

Admissions & Settling In Policy

This policy was adopted at a meeting of:

Nile Grove Playgroup

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on *(date)*

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Signed

Designation

Admissions & Settling In Policy

The group aims to ensure that the admission of children is fair, equitable and responsive to the needs and preferences of individual children and their parents or carers. The group believes that no child should be excluded or disadvantaged because of ethnicity, culture, religious beliefs, language, family background, special educational needs, disability, gender or ability.

The group recognises due care and attention must be given to the parents, carers and child's need for time to settle into the group and aims to work in partnership with parents or carers to settle the child into the group's environment.

The group complies with the Care Commission's registration requirements for children of a specific age only to be admitted to the group.

Publicity

- The group aims to be accessible to all sections of the community. It:
- provides basic information about the group to potential users (in more than one language where appropriate)
- advertises and displays information about the group widely throughout the community (in more than one language where appropriate)
- consults with families in order to accommodate their needs and to avoid excluding anyone
- monitors and reviews the information regularly.

Waiting Lists

- names can be placed on the waiting list at any time by completing the group's application form
- names are arranged in order of date application for admission received
- admissions are made according to birth date and date application received.
- children identified and referred to the group as having a particular need may also be given priority over strict adherence to the waiting list
- when finance allows, a place is kept free for emergency admissions
- the waiting list will be monitored to ensure that all sections of the community are being reached and to ensure no discrimination is taking place on grounds of gender and ethnic background of children in the group

Admission

Initially, all children must be enrolled for a minimum of 2 mornings a week which are non-transferrable between days. Parents are asked to express their preferred days and where possible can choose any of the five mornings. In busy periods, we may not be able to accommodate all choices.

Once children become of pre-school age, parents have the right to reduce the days their child attends to 1 if they wish to do so, as long as notice is given to the enrolment secretary.

Children who enrol with playgroup after their 3rd birthday must still initially start with a minimum of 2 mornings per week. After a full term has been completed, there is a possibility of dropping to 1 morning a week which is at the discretion of the playgroup staff. This matter can be discussed with the enrolment secretary.

On admission parents or carers of a child are:

- given a copy of the group's handbook (given detailed information and explanations about the group, its aims, policies and procedures)
- invited to discuss the admission of their child with a member of staff and/or committee member
- asked to provide personal details and information about their child and themselves. Confidentiality of information will be respected
- encouraged to become involved in the management and day to day running of the group.

Settling In

Settling in is an important stage in the transition between home and the group, or between one group and another. The group aims to pay due care and attention to this by:

- making arrangements for the child and parents or carers to visit the group so that they familiarise themselves with the group
- offering a warm and welcoming environment and ensuring each child feels included, secure and valued
- recognising each child as an individual and his or her readiness to leave the parent or carer
- sensitively dealing with the parent's or carer's readiness to leave the child
- encouraging parents or carers to stay with the child for a sufficient time so that the child feels settled and the parent or carer feels comfortable about leaving him or her. There will be no time limit on how long this might take

- providing strategies to help parents or carers to work with staff during the settling in phase, eg never leaving without saying goodbye, collecting a child early, returning on time
- staggering intake of new children into the group
- providing familiar play activities and experiences for the children. No child will be taken on an outing or visit until he or she is settled into the group
- providing feedback to parents or carers about how their child is coping in the group.

When a child does not settle and is unhappy and distressed at being in the group parents may be advised to remove him or her for a little while and to try again after a few weeks.

Changing days

Where possible we will accommodate parents' wishes to change the days of attendance. This can be done only through the enrolment secretary. Termly parents will be asked as to whether they would like to make any changes to days or enrol their child for additional days. We will consider all changes without discrimination. Spaces will be allocated in order of the date of request. Priority will be given to current parents before enrolling new children.