

King's Stanley



Playgroup

Kings Stanley Play Group

Admission Policy

Title: Admission Policy

Person(s) who created policy: Vicki Richardson KSPG Manager

Date created/reviewed: June 2023

Review Frequency: Annual

Date for next review: June 2024



This policy will work within the legal framework of the following acts –

- **The Equality Act 2010**
- **Disability Discrimination Act (DDA) 1995, 2005, 2010**
- **Race Relations Act 1976**
- **Race Relations Amendment Act 2000**
- **Sex Discrimination Act 1976, 1986, 2010**
- **Children Act 1989, 2004, 2006**
- **Special Education Needs and Disability Act 2001, 2010.**

Admissions Procedure

Policy Statement

It is Kings Stanley Play Group's intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair, and clearly communicated procedures.

Procedures

We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.

We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language/Makaton. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.

Kings Stanley Play Group operates term time only for 38 weeks of the year. There will be a staggered admission of new children – not all new children will start on the same day.

Registration

Before a child can start at Kings Stanley Play Group, parents/carers must complete and sign all registration and agreement documents.

Part of these documents includes statements of agreement as follows:

1. I agree that if my child is absent due to any reason, I will notify KSPG and agree to pay for all absent sessions.
2. I understand that there is a notice period of **1 half term** (around 6-8 weeks) to cancel and/or change sessions.
3. I understand that late pick up after sessions will incur financial penalties related to the current hourly rate.
4. If my child is absent for three weeks or more without good reason, I understand KSPG reserves the right to remove sessions.



5. I understand that KSPG reserves the right to remove session/s allocated if fees are not paid.

When a child starts

When a child first starts at Kings Stanley Play Group, we encourage the parent/carer to stay with their child to begin with. We treat each child as an individual; therefore, the amount of time it takes for a child to settle differs. The child's key person/manager will have discussions with the child's parents/carer to determine when it will be best for a child to be left on their own, in the care of the KSPG staff.

Induction

Where it is felt to benefit the child and their family, we will offer up to 2 separate 1 hour trial sessions. The parent/carer will be expected to stay with their child for these 1-hour sessions. The days of these 1-hour trial sessions will be determined on the current number of children in each session and after consultation with the child's parent/carer, in the term before they are due to start.

Waiting List

Parents can put their child's name on the waiting list from birth. Parents are asked to complete an Application form; these details will be transferred to the waiting list database. In the term before a child is eligible to start Kings Stanley Play Group, we will offer the parents and child the opportunity to visit the setting, during this time a personal induction plan will be discussed if deemed necessary for the child.

We arrange our waiting list in order of child's age / DOB and session ratios. In addition, our policy takes into account the following:

1. New children who are in their Pre-school year (the academic year before starting school)
 2. Children with Special Educational Needs
 3. Children in Care
 4. Children who receive Early Years Pupil Premium.
 5. Siblings already attending the setting.
 6. The age of the child wanting a place. (e.g., there may be places available for children who are 3 years and older, but not for a child between the age of 2 years and 3 years due to numbers currently attending / registered and staffing levels)
 7. The vicinity of the home to the setting.
- We try to keep a place vacant, if this is financially viable, to accommodate an emergency admission.
 - We describe our setting and its practices in terms that make it clear that it welcomes both parents, other relations, and other carers, including childminders.



- We describe our setting 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, and ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- 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 Valuing Diversity and Promoting Equality and British Values policies 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 setting that provides stability for all the children.

Session Allocation

When session demand is oversubscribed, Kings Stanley Play Group will implement the following procedures in conjunction with the above Admission Policy.

Procedures

1. On receipt of completed session allocation request forms, the manager will correlate all the session request information.
2. If requirements cannot be met, due to oversubscription, the manager will look into the possibility of opening another financially viable session.
3. If this is not possible the child will be placed on our waiting list.
4. We arrange our waiting list as set out above.
5. Every effort will be made to ensure family needs are met.
6. For the education and welfare benefit of children, we will endeavour to allocate a minimum of 2 short sessions to each child. However, we will not refuse a child a place at Kings Stanley Play Group if parents request 1 session.