



Martlesham Playschool, At Gorseland School, Deben
Avenue,
Martlesham, IP5 3QR
Kesgrave Playschool, Millennium Jubilee Hall, Millennium Way,
Kesgrave, IP5 2EN
Tel : 01473 625986
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PLEASE DO NOT REMOVE

ADMISSIONS POLICY

GENERAL

We are registered to accept children from the term after their second birthday.

The age at which children are ready for Playschool varies greatly. If a parent feels that their child is not ready to start Playschool, their place may be deferred. Once a child has started, it may become apparent that the child is not ready for Playschool.

The following criteria are applicable when allocating places:

- A requirement of the Suffolk County Council Directory of Early Education Providers stipulates that we must ensure that we give preference of places to funded four year old children, then funded three year old children and then funded two year old children
- Children can access a maximum of 5 sessions per week
- The remainder of the waiting list is on a first come first served basis. If preferences have been expressed before the allocations take place, these will be met if possible, although no guarantees will be made
- Non-funded 2 year olds will initially be offered a minimum of 2 sessions per week
- 10% of spaces will be kept free in the Autumn term of each academic year if necessary to allow children access to further sessions in the Spring term if required
- The above criteria are subject to amendment each term, should the Play Manager and Admissions Business Manager see fit, depending on spaces available and the demand for these spaces
- Any extra hours over the 15 funded hours are subject to availability each term and at the discretion of the Play Manager and Business Manager

Our playschool aims to follow the DfES Code of Practice on special educational needs and also to the guidelines supplied to private and voluntary providers of pre-school education. We welcome all children and provide appropriate individual learning opportunities.

We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language.

We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.

We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language

We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.

We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity

SPECIAL NEEDS

In accordance with the Special Needs Policy, children with special needs are admitted to the playschool after consultation between parents, playschool leader and Special Educational Needs Coordinator (SENCO). The Playschool's SENCO is Carmen Crane.

- The consultation process will usually start at least 2 months before the child is expected to join the playschool
- During the consultation process, we will, with the parents' permission, ask for reviews from professionals who have been involved with the development of the child
- A minimum of 1 home visit will be carried out to discuss any needs or concerns with the parents and to involve them in the consultation process
- Visits to the child will be carried out by the SENCO and, where and when appropriate, other members of staff who will be involved with the care of the child at playschool
- Where possible, the child will also be visited in another setting, such as a toddler group, opportunity group or other playschool
- The child and their parents will be invited to visit playschool with the SENCO

This policy was adopted at a meeting of	Martlesham & Kesgrave Playschools	
Held on (date)		
Signed on behalf of the Management Committee		
Role of signatory (e.g. chairperson etc.)		
This policy was reviewed on		(date)