

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 will always need to take into account the admission limit of the playgroup when allocating places which takes into account the capacity of the setting and staff ratios.

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).

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.

Playgroup Over Subscription

Where the number of applications exceeds the number of places available in the setting, we will use the following oversubscription criteria to prioritise applications:

- Any child who has an Education Health Care Plan (EHCP)
- A 'vulnerable child' who has been supported with an Early Help Assessment or identified as a 'child in need' by the Social Care Team.
- Children in Care (CIC) and Children who were previously in care (CIC) but ceased to be so by reason of adoption, a residence order (now known as a child arrangement order) or special guardianship order.
- Funded childcare for 2 year olds – For children in families with a low income or in receipt of certain benefits.
- Siblings already attending the setting
- Vicinity of home to the setting – giving priority to those who live in Melbourn
- Length of time on the waiting list

Waiting List

If the Playgroup is to full capacity and we are unable to offer a child a place, their name will be added to the waiting list, which is held using the over subscription criteria and by date of birth within the criteria (eldest first).

Places will only be allocated from the waiting list when the number of children in the playgroup falls below the admission limit.

If a place does become available it will be allocated to the child at the top of the list.

This policy was adopted at a meeting of Melbourn Playgroup and Out of School Club CIO Management Committee	
Held on	Tuesday 19 th November 2024
Date to be reviewed	Annually or when necessary
Signed on behalf of the management committee	
Name of signatory	
Role of signatory (e.g. chair/owner)	Trustee