

Collieston & District Under 5's: Admissions policy



Statement of intent

Our playgroup is accessible to children and families from all sections of the local community.



Aim

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

Methods & Evidence

Advertising:

We ensure that the existence of the playgroup is widely advertised in places accessible to all sections of the community.

Local web site, Library Listing, Local School contact, Aberdeenshire council listings.

Waiting List:

- 1 We arrange our waiting list in birth order, but, in the event of over-subscription, give priority to children that reside within the catchment area of Collieston & district- as designated by the same boundary used by Slains School, and / or have siblings in school or playgroup.
- 2 Names can be placed on the waiting list at any time by contacting the playgroup manager.
- 3 We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- 4 We give written confirmation when a place becomes available. This will normally be at least one full term before the expected start.

Admission:

On Admission, parents will be:

- 1 Asked to provide personal details and information about their child and themselves. This is to include any appropriate medical information such as known allergies/ medical requirements/ psychological or behavioural requirements. The parent is invited to discuss the admission of their child with the playgroup manager. This discussion and form will be treated in confidence (according to the group Confidentiality policy). Some parents choose to make some information public – for example a food allergy – identifying their child so that other parents and staff are aware to be extra vigilant with said child.
- 2 Given a copy of our handbook which provides details on our practices, aims and policies.
- 3 Encouraged to play an active part in Playgroup. We have a rota of parent/carer

helpers, which help to keep our costs down. Once a parent has undergone Disclosure they can be included on the rota. We also have regular meetings at which we discuss the playgroup policies, events, health & safety, fees, and other business. These meetings are open to all parents, as are positions on the committee.

Settling In:

This is an important part of transition between home and the playgroup.

- 1 We recognise each child and parent as an individual and thus allow you to get involved at your own pace.
- 2 We offer a warm, safe, welcoming environment and include each child such that they feel secure and valued.
- 3 Once a child reaches their 3rd birthday they can be left at playgroup in the care of the Playgroup Manager. However, the parent can stay until their child is settled, no matter how long this takes.
- 4 If a child is unsettled, and continues to be distressed it is important that their parent is contactable in order to remedy the situation.

Availability to all:

- 1 Our playgroup welcomes fathers and mothers, other relations and other carers, including childminders.
- 2 We describe our playgroup and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- 3 We consult with families about the opening times of the playgroup to avoid excluding anyone.
- 4 We are flexible about attendance patterns to accommodate the needs of individual children and families.
- 5 Children from 3 years old may have up to 4 sessions per week as space permits. Extra sessions will be allocated to the oldest children and those who expect to use Slains School first.
- 6 We will admit children from birth to 5 years. Children under the age of 3 years will be permitted a maximum of 2 sessions a week until their 3rd birthday.



All staff and the chairperson will have a working knowledge of this policy.

This policy will be kept up to date and regularly reviewed.

Policy adopted and signed on behalf of the playgroup: J.R. Grasham, May 2007
M.A. Macleod, Jan 2009

Review completed: 2 Nov 2009 P. Cooper (Chairperson)