



Admissions and Settling in Policy

This policy has been drawn up to ensure that admissions to playgroup are conducted in a fair and equitable way and that the settling in procedure is responsive to the individual needs and preferences of the families attending the group. Care will be taken to adhere to the Equal Opportunities Policy of the playgroup at all times.

Old Rayne Playgroup will follow local authority admissions procedures to allocate places.

Thereafter priority will be given to:

- Children who are in Old Rayne School catchment area.
- Children over 3 years old whose parent/carers are members of staff.

If places are still available, priority will then be given to applications received from out with the Old Rayne School catchment area. These will be prioritised as follows:

- Children who live within a 2 mile radius (Hall postcode to Home postcode)
- Children who live within a 5 mile radius (Hall postcode to Home postcode)

Admission

On admission parents or carers of a child are:

- Given a copy of the information booklet of the playgroup
- Invited to a session where they will have opportunity to discuss the admission process
- Asked to provide personal details and information about their child in accordance with local and national regulations
- Encouraged to become involved in the management and day to day running of the playgroup
- Given an opportunity to read the policies of the playgroup and sign to say that they have understood them

Settling In

Every child is an individual and differing levels of support will be needed in each case. To ensure that the needs of each family are met, the following procedure will be followed:

- Children and parents/carers are invited to visit prior to their start at playgroup, so that they may familiarise themselves with the premises, staff and routines.
- Parents/carers will be asked to fill in further forms to help the staff get to know their child better
- Parents must stay with their child for the first session or when applicable part session.
- If required parents/carers will be encouraged to stay during subsequent sessions until the child can be left without becoming unduly distressed and the parents/carers are comfortable about leaving them. **(There is no time limit of the settling in period)**
- It is important that parents/carers never leave without saying goodbye to their child and always return promptly at the agreed time.
- In the event that a child becomes distressed during the session, parents will be telephoned and asked to return early and remove their child from the playgroup.
- Regular feedback will be given to the parents/carers about how their child is coping in the playgroup and the settling in agreement will be reviewed weekly until the child has settled to the satisfaction of the staff and parents/carers.
- If a child does not settle and remains unhappy and distressed in the playgroup, parents may be advised to remove him or her and try again within an agreed timescale.