**Policy Review schedule:**

| **Comments** | **By** | **Date of next review** |
| --- | --- | --- |
| Review completed October 2023 | Karen Cookes | October 2024 |

**General Welfare Requirement: Organisation**

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

**Administration**

**4.1 Admissions**

**Policy Statement**

It is our 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.

**EYFS key themes and commitments**

| **A Unique Child** | **Positive Relationships** | **Enabling Environments** | **Learning and Development** |
| --- | --- | --- | --- |
| 1.2 Inclusive practice | 2.1 Respecting each other | 3.3 The learning environment  3.4 The wider environment |  |

**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.
* We arrange our waiting list in birth order. In addition our policy may take into account the following:
* Time on the waiting list
* Siblings already attending the setting
* Siblings already attended.
* We 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 fathers and mothers, 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, 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.
* Children must attend a minimum of two sessions per week as this helps with the settling in process for your child
* Sessions start at 9am and we have three pick up times; 12pm, 1pm and 3pm. We do take less children in the afternoon so 3pm collections will be subject to availabilty
* 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.
* Sessions are still charged for if your child is off sick or on holiday
* We do not offer alternative sessions if your child is sick or on holiday as this is not always possible
* In the event of the Playgoup not being able to open, such as snow days, you will be offered an alternative session or a refund in fees
* If a child fails to attend Playgroup for more than 4 weeks without any reason or agreement with us, we will offer the child’s space to another child on our waiting list. In this event we will do our best to contact the parents to discuss this before giving them notice of losing their space.

| This policy was adopted at a meeting of | STCP Committee | name of setting |
| --- | --- | --- |
| Held on | September 2019 | (date) |
| Date to be reviewed | September 2020 | (date) |
| Signed on behalf of the management committee | Sarah Fricker | |
| Name of signatory | Sarah Fricker | |
| Role of signatory (e.g. chair/owner) | Chair of Committee | |