



Admissions Policy

Statement of Intent

It is our intention to make Acton Playgroup accessible to children and families from all sections of the local community. We operate from one room, taking a maximum of 24 children at any one time. We take children from the term after their 2nd birthday, until they move into Reception, the September following their 4th birthday.

Aim

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

Methods

In order to achieve this aim, we operate the following admissions policy.

- We ensure that the existence of Acton Playgroup is widely advertised in places accessible to all sections of the community.
- We ensure that information about Acton Playgroup is accessible, in written and spoken form and, will seek advice if needed, in more than one language. We will also seek advice, if needed, to provide information in Braille or through signing or an interpreter. Our website provides instant information.
- Every application will be looked at on an individual basis.
- We will need to take into consideration staffing ratios/staffing capacity, the cohort of children and their needs, the safety, care and education of all children. We have a responsibility of care to all our children.
- A limited number of 30 hour funded places will be offered. Staff will offer support to parents who wish to stretch their entitlement between multiple settings. Staff will endeavour to contact other providers to establish availability of hours and/or wrap around care.
- Priority will be given to 2 to 4 year old children who are in receipt of Early Years Funding:
 - 3 and 4 year olds - 15 hours
 - 2 year olds in receipt of funding - 15 hours

These hours can be used in lunch club, 3 hour sessions, or whole days. We aim to be flexible and can offer a variety of timings to suit parents. We work in accordance with the Directory of providers, Suffolk County Council.

- If a parent wishes to defer their school place, we cannot guarantee a place will be available in setting. We need a minimum of 2 months notice, to allow us to allocate their spaces.
- We arrange our waiting list in birth order. In addition our policy may take into account the following:
 - the vicinity of the home to the setting; and
 - Siblings already attending the setting.
- We keep 15 hours vacant, if this is financially viable, to accommodate an emergency admission.
- Acton Playgroup, within it's practices and terms, make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- Acton Playgroup within it's practices and terms, treats each child and their family, giving 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.
- Acton Playgroup within it's practices and terms, 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 equal opportunities policy widely known.
- We consult families about the opening times of the setting to ensure we accommodate a broad range of family need, being flexible to meet all families needs.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.
- An email/letter is sent to new starters the term before they join to confirm start dates.

From September 2024 a non-refundable administration fee of £20 will be payable for all new enrolments.

Admission Forms

Our admission form contains the following questions:

Please give brief details of the birth of your child: (Natural Delivery/ c section/ etc)

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Was your child born premature? Yes/No

Did your baby crawl? Yes/No

When did your baby begin to walk?.....

Does your child have any medical condition asthma, eczema etc/Allergies we should be aware of:

.....

Does your child have to take any medication ? Yes/ No

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.....

Has your child ever been stung by a BEE or a WASP? Yes/No
(please give details)

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Does your child have any additional needs e.g hearing impairment, visual impairment, delayed speech or other?

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Has/is your child had contact with any of the following professionals:-

I have help from/Contact with/attend – please give contact details:-

- Health Visitor
- Advisory Teacher
- Speech and Language Therapist
- Educational Psychologist
- Occupational Therapist
- Paediatrician
- Portage
- Physiotherapist
- Other

Because

In order to develop inclusive practise within our Playgroup it may be necessary to seek advice from other professionals from time to time on how to adapt our practise to meet individual needs.

All this information is used to help plan effectively for the child’s physical development and identifies any stages of development that has been missed.

On: _____ (date)
Date to be reviewed: _____ (date)
Signed on behalf of provider: _____
Name of signatory: Kim Farley Sabrina Elsden
Role of Signatory: Lead Practitioner Committee Chairperson

Reviewed August 2024