

1. Introduction

This policy explains how Grindleford and Eyam Playgroup organises its admissions system and allocates places at each session. The criteria listed below are used to ensure places are allocated in an open and fair way, particularly on our popular days.

2. Accessibility

It is our intention to make our pre-school genuinely accessible to children and families from all sections of the local community. If it is impossible or difficult for anyone to use our service we will always look at different ways of providing our service.

In order to make the pre-school as accessible as possible, we will:

- Ensure that the existence of the Grindleford and Eyam Playgroup is widely known in all local communities. We will distribute notices advertising the pre-school in print or digital format in places where all sections of the community can see them and in more than one language if appropriate
- Keep a place vacant, if this is financially viable, in order to accommodate emergency admissions
- Describe Grindleford and Eyam Playgroup and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including child-minders, and people from all cultural, ethnic, religious and social groups, with and without disabilities
- Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place
- Make our equal opportunities policy widely known
- Continue to consult local parents to ensure that the group goes on meeting the changing needs of the local community
- Be flexible in the way we deliver our service, in so far as it is financially and practically viable.

3. Number of places

Grindleford and Eyam Playgroup can provide childcare for up to 20 children; where two groups are run in parallel, such as Forest School and Woodland Adventure the combined total will not exceed 28. This figure allows the playgroup the flexibility to admit new children to woodland adventure when children have moved up to forest school, this option would be implemented in the Summer term. However, the maximum for each individual session is set by the Supervisor and the committee and is dependent on number of staff.

4. Children already on the register

Children already attending pre-school in any given term will automatically be allocated the **same** days/hours in the following term unless they are due to attend school or the parents have given notice of changes to attendance.

For further information on the procedure for changing hours of attendance parents should read our fees policy (021 GEP Fees policy March 2018). **To change hours**, a change of hours form should be completed; copies of these forms can be downloaded from our website or from pre-school.

5. **Application process for new starters**

To apply parents should complete an application form; copies of these forms can be downloaded from our website or picked up from pre-school.

6. **Allocating places**

Places are allocated by the second week of the Summer term for the following academic year and all applications received up to this point (both new starters and increase of current hours) will be considered subject to the following admission criteria (see below). Places reserved for Spring and Summer terms will be held for one term, however, these places cannot be guaranteed and will be subject to availability.

Once a place/change of hours has been offered parents should confirm with the Supervisor within 5 working days.

Should we be unable to offer a place at this time we will maintain our waiting list and contact parents if space becomes available. If places remain unfilled; these will be filled on a first come first served basis from this point.

7. **Woodland days – additional information**

Criteria 1. Children will be admitted to forest school in the term following their 3rd birthday.

Criteria 2. Children attending Woodland Adventure are not guaranteed a place at forest school upon meeting criteria 1.

Admission criteria

Pre-school places are allocated by applying Criteria 1-7 in that order. Children with additional needs will always be considered first for admission. After that criteria 2 will be applied – and so on as required until all places are allocated. If places are limited, preference will be given to families living in Grindleford and Eyam communities.

Children are admitted to Grindleford and Eyam Playgroup at the discretion of the Supervisor and the Committee.

Criteria 1: Special educational needs*

1. Children with special educational needs
2. Children with no special educational needs

Criteria 2: Children already attending

1. Children already attending the pre-school
2. Children not currently attending the pre-school

Criteria 3: Two year old funding

1. Children in receipt of two year olds funding for Grindleford and Eyam Playgroup
2. Children not in receipt of two year olds funding for Grindleford and Eyam Playgroup

Criteria 4: Siblings

1. Children with an older sibling already at the pre-school
2. Children WITHOUT an older sibling already at the pre-school

Criteria 5: Residence

1. Children living in Grindleford or Eyam communities
2. Children NOT living in Grindleford or Eyam communities

Criteria 6: Pre-school attendance

1. Children planning to attend more than one pre-school session
2. Children planning to attend one pre-school session

Criteria 7: Date of birth

If places cannot be allocated on criteria 1-6, then places will be allocated by date of birth: oldest first.

*For further details please see our SEN inclusion policy. We will always accept children with special educational needs if we have or can reasonably obtain the facilities and expertise to support them effectively.

This procedure was adopted at a meeting of Grindleford and Eyam Playgroup.

Held on:

Date to be reviewed:

Signed on behalf of the committee:

Name of signatory:

Role of signatory:

All staff, volunteers and committee members will sign to indicate they have read, understood and agreed with the above policy.