

ADMISSIONS POLICY

Early Years Foundation Stage links:

Statutory Framework: staff:child ratios (3.28, 3.29,3.30, 3.31, 3.32, 3.33, 3.34),
Premises (3.57, 3.58)

Development matters: N/A

This is a statutory policy

Legislation links: Childcare Act 2006, Equalities Act 2010

We want Playgroup to be genuinely accessible to children and families from all sections of the local community. In order to accomplish this we will: -

- Ensure that the existence of the Playgroup is widely known in all local communities. We will place notices advertising the Playgroup in places where all sections of the community can see them.
- Arrange our waiting list in order of date of birth for application forms received at least 2 terms before the requested starting date. Forms received after this time will be added to the bottom of the waiting list regardless of age, siblings or living in the parish of Boughton Monchelsea until the next intake. Application forms will only be added to the waiting list once the administration fee has been paid (unless this causes financial hardship for the family, then this fee will be waived).
- We take children between the ages of 2 years to five years.
- Ensure we maintain the correct adult:child ratios for the children attending in each session
- Keep a place vacant, if this is financially viable; in order to accommodate emergency admissions.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- Make our equality and diversity policy widely known.
- Be as flexible as possible about attendance patterns with the aim to accommodate the needs of individual children and families.
- Continue to consult local parents to ensure that Playgroup continues to meet the changing needs of the local community.
- Inform all prospective parents that we charge an administration fee of £20 for all

children wishing to be added to our waiting list. This fee is to cover administration costs and taster sessions for the children and a t-shirt once the child has started with us. If this charge will cause a family financial hardship then they should speak to the Playgroup Manager or Administrator who may be able to help.

- Ensure that everyone is aware of our consumable charges, which are 50p per session towards the cost of supplying snack and a 50p per session charge for consumables, this is for items such as wipes, suncream, craft resources, sensory resources and gifts for events such as Christmas, Easter, Mother's day and Father's day, before they sign up for playgroup and make them aware that if they are suffering financial hardship then playgroup may be able to support them with these charges. These charges are voluntary and parents must opt in or out of paying them, if they opt out then they must provide these items for their child as required.

This Policy was adopted at the Annual General Meeting of Boughton Monchelsea Playgroup Association held on 10th February 2026

Signed on behalf of the Playgroup _____

Chairman

To be reviewed and re-adopted by March 2027

This Policy was readopted at the Annual General Meeting of Boughton Monchelsea Playgroup Association held on

Signed on behalf of the Playgroup _____

Chairman

To be reviewed and re-adopted by March 2028

This Policy was readopted at the Annual General Meeting of Boughton Monchelsea Playgroup Association held on

Signed on behalf of the Playgroup _____

Chairman

To be reviewed and re-adopted by March 2029