



Sydenham Road

Under Fives

Registered Charity Number: 1045367

Admissions Policy

Effective from March 2008

Children's names may be entered on the registration list as soon as they are two years old.

Playgroup registration list application forms are available from Playgroup, or Toddlers, or by phoning Maria Hulme, on 0117 377 8665. There is a small non-refundable administration charge of £2.50, which is required to accompany completed applications. These should either be handed in at Playgroup, or sent to Maria Hulme, 53 Brecknock Road, Knowle, Bristol, BS4 2DE.

There is currently a high demand for Playgroup places at Sydenham Road Under Fives.

Pre-school places (i.e. for those whose 4th birthday falls on or before 31st August in the relevant academic year) will be allocated according to the following priorities:

1. Children who are currently attending in their nursery year (i.e. the year before the pre-school year)
2. Catchment area, with children living closest to SRUF given priority
3. Children in special circumstances

Every year, in addition to our Pre-school intake, a small number of **nursery year** places are offered to children from their third birthday. These places are almost invariably made by date of birth.

For pre-school and nursery places, a minimum of two sessions per week is essential to ensure continuity for the child.

Offer of a place letters are sent out during the term before the child is due to start Playgroup, with a deadline for replying. If no reply is received by this date, the place will be offered to another child on the registration list.

Parent packs will be sent to parents/carers after acceptance of a place at Sydenham Road Under Fives. This should give new parents information about all aspects of Playgroup.

Before the child's first session, a date will be arranged for them to visit Playgroup, together with their parent/carer. This will be a chance to meet the Playgroup Team Leader and become familiar with the format of the session. It will also be an opportunity for the parent/carer to ask questions and discuss any concerns about their child starting Playgroup.

Sydenham Road Under Fives aims to be accessible to all sections of the local community.

- We work to ensure information about Playgroup is clear and accessible, and procedures are open, fair and clearly communicated.
- We aim to ensure Playgroup is widely advertised in places accessible to all sections of the community.
- We describe Playgroup and its practices in terms that make it clear that it welcomes fathers, mothers, other relations and other carers, including child minders.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.

This policy is to be reviewed annually.

Date agreed:

Review date:

Name:

Signature:

Role of signatory: