Updated April 2025

Playwam

Policy For Waiting List and Admissions

POLICY STATEMENT

It is Playwam's intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures. The numbers and ages of children admitted comply with the statutory requirements outlined in the Early Years Foundations Stage (EYFS).

Procedures

- We ensure that the existence of our setting is advertised in places accessible to all sections of the community.
- We ensure that information about Playwam is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- Prospective parents are invited to visit our setting before registering with us. The registration paperwork can then be completed and a non-refundable registration fee of £30 paid.
- If we do not have space, if the parent wishes to defer their child's entry or if the child is not yet eligible to start with us, the child's name can be entered onto our waiting list. Our largest intake is in September but admissions are accepted at other times of the year subject to spaces being available.
- Children usually start with us once they turn two and a half years old, however admission at two years old is possible if spaces are available.
- Our waiting list is organised on a 'first come first served' basis. In addition, our policy may take into account:
  - the age of the child
  - the capacity of the setting to meet the individual needs of the child.
  - availability of places
  - ratios of staff to children as outlined in the EYFS
- Playwam offer funded places in accordance with national and local conditions in place at the time. Our fees and funding document is available on request.
- Playwam is welcoming and makes it clear that fathers, mothers, other relations and carers are all welcome.
- Playwam operates 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.
- We support children and/or parents with disabilities to take full part in all activities within our setting and the setting will, where possible, make reasonable adjustments to facilitate this.

- Playwam monitors the needs and individual circumstances of children joining the setting, to ensure that no accidental or unintentional discrimination is taking place and that reasonable adjustments are made as required.
- We adhere to our Inclusion, Equality and Diversity Policy.
- We offer a breakfast club to ensure that we accommodate a broad range of families' needs.
- Places are provided in accordance with the terms and conditions issued to every parent when the child takes up their place. Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.
- The relevant paperwork should be completed by the parents/carers before the child starts at the setting, including, but not limited to, terms and conditions, medical forms, record cards, permission forms, and getting to know you forms.
- Once a place has been accepted and the £200 deposit paid, parents must give a minimum of half a term’s notice. Failure to give this notice will result in their deposit not being refunded.