

# ADMISSIONS POLICY

## Amendment History

Revision	Author	Description of change	Date updated
Original	Karen Walls	Add amendment history and general changes in policy wording	January 2006
1	Carol Hooper	KASC policy adapted from adopted Kineton Playgroup policy	August 2006
2	CH/SM	Review – no change required. Amend for new building.	April 2007
3	CH/SM	Merge KASC and Playgroup policies, amend Ofsted number	September 2007
4	CH	Update footer	August 2008
5	CH, SM	Updated age of admissions.	November 2008
6	CH/AF	Changed committee to board	October 2009
7	CH/AF	Discussion with board about looked after children.	October 2010
8	CH/AF/HS	Added reference to looked after children	September 2011
9	CH/HS	Added reference to children with additional needs	October 2012
10	CH/KG	Reference to EYFS standards, training and support for identified need	November 2014
11	CH	Reference to 30 hours; playgroup sessions from term after second birthday, to accord with 2Help funding; consequent adjustment to priority	November 2016
12	CH & SF	Update following further information on 30 hours offer and take up	March 2017
13	CH & SF	Full review of policy due to the impact of new housing developments, 30 hours funding and closure of local competitor on occupancy levels	February 2018
14	CH & SF	No substantive changes	January 2020
15	CH	Reviewed, no changes	July 2022
16	CH, TH & XF	Add reference to needs based funding	July 2023

# ADMISSIONS POLICY

## General

Playgroup (including KASC and Holiday Club) is registered for the provision of childcare on non-domestic premises, subject to the requirements of the Early Years Foundation Stage. Children may only be accepted to attend sessions subject to appropriate floor space requirements and adult:child ratios being maintained at all times. In all cases consideration is given to the age and stage of each child and whether appropriate and safe provision may be made both for the individual child and for other children registered to attend the setting and session. In particular, where required for reasons of safety, identified individual children may only be admitted to sessions where an additional member of staff is available to support that child for any reason, including medical or behavioural need, or after appropriate training has been put in place. Start dates for two-year olds may vary according to session availability, numbers at sessions and staffing ratios.

In this policy 'two-year old' is defined as a child from the start of the term after their second birthday.

Children of members of staff currently employed at KASC and Playgroup will be allocated a place if required and will be given priority over other children. This is to ensure the effective running of KASC and Playgroup.

## Pre-school Playgroup sessions

Parents are asked to complete initial enrolment forms for their children, which may be done at any age.

Save in exceptional circumstances, children may not attend pre-school playgroup sessions until the start of the term after their second birthday. In exceptional circumstances a child may attend sessions from the date of their second birthday. Parents may express a preference for places, which are then allocated according to this policy.

Parents who have completed and returned enrolment forms for their children, and paid the enrolment fee where appropriate, are contacted in March or April of each year to register their requests for sessions in the following academic year. Forms must be completed and requests submitted by 30 April (the Application Date) in order to apply for places. Places are then allocated in accordance with the criteria set out below and notified to parents, who should then confirm acceptance by 31 May (the Confirmation Date). Any requests after the Application Date or confirmations after the Confirmation Date are considered late and will be considered after 'on-time' requests and confirmations. However, children may be enrolled and registered to attend at any time during the school year, and they may start sessions at any time provided appropriate places are available.

## Admissions criteria

Places will be allocated according to the following criteria, listed in order of priority

1. Pre-school year
  - a. Children who have attended Kineton Playgroup sessions in the previous year
  - b. Looked after children
  - c. Children who take up 30 hours funding, with priority given to those who take up the most hours, including hours at KASC

- d. Children who attend KASC as well as playgroup sessions
  - e. Children whose older sibling(s) have attended Kineton Playgroup
2. Younger school years
- a. Children who have attended Kineton Playgroup sessions in the previous year
  - b. Looked after children
  - c. Children in receipt of need based two-year old funding
  - d. Children who intend to take up 30 hours funding, with priority given to those who take up the most hours, including hours at KASC
  - e. Children who will attend KASC as well as playgroup sessions
  - f. Children whose older sibling(s) have attended Kineton Playgroup

Individual priority within each of these categories is decided by the shortest available walking route between home and Helen's Place.

A waiting list will be maintained and places allocated according to this policy and the above criteria.

Save in exceptional circumstances children must attend a minimum of two sessions, if offered; this is to support children in settling into sessions.

Parents are asked to discuss special requirements and exceptional circumstances with the manager.

### **KASC sessions**

In order to maintain appropriate staff:child ratios, in general children will not be offered a place at KASC until three years of age. In exceptional circumstances, and in the best interests of the child, a younger child may be offered a place at KASC for a short period subject to appropriate adult:child ratios being maintained at all times (eg where a child may turn three in the first few weeks of a term, and it would be disruptive for them to attend another setting for a few weeks before moving to KASC).

Parents whose children are currently enrolled or registered at KASC in any academic year are contacted in April of each year to re-register children and to submit their requests for sessions for the following academic year. Forms must be completed and requests submitted by 30 April (the Application Date) in order to apply for places. Places are then allocated in accordance with the criteria set out below and notified to parents, who should then confirm acceptance by 31 May (the Confirmation Date). If parents do not return their completed forms by the Application Date or confirm acceptance by the Confirmation Date, their KASC registration will lapse for the following academic year and they will need to submit a new registration form, pay a new registration fee.

Any requests after the Application Date will be considered late and therefore allocated after 'on-time' requests. However children may be enrolled and registered to attend at any time during the school year, and they may start sessions at any time provided appropriate sessions are available.

Places will be allocated according to the following criteria, listed in order of priority and subject to availability:

2. Children with a current place at Playgroup who require a regular place
3. Children with a current place at Kineton Church of England (V A) Primary School (Kineton Primary School) who require a regular place
  - a. Priority will be given to children attending more sessions over those attending fewer sessions
  - b. Children with a sibling at Playgroup who also attends KASC sessions
  - c. Children with siblings at Kineton Primary School who also attend KASC
  - d. Children who have previously attended Playgroup or KASC sessions
4. Children with a current place at any other setting who require a regular place

Individual priority within these categories is decided by the shortest available walking route between home and Helen's Place.

Children may register for KASC and attend ad hoc sessions; such sessions are allocated on a first come, first served basis, and subject to availability.

### **Holiday Club**

In order to maintain appropriate staff:child ratios, children will not be offered a place at Holiday Club until three years of age (ie their third birthday).

Children must be registered to attend Playgroup or KASC in order to attend Holiday Club sessions. All outstanding playgroup and KASC fees must be paid up to date. Payment for Holiday Club sessions must be made in advance. Places will be allocated according to the same criteria and in the same order of priority as KASC. Cut off dates for making bookings for each holiday period will be published at the beginning of each academic year according to the dates of the school holidays in that year.

### **Appeal procedure**

Should parents be unsuccessful in their efforts to obtain a place for their children, the following appeal procedure is in place:

1. Parents must make their appeal formally, in writing, direct to the Board
2. Parents will be given an appeal date with at least fourteen days notice
3. Parents are given the opportunity to present their case to the Board
4. Parents will be informed of the result as soon as possible following the appeal

Parents should be aware that the number of children who can be accommodated at any session is subject to rules and guidelines set out in the Early Years Foundation Stage and Ofsted recommendations, which may be amended from time to time. Any appeal will take full account of those rules and guidelines, and will be decided subject to them.