



## Ladybird Playgroup Thriplow CIO – Admissions Policy

School Lane, Thriplow, Royston, Herts, SG8 7RH

CIO Charity Number 1162435

Tel: 01763 208055 Email: [ladybirdplaygroupthriplow@gmail.com](mailto:ladybirdplaygroupthriplow@gmail.com) Web: [www.ladybird-playgroup.co.uk](http://www.ladybird-playgroup.co.uk)

## Admissions Policy

### Statement of intent

It is our intention to make Ladybird Playgroup Thriplow CIO accessible to children and families from all sections of the local community.

### Aim

We aim to ensure that all sections of our community have access to Ladybird Playgroup Thriplow CIO through open, fair and clearly communicated procedures.

### Procedure

In order to achieve this aim, we operate the following admissions policy:

We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.

We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.

We keep a place vacant, if this is financially viable, to accommodate an emergency admission.

Ladybird Playgroup Thriplow CIO makes it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.

Ladybird Playgroup Thriplow CIO's setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.

Ladybird Playgroup Thriplow CIO supports children and/or parents with disabilities to take full part in all activities within our setting.

We ensure that Ladybird Playgroup Thriplow CIO is accessible to children with identified Special Educational Needs and those subject to an Educational, Health and Care (EHC) Assessment and/or Plan. Where possible we will make adjustments to admit children that require special educational provision if the EHC Assessment and/or Plan identify that Ladybird Playgroup Thriplow CIO can best meet the needs of the child.

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

All parents have access to the Ladybird Playgroup Thriplow CIO Policy file and this includes the Equality and Diversity Policy.



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We consult with families about the opening times of the setting to ensure we accommodate a broad range of family needs.

We aim to be flexible about attendance patterns to accommodate the needs of individual children and families and where vacancies allow, encourage children to attend Ladybird Playgroup Thriplow CIO on more than one day per week to help them to settle in.

### Admissions Process

Ladybird Playgroup Thriplow CIO is a 24 place setting for children aged from 2 ½ years to school age. Depending upon availability, children can begin to attend sessions in the half term after turning 2 ½ years. Settling in sessions will be arranged prior to this.

All applications to Ladybird Playgroup Thriplow CIO should be made to the Playgroup Administrator, Angela Mulholland ([officeladybirdplaygroup@gmail.com](mailto:officeladybirdplaygroup@gmail.com)), at least one term in advance of the required starting date (e.g. applications should be made by the end of the Spring term for the following Autumn term admission).

To apply for a place at Ladybird Playgroup Thriplow CIO, a Booking Form (available on our website) should be completed, specifying your preferred sessions. An admin/booking fee of £25 is required when submitting the form. Once an application has been received, you will be placed onto a waiting list.

One term prior to the prospective start date, you will be contacted to confirm which of your preferred sessions are available. While we will always do our best to accommodate your preferred sessions, availability cannot always be guaranteed. In order to secure the sessions offered you will be asked to pay a refundable deposit of £100. This will be returned in the first half term upon commencement of your agreed sessions. The payment of fees for the first half term will also be required in advance.

If sessions are over-subscribed, we may take the following factors onto account when organising our waiting list:

- Existing children attending Ladybird Playgroup Thriplow CIO.
- The date the application was received.
- Siblings already attending the setting.
- The proposed start date.

### Increasing or holding sessions

Sessions typically start in the Autumn term. If you should wish to add additional sessions at a later date, you should contact the Playgroup Administrator, Angela Mulholland ([officeladybirdplaygroup@gmail.com](mailto:officeladybirdplaygroup@gmail.com)), to request this. We will always do our best to accommodate such requests, but this will be subject to availability.



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If you should wish to commence sessions in a subsequent term, we are unable to hold these sessions. Your child will be placed on a waiting list and you will be contacted in the term prior to your requested start date to confirm availability of sessions.

Once sessions have been agreed, a notice period of one half-term is required to cancel any sessions.

Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

### Legal Framework

- *Children and Family Act 2014 (SEND Code of Practice 2014);*
- *The Equality Act 2010;*
- *Disability Discrimination Act (DDA) 1995, 2005;*
- *Race Relations Act 1976;*
- *Race Relations Amendment Act 2000;*
- *Sex Discrimination Act 1986;*
- *Children Act 1989, 2004; and*
- *Special Educational Needs and Disability Act 2001.*

### Further Guidance

- *Seasonal Hello Posters (Pre-school Learning Alliance 2006)*

This policy was adopted at a meeting of the Ladybird Playgroup Thriplow CIO	
Held on (date)	
Signed on behalf of the Ladybird Playgroup Committee	
Role of signatory (e.g. chairperson etc.)	
Signed by Playgroup Leader/Deputy	
Name of Playgroup Leader/Deputy	