

Sept 2010



## GREAT GRANSDEN PRE-SCHOOL PLAYGROUP

### ADMISSIONS POLICY

It is our intention to make this playgroup accessible to pre-school children from the local community.

In order to accomplish this we will:-

Ensure that the existence of the playgroup is known in the area;

Promote the playgroup as welcoming to families i.e. mothers, fathers, Carers and relatives;

Promote our equal opportunities standards;

Consult local parents regularly to ensure that the playgroup continues to meet the changing needs of the local community;

Be as flexible as possible regarding attendance patterns / sessions to ensure we accommodate the needs of individual families;

**In the first instance** we will admit children in date of birth order;

**In the event of over-subscription** priority will be given to families within the catchment area of Barnabas Oley Primary School in Great Gransden and surrounding villages where no other pre-school playgroup provision exists;

Sessions will not be allocated until a fully completed Registration Form is received by playgroup;

The cut off date for receipt of registration forms will be the half term in the term **before** the child is due to start at playgroup i.e. - if a child is due to start in September, the registration form would be required by the May half term (last day) - early submission does **not** guarantee a place:

Once written confirmation of sessions has been provided by playgroup, changes will only be accommodated in exceptional circumstances.

For existing children, any changes or requests for additional sessions will be allocated **after** the half term holiday of the previous term ie. If a change is requested for the January term then this will be allocated (subject to availability) after the October half term holiday.

Early Years Funding have stipulated that **NO** changes will be granted during the complete term where funding applies ie. If a claim has been made for 10 hours per week for the Autumn term, there will be no allowance for funding of extra hours requested.

This policy to be reviewed annually,

Signed:                      Date:                      (Chairman of the Committee)