

# Melbourn Playgroup and Out of School Club Policies

## 22. Admissions

- 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 make our Equal Opportunities Policy available to parents.
- We seek to make information about the setting as accessible as possible, and where appropriate we will arrange to provide information in other languages or formats on request.
- The final decision on sessions offered to a child will be at the discretion of the management.

### Playgroup Admissions

- We arrange our waiting list in birth order. In addition we may take into account the following:
  - the vicinity of the home to the setting
  - length of time on the waiting list
  - siblings already attending the setting
  - which school is intended for the child
  - whether the child is eligible for funded hours
  - the capacity of the setting to meet the individual needs of the child
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- 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.
- All children will be required to attend for a minimum of two sessions per week (6 hours).
- In the event of a child deferring school entry, a space may be available. Availability of a space, and the number of sessions available, will be at the discretion of the management.

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| This policy was adopted at a meeting of      | Melbourn Playgroup and Out of School Club CIO Management Committee |
| Held on                                      | 09/01/19   |
| Date to be reviewed                          | 2019-20 cycle  |
| Signed on behalf of the management committee |  |
| Name of signatory                            | Lisa Bamber and Janet Cottenden                                    |
| Role of signatory (e.g. chair/owner)         | Co - Chairs  |