



Milborne Ladybirds Playgroup

ADMISSIONS POLICY

Ladybirds intend to be accessible to all children and parents from all sections of the community. In order to accomplish this, the Preschool will:

- Ensure that the existence of the Preschool is widely known in the local community. We will place notices advertising the Preschool in places where all sections of the community can see them, in more than one language if appropriate.
- Compile our waiting list with due consideration to the catchment area and sibling attendance.
- Consider special needs when arranging the list in order of date of birth and always consider the age mix of the group.
- Have regard to the differing family needs and individual children's requirements when allocating places.
- Keep a place vacant if this is financially viable, in order to accommodate emergency admissions. In accordance with Dorset County Council funding rules.
- Try and provide additional play sessions, if viable, and if waiting lists dictate.
- Describe the Preschool and its practices in terms which make it clear, that it welcomes both fathers and mothers, other relations and carers, including childminders, and people from all cultural, ethnic, religious and social groups, with and without disabilities.
- Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- Make our Equal Opportunities policy widely known.

Reviewing the Policy

The Admissions Policy will be kept under review and will be reviewed annually

This policy was reviewed and agreed at a meeting of the Management Committee held on 12th July 2011



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APPENDIX 1

It is Ladybirds aim to try and provide the amount of pre-school required by the child's parents/carers, however depending on demand this may not always be possible.

These admission criteria are not meant to replace the existing Admissions Policy but rather augment it at times when we are or are likely to be oversubscribed in any academic year.

Any unused or freed up sessions will be allocated using the following criteria:

- Preference for increasing the number of sessions a child uses will be given initially to existing grant funded children who are using less than their maximum of 15 hours.

Where the number of additional sessions available is not enough to meet the requirements in this category the additional criteria below will be applied:

1. Children with a sibling already in the Pre-school will have first preference to any available sessions.
2. Children who live in the village of Milborne St Andrew will have second preference.
3. All other children will be given preference based on their return date of the registration forms.

- Existing children not grant funded will be the next preference to ensure they have a minimum of 2 sessions.

Where the number of additional sessions available is not enough to meet the requirements in this category the additional criteria below will be applied:

1. Children with a sibling already in the Pre-school will have first preference to any available sessions.
2. Children who live in the village of Milborne St Andrew will have second preference.
3. All other children will be given preference based on their return date of the registration forms.

- New children waiting for a place at Ladybirds will be the next preference.

Where the number of additional sessions available is not enough to meet the requirements in this category the additional criteria below will be applied:

1. Children with a sibling already in the Pre-school will have first preference to any available sessions.
2. Children who live in the village of Milborne St Andrew will have second preference.
3. All other children will be given preference based on their return date of the registration forms.

This appendix to the admission policy was agreed at a meeting of the Management Committee held on 12th July 2011