

Wanborough Playgroup

Registered Charity Number 1026150



Admissions Policy

A Unique Child	Positive Relationships	Enabling Environments
Inclusive Practice	Respecting Each Other	The Learning Environment

1.0 Statement of intent

It is our intention to make Wanborough Playgroup accessible to children and families from all sections of the local community.

2.0 Aim

We aim to ensure that all sections of our community have access to the Playgroup through open, fair and clearly communicated procedures.

3.0 Methods to achieve our aim

3.1 The pre-school is open to every family within the community.

3.2 We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English. We will liaise fully with parents and professionals to ensure that it would be in the child's best interests to attend the group.

3.3 Wanborough Playgroup operates waiting lists for both the 2 year old sessions and the morning Playgroup sessions on a 'first come, first served' basis. These are additionally administered in accordance with the corresponding priorities.

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

3.5 Our equal opportunities policy is available on the website and in the policy file.

3.6 Children who attend Wanborough Playgroup will not be automatically granted a place at Wanborough Primary School. School places are allocated through the local authority on a catchment-area basis. Please contact the local authority regarding deadlines and eligibility.

3.7 New applications or requests for changes to existing arrangements made after the start of the academic year will be considered on a first come, first served basis once all applications and requests made prior to this date have been allocated

4.0 Glossary

In this Policy, the following terms have the following meanings:

4.1 "Current Year" means the period between 1st September and 31st August in the year in which admission to the Playgroup is being considered.

4.2 "Following Year" means the period between 1st September and 31st August in the year following the Current Year.

5.0 Sessions

Playgroup is currently able to offer 5 morning Playgroup sessions per week for 3 & 4 year olds and also one afternoon session per week for 2 year olds. All sessions only run during term-time.

6.0 2 Year Old Sessions

6.1 Children are eligible to start the 2 year old sessions at the beginning of the term after their 2nd birthday.

6.2 All children attending the 2 year old sessions must move to the morning Playgroup sessions at the beginning of the term in which they will have their 3rd Birthday. Where a child's birthday falls in the school holidays children will start in the term after their 3rd birthday.

6.3 There is currently no option for claiming Government Nursery Funding for 2 year olds within Wanborough Playgroup.

6.4 Wanborough Playgroup operates a waiting list on a 'first come, first served' basis. As registration forms are received they are logged onto a spreadsheet. The Supervisor allocates places for the 2 year old sessions in accordance with the following priorities:-

Category (a) A child in the care of a local authority or provided with accommodation by that authority (as defined by section 22 of the Children Act 1989)

Category (b) Children living in the Wanborough Primary School Catchment Area.

Category (c) Children who have siblings already at Wanborough Playgroup.

Category (d) Children who have siblings already attending Wanborough Primary School.

Category (e) Children living outside the Wanborough Primary School Catchment Area.

7.0 Morning Playgroup Sessions

7.1 Children are eligible to start the morning Playgroup sessions in the term in which they will have their 3rd Birthday. Where a child's birthday falls in the school holidays children will start in the term after their 3rd birthday.

7.2 Wanborough Playgroup is registered for Government Nursery Funding for 3 & 4 year olds. This is currently 15 hours per week per child.

7.3 Wanborough Playgroup operates a waiting list on a 'first come, first served' basis. As registration forms are received they are logged onto a spreadsheet. The Supervisor allocates places in accordance with the following priorities:-

Category (i) A child in the care of a local authority or provided with accommodation by that authority (as defined by section 22 of the Children Act 1989)

Category (ii) Children living in the Wanborough Primary School Catchment Area who have their 4th birthday in the Current Year.

Category (iii) Children living in the Wanborough Primary School Catchment Area who have their 4th birthday in the Following Year.

Category (iv) Children who have siblings already at Wanborough Playgroup.

Category (v) Children who have siblings already attending Wanborough Primary School.

Category (vi) Children living outside the Wanborough Primary School Catchment Area who have their 4th birthday in the Current Year or the Following Year.

7.4 If the playgroup is full and cannot accommodate all children in categories (i), (ii) and (iii) for 5 sessions, or the number of sessions requested by parents, places shall be allocated by the Supervisor, giving priority to Category (i) children, and then giving Category (ii) children as many sessions as possible up to their requested number, on a fair and reasonable basis.

7.5 Category (iii) children who are due for admission to Playgroup in Terms 4, 5 and 6 may be restricted to a limited number of sessions at times of high demand for spaces. In such situations the Committee will endeavour to provide a reasonable amount of notice.

7.6 If there is space in Playgroup once all children in Categories (i) and (ii) have been accommodated, the Committee will consider any applications from parents of children in Category (iii) for admission to Playgroup in the Current Year. If the number of sessions requested by such children exceeds the number of sessions available, the Committee will have discretion to limit the number of sessions allocated to each Category (iii) child, to allow more Category (iii) children to be accommodated.

7.7 At the discretion of the Committee, sessions which are allocated to Category (i) or (ii) children later in the Current Year (either because they are too young to take up their session or otherwise), may be given to Category (iii) children on a temporary basis. It will be made clear to parents that these sessions are only available on a temporary basis, until the relevant Category (i) or (ii) child takes the session. Such temporary sessions will not generally be granted unless the child will retain at least one other weekly session once the temporary session has been withdrawn.

7.8 In administering the above procedure, the Committee will consider the possibility of children moving into the Wanborough Primary School Catchment Area. Reasonable provision needs to be made to accommodate any Category (i) and Category (ii) children who may move into the village in the Current Year. In order to ensure that this is accommodated, Category (iii) children may be offered "provisional" sessions, on the understanding that these sessions may be withdrawn if a Category (i) or (ii) child moves into the Wanborough Primary School Catchment Area and requires the space. Such "provisional" sessions will not generally be granted unless the child will retain at least one other weekly session once the provisional session has been withdrawn.

7.9 Children will only be eligible to attend any Playgroup run "School Riser" sessions if their child has a confirmed place at Wanborough Primary School before the School Riser sessions start.

This policy was adopted at a meeting of	<u>Wanborough Playgroup</u>
Held on (date)	<u>May 2010</u>
Signed on behalf of the Management Committee/Proprietor	<u>Liz Lott</u>
Role of signatory (e.g. chairperson etc.)	<u>Chairperson</u>
This policy was reviewed on	<u>4th May 2011</u>
Signed on behalf of the Management Committee/Proprietor	<u>Rob Jackson</u>
Role of signatory (e.g. chairperson etc.)	<u>Chairperson</u>