

## ADMISSIONS POLICY

It is our intention to make Jack and Jill Playgroup accessible to children and families from all sections of our local community. In order to accomplish this, we will:

- Ensure the pre-school is widely known in our local community. We will place notices advertising the playgroup in places where all sections of the community can see them, library, health centre, children`s centre, local schools. We are also registered with the FIS (Families Information Service) and have our own website: [thejackandjillplaygroup.co.uk](http://thejackandjillplaygroup.co.uk) which can be widely accessed for more information on our setting and how to contact us.
- Where possible we will make information available in written and spoken form or signing. We will involve outside agencies if we do not have these necessary skills within the setting. These needs can be discussed with the parent/carer on registration of child.
- We arrange our waiting list in order of birth and therefore priority maybe given to 4 and 3 year olds nearing admission to school. Other factors such as places for children under social care LAC (looked after child), Medway 2 year old funded children and emergency places alongside siblings of children already attending will be considered. All children must be at least 2 years old and birth certificates must be produced on registration.
- Describe the playgroup and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and carers, including childminders and people from all cultural, ethnic, religious and social groups with and without SEN and disabilities.
- We work to improve our physical environment and continuously to become a fully inclusive group in practice which enables children and their families with SEN and disabilities to take part in the playgroup.

- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination takes place.
- Make our equality and diversity policy widely known, published on our website.
- Consult with families about opening times of the playgroup offering flexibility to accommodate the needs of individual children providing this doesn't disrupt the overall stability of all other children in the setting.
- Continue to consult parents to ensure that the group goes on meeting the changing needs of the local community.

This policy was adopted at a meeting of Jack and Jill Playgroup held on:

\_\_\_\_\_

Signed on behalf of the pre-school: \_\_\_\_\_

Safeguarding and Welfare Requirement: Information and Records