



**St Thomas's Church Hall, 75 Monsell Road, London, N4 2EF**

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## Administration

### **Admissions Policy**

Policy Statement - At St Thomas' Playgroup It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

#### **Procedures**

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
- The playgroup can accommodate twenty-four children, of which no more than eight can be two years old.
- Where there are currently or will be fewer than two children at the playgroup from low-income families priority will be given to filling up to two places with children from low-income families, with priority in the following order:
  - Children aged 3 living within the London Borough of Islington
  - Children living within the London Borough of Islington
  - Children aged 3
  - Children aged under 3
- In all other cases priority shall be as follows:
  - Children who are aged 30 months or more and will have a sibling at the playgroup at the date of admission

- Children who are already 3 and have had a sibling at the playgroup in the two full academic years prior to the academic year in which the child will be admitted
  - Children who are already 3 and live within the London Borough of Islington
  - Other children who are already 3
  - Children who will turn 3 in the forthcoming term and have had a sibling at the playgroup in the two full academic years prior to the academic year in which the child will be admitted
  - Children who will turn 3 in the forthcoming term and live in the London Borough of Islington
  - Children who will turn 3 in the next but one term and have a sibling at the playgroup and have had a sibling at the playgroup in the two full academic years prior to the academic year in which the child will be admitted.
- In the event of there being more than one eligible child in a category, priority will be given to the child who lives nearest to the school, as measured in a straight line from the St. Thomas 's Road entrance.
  - Applications for admission at the start of the Autumn term must have been received by May 1st. Applications for admission at the start of the January term must have been received by the preceding November 1st. Applications must be made using the standard form, which is available from the playgroup and can be downloaded from the playgroup's website.
  - Any offer is made at the absolute discretion of the Playgroup Leader and the Admissions officer. Applicants are reminded that all parents are expected to get involved in the running of the playgroup and to attend committee meetings and fundraising events. Please think carefully about your ability to get involved before applying for a place for your child. Parents' contributions to the playgroup will be taken into account when considering their application.
  - We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
  - We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
  - We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.  
We monitor the gender and ethnic background of children joining the group. We make our Equal Opportunities Policy widely known.
  - We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.

- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- This policy was adopted by St Thomas' Playgroup on September 2016 and will be reviewed on September 2017.