a minimum of two sessions (up to three where we can accommodate). Priority is given to children wanting two days over a one day placement.
4. Try to ensure that preschool children have a fair chance to obtain their 15/30 hr funding if required per week in their preschool year whilst at the same time providing opportunities for children joining in their preschool year (moving to the area perhaps) to obtain a space.

Process

We operate a waiting list where children are added on point of enquiry; children are put on the waiting list and offered places when they turn two or throughout the year if we have spaces available for 3 and 4 year olds. This is done by the Play Leader.

When allocating spaces they are offered in order of enquiry.

Preschool children are offered up to 15/30hrs a week where possible.

New children are offered sessions that are available per week initially. These are allocated once the paperwork is returned. At this point we ask for a deposit to hold the place. All new parents are invited to join us for a session when their child starts.

This policy was agreed by Trustees and Staff of Ridgeway Playgroup September 2021

Review Date: September 2024