

## Admission's Policy

Wigton Moor Playschool is intended to be accessible to children and families from all sections of the local community. We aim to ensure that all sessions of our community have access to Playschool through open, fair and clearly communicated procedures. In order to achieve this aim we operate the following admissions policy:-

- We ensure that existence of Playschool is widely advertised in places accessible to all sections of the community.
- We ensure that information about our Playschool is accessible - in written and spoken form.
- Where possible we will try to provide information in different languages.
- In terms of offering places at Playschool we arrange a waiting list by order of birth. Normally we contact parents/carers in order of birth (oldest first) to offer available places. However to ensure the continued viability of Playschool we reserve the right to take a flexible approach to offering places eg, to youngest first, if we need to. Any change of approach away from oldest first would be agreed by the Committee.
- We make every effort to contact the parents/carers of children on our waiting list in order to offer a place at our Playschool. We reserve the right to contact the parents/carers of other children on the waiting list should there be a prolonged delay in contacting Playschool.
- We charge parents/carers a non-refundable administration fee to reserve their child/children's place(s) at Playschool. We reserve the right to withdraw the child's/children's place if Playschool does not receive written confirmation and the administration fee within a specified time. We will not seek to claim the administration fee from the parents/carers of children in receipt of the two year old grant.
- We accept children from the age of 2½ - 4+.
- We describe our Playschool and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers including childminders.
- We describe our Playschool and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background and religion ethnicity or competence in spoken English.

- We describe our Playschool and its practices in terms of how it enables children with disabilities to take part in the life of the Playschool.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place. We celebrate a variety of cultural and religious festivals.
- We make our equal opportunities Policy widely known.
- We consult with families about the opening times of Playschool.
- We are flexible about attendance patterns so as to accommodate the needs of individual children and families.

This policy was adopted by

\_\_\_\_\_ (name of provider)

On

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

Date to be reviewed

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

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)