



## Admissions Policy

It is the intention of Riverside Playgroup to make our provision accessible to children and families from all sections of the community. Our admissions policy operates within an equal opportunities framework and is regularly reviewed.

- We will ensure that the existence of Riverside Playgroup is widely known in local communities. Advertising notices will be placed in widely accessible areas, in more than one language if appropriate.
- We will describe practices in terms which make it clear that all sections of the community are welcomed.
- We will ensure that the description of the setting and its practices demonstrates how the setting enables children and/or parents with additional needs to take part in the activity of the setting.
- We will monitor the gender and ethnic background of the individuals joining the group to monitor our intake and ensure it is representative of social diversity.
- We will ensure that information about our setting is accessible in written form to all, where necessary we will try to provide spoken form, Braille, in more than one language, through signing or an interpreter.
- Children from the age of 2 will be admitted in accordance with our Ofsted Registration.
- We will endeavour to be flexible regarding attendance to accommodate the needs of all families.

The waiting list will be monitored and reviewed regularly.

The following factors will be taken into consideration in allocating places:

- The age of the child. (Priority will be given to children of eligible age for Early Years Education Entitlement).
- Children eligible for Early Years Educational Entitlement will be prioritised to receive their full 15hours entitlement where spaces allow. If this cannot be given we will signpost elsewhere.
- Length of time on waiting list.
- Siblings already attending the setting.
- The vicinity of the home to the setting.



Funded places will be offered in accordance with the code of practice for Early Years Education Entitlement and any local conditions in place at the time.

Parents/carers must complete a registration form before their child can attend and sign consent for this information to be maintained by Riverside Playgroup in line with the Data Protection Act 1998 and Ofsted Registration requirement under The 1989 Children Act.

## Payment

Fees should be paid to Rachel, the Playgroup Administrator or left in the 'Fee Payment Box' outside the office. Please make sure that on the envelope you include your name, your child's name and the amount of money paid. Fee payment is required at the **beginning** of each half-term either by cash or by cheque. By prior arrangement fees can be paid weekly in advance. Please make cheques payable to **Riverside Playgroup**.

Riverside Playgroup encourages prompt payment but recognises that at times some parents/carers may experience financial difficulties. Riverside Playgroup will ensure that no child/children/families are penalised should this situation arise. Riverside will endeavour to arrange a payment plan that is acceptable to both parties, enabling the child/children to continue to attend. All financial matters will be dealt with the utmost sensitivity and consideration and in confidence.

In the event of non payment:

- The Administrator will liaise with the parent/carer concerned.
- A payment plan will be agreed if necessary.
- Where unmet payments continue the Manager will liaise with the parent/carer to arrange payment options.
- Where there is no resolution the child's/children's place may be withdrawn and further action to re-coup outstanding monies may be taken.

*This policy has been adopted by Riverside Playgroup.*

Date policy adopted:	03/12/2009	Reviewed and amended: 16/09/2011
		Reviewed and amended: 26/09/2012
		Reviewed and amended: 11/12/2013
		Reviewed and amended: 18/11/2014
		Reviewed and amended: 08/12/2015