

# *Spilsby Playgroup*



## *Admission Policy*

**2024/2025**

## **Our Aim**

To make available, early years education to all children, where children can play, learn and grow together.

At Spilsby Playgroup we cater for children from 2 years of age to school age, with the numbers within the setting at any one time complying with the legal space requirements as set out in the Early Years Foundation Stage (EYFS). At all time staff to child ratios are taken into consideration with the needs of the children within the setting at the centre of that decision. For example, the younger the child the greater number of staff available is important in order to provide quality care and support to learning. This is also necessary to meet the needs of individual children with higher needs.

We operate an inclusion policy and ensure that all children have access to a place within our setting irrespective of gender, race, disability, religion, beliefs or sexual orientation of parents. We are registered to accept early years funding and thus will ensure that all children from 2 years of age are able to access quality early childcare education irrespective of whether fees are covered through early years funding or private payment.

## **Application**

Places can be applied for by the following:

email to [spilsbyplaygroup@gmail.com](mailto:spilsbyplaygroup@gmail.com)

via our website: [www.spilsbyplaygroupnursery.co.uk](http://www.spilsbyplaygroupnursery.co.uk)

or by telephoning 07385 163071

In all instances a child's name, address and date of birth is to be provided along with a birth certificate.

Prior to a child attending Spilsby Playgroup parents must complete and sign a registration form/contract with us. These forms provide Spilsby Playgroup with personal details relating to your child. For example, name, date of birth, address, emergency contact detail, parental responsibilities, dietary requirements, allergies, medical needs, collection arrangements, fees and sessions, contact details for parents, doctors, health visitor etc.

## **Over Subscription**

We will always try and accommodate all children, however, sometimes this is not possible. We will apply the following in order of priority in order to maintain a fair access protocol:

- 1) Looked after children
- 2) Children entitled to early years funding.

- 3) A child known by the local authority to have special educational needs and /or disability (SEND) and for who our setting is the named setting on the EHCP.
- 4) Children of service personnel, posted to the locality.
- 5) Children who have siblings with us or who have siblings attending Spilsby Primary School.
- 6) Children for whom this setting is the nearest to their home address
- 7) Distance of the home address to the playgroup. Places will be allocated to those living nearest the setting first.

### **Reserve list**

To further support in situations of over subscription we operate a waiting list.

If we are currently full, your child will automatically be added to the reserve list, unless you asked for this not to be so. This list is held in accordance with the over-subscription criteria and therefore names can move up and down the list depending on the number of other applicants and where they are ranked against the over-subscription criteria. No account is taken of the amount of time a child has been on the list when allocating places.

We will also discuss and share with you any free sessions that are available, these may not be your preferred choice but this could be where we have available space. If this option was taken your preferred option of sessions will be added to the waiting list and will operate as described above.

### **Moving on to Primary School**

Attending Spilsby Playgroup does not give any priority within the over-subscription criteria for a place in a school. Parents must make a separate application for the transfer from playgroup to a primary or infant school. To make an application for a school place go to; [Apply for a school place – Before you apply - Lincolnshire County Council](#)

This policy was agreed by the Spilsby Playgroup Management in September 2024 and will be reviewed in September 2025.

### **Related policies:**

Inclusion Policy

Settling in Policy

Confidentiality and data protection Policy

Fees Charging Policy

Early Years Entitlement Policy

Booking Policy