

Admissions

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 taking into account the following:

- the vicinity of the home to the setting
- length of time on the waiting list
- siblings already attending the setting
- whether the child is eligible for funded hours
- the capacity of the setting and staff ratios

We keep a place vacant, to accommodate an emergency admission.

We are flexible about attendance patterns to accommodate the needs of individual children and families where possible.

All children will be required to attend for a minimum of two sessions per week (6 hours) which can be taken as a single day.

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.

This policy was adopted at a meeting of Melbourn Playgroup and Out of School Club CIO Management Committee	
Held on	19 th January 2022
Date to be reviewed	As and when necessary
Signed on behalf of the management committee	
Name of signatory	Sarah Toule
Role of signatory (e.g. chair/owner)	Chair