



## Thorpe on the Hill Admissions and Intake Policy

It is the intention of Thorpe on the Hill 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 description of the setting and its practices demonstrates how our playgroup enables children and/or parents with additional needs to take part in the activity of the playgroup.

We will ensure that information about our playgroup is accessible in written form for all.

### **Session Allocation**

To ensure the continuity the procedures below will be followed for the admission of children into Thorpe on the Hill Playgroup:

1. Children aged between 2 and 2 ½ will be allocated no more than two sessions according to availability.
2. Children aged between 2 ½ and 3 will be allocated no more than two sessions per week..
3. Children aged between 3 years and up to the date that child receives early years funding, will be allocated no more than three sessions per week according to availability.
4. A child who has reached the required age for early years funding will be allocated their 15 hours per week if they require them, according to availability.
5. The playgroup leader will allocate sessions in accordance with points 1 to 4, however, if a situation occurs that a child requires sessions outside of these parameters, the playgroup leader can use his/her discretion to allocate sessions accordingly. Examples of the use of point 5 could be a child needing extra sessions due to personal reasons.
6. Allocation of spare sessions will be offered to those children who have shown an interest with the playgroup leader to increase/change their child's sessions in an age descending order.
7. Any child requesting to move a session will only be able to do so if: there is a space available or As a result of the child moving the numbers for that session will not fall below the minimum required number of 6 children
8. Existing children staying on for the new September term will be allocated their preferred sessions first, where possible, in accordance with all the points stated above.
9. We will keep a place vacant, if this is financially viable, to accommodate an emergency admission.
10. The waiting list will be monitored and reviewed regularly.
11. The following factors will be taken into consideration in allocating places:
  - Age of the child ([priority will be given to children of eligible age for Early Years Education Entitlement](#)).
  - The length of time on the waiting list.
  - Siblings already attending the setting.
  - The vicinity of the home to the setting.
12. Parents/carers must complete the relevant enrolment forms before their child can attend and sign consent for this information to be maintained by Thorpe on the Hill Playgroup in line with the Data Protection Act 1998 and Ofsted Registration requirement under The 1989 Children Act.

### **Payment**

Fee payment is required every half term in advance by cash, cheque or direct debit

Thorpe on the Hill Playgroup encourages prompt payment but recognises that at times some parents/carers may experience financial difficulties. Thorpe on the Hill Playgroup will ensure that no child/children/families are penalised should this situation arise. Thorpe on the Hill Playgroup 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 play leader or chair of the committee will liaise with the parent/carer concerned.
- A payment plan will be agreed if necessary.

- Where unmet payments continue the play leader or chair of the committee will liase with the parent/carer to arrange payment options.
- Where there is no resolution the child's/children's place may be withdrawn.

Cheques should be made payable to Thorpe on the Hill Playgroup.

*This policy has been adopted by: Thorpe on the Hill Playgroup committee and Play leader*