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.

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 offer fully funded spaces for 2, 3 and 4 year olds eligible for 15/30 hour funding
- Any additional hours attended over the funded entitlement are invoiced per term following our fee structure
- Invoices for private fees are also issued per term
- Invoices are also issued to parents only accessing their funding entitlement to show how their hours are being used
- Uniform can be purchased if parents wish to do so when they join or at any other time.
- We arrange our waiting list based on time on the waiting list. In addition our policy may take into account the following:

    - Birth order
    - 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 availability. We offer an early morning drop off at 8.30/8.45am for parents wishing to book this in as well as an optional later pick up at 3.30pm (funding can be used or this time can be invoiced)
- 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 for non funded children 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 Playgroup 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.
- Notice period for your child leaving the playgroup is 4 weeks.

This policy was adopted at a meeting of	STCP Committee	name of setting
Held on	September 2026	(date)
Date to be reviewed	September 2027	(date)
Signed on behalf of the management committee	KJCookes	
Name of signatory	Karen Cookes	
Role of signatory (e.g. chair/owner)	Manager	