



We demonstrate tolerance and respect through child-led play

Admissions Policy

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Admissions Policy

1 Scope & Purpose

1.1 The purpose of this policy is to set out Croft Playgroups approach to the admissions process. It is our intention to make Croft Playgroup accessible to children and families from all sections of the local community.

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

2 Outcomes

2.1 The principles set out in this policy apply to the admission of any children and their families who wish to attend Croft Playgroup. The procedures are guidelines for the administrator in order to ensure each applicant is treated fairly, when demand for places are high a catchment criterion will be used.

2.2 Croft Playgroup ensures that the existence of the playgroup is widely advertised in places accessible to all sections of the community. The Playgroup ensures that information about the setting is accessible on our website, in leaflet form and verbally via staff or committee.

2.3 Croft Playgroup describe its practices in terms which make it clear that it welcomes both, fathers and mothers, other relations, and other carers, including childminders. Croft Playgroup treats individuals equally regardless of their gender, special educational needs, disabilities, background, religion, ethnicity, or competence in spoken English. The Playgroup monitors the gender and ethnic background of all children applying and joining the setting to ensure that no discrimination is taking place.

2.4 Croft Playgroup takes into account the following, SEN or looked after children, siblings of a child currently at the playgroup or who have attended primary school in our catchment area, our catchment area, and out of catchment area on a case by case basis.

2.5 Croft Playgroup accept children from the day after their 3rd birthday, funding is available from the term after a child's 3rd birthday. If you require a place before their funding is available and after their 3rd birthday, it is chargeable as set out by the current fees.

2.6 Croft Playgroup has three intakes a year in September to December, January to March and April to July in line with Early Years funding. Our waiting list is organised in line with this, which means if your Child's intake is in September you would need to apply by the 1st April, January by the 1st September and April by the 1st January.

2.7 Croft Playgroups aims to allocate hours to existing children and children who are in their final year prior to school as priority. The Playgroup will always try to accommodate children who start earlier than this. The Playgroup requests one terms notice in writing to change or adapt allocated



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hours. Croft Playgroup requires a minimum of 2 sessions booked per week and recommends at least one full day at Playgroup per week, in particular during their final year before school.

2.8 Croft Playgroup require a £15 registration fee upon requesting a place at the Playgroup, this is then deducted from your first term of fees. The registration fee is non-refundable if the place is cancelled within or before a child's first term at the Playgroup.

This policy was adopted by Croft Playgroup

Signed on behalf of the Croft Playgroup

Croft Playgroup Committee

Croft Playgroup Manager

Print Name: Katherine Chan

Print Name: Michelle Barrow, Helen Dearlove

Signed.....

Signed.....

Dated.....

Dated.....

Date policy to be reviewed: September 2023 or earlier if required