

## **ADMISSIONS POLICY**

### ***Statement of intent***

It is our intention to make our playgroup accessible to children and families from all the local community.

### ***Aim***

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

### ***Methods***

In order to achieve this aim, we operate the following admissions policy.

- We ensure that the existence of the playgroup is widely advertised in places accessible to all.
- We ensure that information about our playgroup is accessible - in written and spoken form.
- Receipt of a registration form will not guarantee you a place with Jellytots. Upon registration, you will receive an email to confirm whether you have a definite place or whether you are currently on our waiting list.
- Sessions are allocated firstly by age (D.O.B) and then by registration date.
- We will make every effort to contact the parent of a child on the waiting list. After a number of attempts, we will move on to the next child on the waiting list. It is the parent's responsibility to update us on any changes to contact details.
- We describe our playgroup and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- 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.
- We describe our playgroup and its practices in terms of how it enables children with disabilities to take part in the life of the playgroup.
- We monitor the gender and ethnic background of children joining the group to ensure that no unintended discrimination is taking place.
- We make our equal opportunities policy widely known.
- We consult with families about the opening times of the playgroup to avoid excluding anyone.
- We consider parents' preferences when offering children's sessions. We prefer to offer children a minimum of 3 sessions to gain more information on their progress, however in certain circumstances, i.e. a child has no other placement we will consider fewer sessions.
- We reserve the right to offer a child's place to someone on our waiting list if the child is absent for 1 month or more without prior arrangement being made. The child's place will then be forfeited; this will apply to both funded and non-funded children.

*Policy Re-adopted 8<sup>th</sup> October 2025 – R Cockbill Chairperson*