

ADMISSIONS POLICY

Statement of Intent

It is our intention at Mallusk Community Playgroup to make our playgroup accessible to all children and their families from all sections of the local community. We are currently registered for 26 Children and offer pre-pre places (children who are 2 years 10 months and the year before the commence pre school). We offer pre-school education funded places, allocated by the Department of Education and the number of places offered varies each year.

Aim

We aim to ensure that all sections of the community have access to our playgroup by operating a fair, open and clearly communicated procedure.

Method

- We operate the following admission policy in order to achieve our aim.
- We ensure that the playgroup is advertised in places accessible to all sections of the community.
- We ensure that information about the playgroup is accessible in written and spoken form, and where appropriate in different languages. Where necessary we will try and provide information through an interpreter.
- For pre-school children we adhere to the following statutory criteria as set out by the Department of Education:
 - ✓ Children from socially disadvantaged circumstances in their final pre-school year
 - ✓ Children not falling within the above criteria, but in their final pre-school year.
- In addition our policy may take into account the following sub-criteria:
 - ✓ Children already attending the playgroup who have chosen it as their first preference.
 - ✓ Children who have siblings who currently attend or who have previously attended.
 - ✓ Children who are the first or only child in the family.
 - ✓ Children referred by Social Services
 - ✓ Children whose place of residence is closest to the playgroup as measured by Google maps using the postcode of the playgroup and that of the address on the application form.

Our waiting list will be arranged in birth order.

- In describe our playgroup as a setting that welcomes all members of the community.
- We describe our setting and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English language.
- We have an equal opportunities policy in place.
- We consult the families regarding opening times to ensure that we accommodate a broad range of family needs.
- We are flexible about attendance patterns to accommodate the needs of individual children and their families, but recommend that children attend 2 or more days.
- Fees are charged on a daily basis and families can pay this weekly or monthly.

Admissions

Children can attend Mallusk Community Playgroup from the age of 2 Years 10 Months as long as there is only 4 of this age in the setting (as highlighted by HSC, Implementation Guidance Sessional and Full Day Care Minimum Standards Version 3, October 2016). Children can attend until they are the age to commence Primary School.

Children attending the playgroup should be toilet trained as we do not have adequate nappy changing facilities. We can work alongside parents to help with toilet training, if required.

Pre-School Admissions

We offer funded places as allocated by the Department of Education. The criteria for open enrolment is as follows.

- For pre-school children we adhere to the following statutory criteria as set out by the Department of Education:
 - ✓ Children from socially disadvantaged circumstances in their final pre-school year
 - ✓ Children not falling within the above criteria, but in their final pre-school year.
- In addition our policy may take into account the following sub-criteria:
 - ✓ Children already attending the playgroup who have chosen it as their first preference.
 - ✓ Children who have siblings who currently attend or who have previously attended.
 - ✓ Children who are the first or only child in the family.
 - ✓ Children referred by Social Services
 - ✓ Children whose place of residence is closest to the playgroup as measured by Google maps using the postcode of the playgroup and that of the address on the application form.

Application forms for pre-school become available during the month of December.

This Policy was Renewed and Adopted by Mallusk Community Playgroup on: _____

SIGNED: _____ Date: _____

REVIEWED ON:	SIGNED: