



# St Thomas More Playgroup

## Admissions Policy

### Procedure:

- An information pack containing details about the playgroup and the care offered will be given to each prospective parent/carer.
- All children must be signed in and out by the parent/carer, recording times and dates.
- A detailed application form prior to the child starting at the playgroup will be completed, recording the following
  - The child's full name and date of birth
  - Name and address of each parent/carer
  - information about who has legal contact with the child and who has parental responsibility for the child
  - Who the child normally lives with
  - Emergency contact numbers
  - Any special dietary requirements
  - Any special health requirements
- Parental permission must be requested at the time of admission to the seeking of any necessary emergency medical advice or treatment in the future
- Parents/carers will also be requested to complete consent forms on admission to the setting. E.g. consent to take photographs/images

All children aged 2 - 5 years old will be considered for a place at this setting, subject to ofsted ratio guidelines. No child or their family will be discriminated against for any reasons, such as race, religion, sex or ability. However the manager will apply the following criteria when considering accepting a child:

The playgroup are happy to take on children with special needs providing it is felt staff can provide them with the care they need (for example the playgroup will not be able to provide one to one care). If your child has additional needs please discuss them with staff.

### **Early Education Places for Two, Three and Four Year Olds**

The playgroup will provide Early Education places for two, three and four year olds for children where the Council agrees to fund the places in accordance with the 'Early Education and Childcare Statutory Guidance for Local Authorities'.

Early Education places will be provided free of charge for the number of hours funded by the Council; however, charges may apply for services offered over and above the Early Education obligations.

Parents have an absolute right not to take up the services offered over and above the Early Education obligations and the provision of Free Entitlement places will not be conditional on parents accepting any other services offered.

This Policy supports the requirements and standards of the Early Years Foundation Stage Safeguarding and Welfare requirements 2017

Date: September 2018

Review Date: September 2019