

Name of Policy:	Admissions Policy
Name of Setting:	Busy Bees Playgroup
Overall Aim of Statement:	<ul style="list-style-type: none"> • To make our playgroup genuinely accessible to children and families from all sections of the local community.
Specific Objectives/ Statements and Procedures for how you will achieve each one:	<ul style="list-style-type: none"> • Ensure that the existence of the playgroup is widely known throughout the local community. Place notices advertising playgroup places in all sections of the community. • Give priority to those children living within the catchment area covered by Pannal Primary School • Thereafter, arrange in age, i.e. those who are in the final year of pre-school will be admitted before any other children. • Length of time on the waiting list (Children who have been on the waiting list for 12 months or more must be considered when looking at attending figures in the coming Autumn term) • We will keep one place free in order to accommodate children moving into the area or those in need of extra sessions due to family disruptions. • In the event of oversubscription days can be limited to a maximum of 3 days for those in their first year of attendance. • Children with special needs will be considered on an individual basis and all efforts will be made to accommodate them in a confidential and unbiased manner. • Parents of children who are on the waiting list will be sent a series of letters and information in order to keep them fully informed of their situation. A Welcome Pack will be sent out to each parent prior to their child starting at Busy Bees. This pack contains also the useful information (below) including a consent form and data protection letter. • Monitor the gender and ethnic background of children joining the group to ensure that no discrimination is taking place. • Describe the playgroup and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders and people from all cultural, ethnic, religious and social groups, with or without disabilities.

- Collect information to ensure that there are no gaps in children's life histories and will therefore lead to better safety and protection of children.

We will include at the beginning of the admission form:

The relationship between a child's parents and a setting is crucial to the child's well being. The welfare, safety and protection of your child are at the heart of everything we do. To enable us to make the best provision for your child we are officially required to ask for information to be provided to us. Please understand that there are sound reasons why we are required to ask these questions. We want to help your child to keep safe, it is not just that we are being curious. Thank you for your co-operation.

Questions which are on the admission form:

- Current name of child
- Any previous names and 'also known as'
- Current address
- Any previous addresses
- Names and contact details of persons with whom the child normally lives
- Names and contact details of all persons with parental responsibility (if different from above)
- Emergency contact details (if different from above)
- Name and contact details of G.P.
- Details of any persons authorised to collect the child from setting (if different from above)
- Names and roles of any professionals who have contact with the child/family and their contact details
- Any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.) Is there any information from these orders that our setting needs to be aware of which will help us to care for your child?
- If the child is or has been on the Child Protection Register
- Any other factors which may impact on the safety and welfare of the child
- Details of any previous settings the child has attended
- Details of any additional needs the child may have
- I give permission for staff to seek any records or evidence of any orders etc. including agreement for change of name, from a previous setting.
- Signature
- Is there any further information you would like to share with us which will assist us to make your child's stay with us a happy and positive time?

	<p>Send our welcome pack containing</p> <ul style="list-style-type: none"> • Admissions form • Parent Handbook • Consent Form and privacy/data protection notice
Useful websites	www.ofsted.gov.uk www.dcs.gov.uk www.everychildmatters.gov.uk www.safeguardingchildren.co.uk
References to other relevant policies:	SEN Policy / / Inclusion / Behaviour / Complaints / Partnership with Parents
Policy Monitoring and Evaluation Information:	Staff And Chairperson
Signature	
Review Date and next review due date: September 2012	

