



# Burrough Green Playgroup

Registered Charity Number: 1031074

**Burrough Green**

**Newmarket**

**CB8 9NH**

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[www.burroughgreenplaygroup.weebly.com](http://www.burroughgreenplaygroup.weebly.com)

## Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to ensure the needs of all children are met.

### 10.2 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. We are open to every family in the community for children at least 2½ years old up to primary school age.

We will offer playgroup sessions for as many local children as we can, but so that as many children as possible can be accommodated this will mean during busy years some may not get all the sessions that are asked for. We do not exclude any child, individual or family on the grounds of gender, sexuality, class, family status, means, disability, colour, ethnic origin, culture, religion or belief.

#### 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, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- We offer funded places in accordance with any local conditions in place at the time.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We support children and/or parents with disabilities to take full part in all activities within our setting.



**How to apply:**

Please note that individual staff members are not empowered to make decisions on placement.

- Applications for a place should be made in the first instance to the Playgroup Administrator at [burroughgreenplaygroup@gmail.com](mailto:burroughgreenplaygroup@gmail.com) who will forward you an application form.
- Admissions and the allocation of spaces are undertaken three times a year: April for the Autumn term; September for the Spring Term and January for the Summer Term.
- We aim to confirm a child place approximately two months before they are due to start at the Playgroup.

**Please note:**

- If your child is already attending the setting and you wish to increase your child's number of sessions per week in the first instance please speak to the Playgroup Manager or Administrator at least one term in advance.
- We will do our best to increase your child's sessions as we recognise that often when funding becomes available for a child, parents/carers may wish to increase sessions and make use of this funding. However we cannot guarantee the availability of additional sessions during the course of the year as availability will be determined by the number of new starters the term prior.
- We reserve the right to limit the number of children registered with us according to their funding eligibility point in order to ensure the future capacity and financial viability of the playgroup.
- Parent/carers expressing a wish for their child to start in the Summer term may need to wait until the following September for sessions if there is a large waiting list as we are unable to hold sessions empty for two whole terms as it is not financially viable.
- We will contact parent/carers on our reserve waiting list if, during the playgroup year, session(s) become available in the Summer term.
- Children must attend the playgroup for a minimum of two sessions per week (unless we are only able to offer one).
- Should you wish to withdraw your child from Playgroup or reduce the number of sessions that your child attends then please inform playgroup immediately. We will require 4 weeks notice otherwise you will be liable for that half term's fees.
- It is assumed that your child's place will terminate once they reach the required age to start Primary School and therefore there is no need to give notice of termination of sessions in this instance.



**Waiting List and Place Allocation Criteria**

Like all playgroups, there are years that are very full and those that are not so full. In the not so full years then Playgroup will be able to be more flexible, but when at capacity or near capacity then the following criteria will be applied, listed in preference order:

- Looked after children;
- Rising 5s who are already attending the Playgroup whose parents/carers are wishing to increase their hours and whose children are intending to go to Burrough Green Primary School;
- Rising 5s who are not yet attending Playgroup who are intending to go to Burrough Green Primary School;
- Children who receive the Early Education Entitlement (EEE) including eligible 2 year olds;
- Children with siblings already attending the Playgroup and who live in the Burrough Green catchment;
- Children living in the Burrough Green catchment;
- Children with siblings already attending the Playgroup who live outside the catchment;
- Children with siblings attending Burrough Green Primary School;
- Children who are intending to go to Burrough Green Primary School;
- Children who live outside the catchment prioritised in age order, oldest first.

In each case, the priority applied for the first 3 full days that the child attends. If all children have been allocated places and there are spaces remaining then they will be allocated according to the above criteria, starting again with the Rising 5 children.

**If there are more applications than spaces, the final decision on placement is taken by the Management Committee. The Committee’s decision is final and there is no further right of appeal. Where special circumstances exist affecting attendance or admission then parents are encouraged to discuss this with playgroup who will endeavour to accommodate such request as far as is reasonably possible.**

This policy was adopted by \_\_\_\_\_ Burrough Green Playgroup (name of provider)

On \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the provider \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory \_\_\_\_\_

  

Reviewed by \_\_\_\_\_

Name of signatory \_\_\_\_\_

Date \_\_\_\_\_

