

P01 Admissions Policy

Updated September 2016

Objectives

1. To ensure that as many children as possible are offered places up to the maximum numbers permitted by staffing and setting registration.
2. To additionally ensure that a balance is struck between preschool children and new children to ensure the playgroup has enough children attending to guarantee our survival the following year.
3. To ensure that new children have the best opportunity to attend two sessions per week as we believe the educational and emotional needs of the children are best served by attending a minimum of two sessions (up to three where we can accommodate). Priority is given to children wanting two days over a one day placement.
4. Try to ensure that preschool children have a fair chance to obtain four sessions per week in their preschool year whilst at the same time providing opportunities for children joining in their preschool year (moving to the area perhaps) to obtain a space.

Process

We operate a waiting list where children are added on point of enquiry; children are put on the waiting list and offered places in January for the following academic year. This is done by the admissions officer.

When allocating spaces they are offered in order of enquiry.

Preschool children are offered up to 4 sessions a week where possible.

New children are offered two sessions per week initially. These are allocated in January and February for the following academic year. At this point we ask for a deposit to hold the place. All new parents are invited to an open evening and to join us for a session at point of enquiry.

This policy was agreed by Trustees and Staff of Ridgeway Playgroup Oct 2016

Review Date: September 2017