



# Admissions Policy

Windmills Opportunity Playgroup is registered with Ofsted URN 113835 and has no conditions or registration placed as an Early Years Provider.

The playgroup has 137.02 m2 available indoor space as specified and in accordance with Ofsted Indoor Space Ratios.

Our setting welcomes all families from the Leyland's Ward, Burgess Hill, and wider community.

Child must attend Windmills Opportunity Playgroup a minimum of 2 sessions per week

Our waiting list operates by offering places as they become available dependent on staff availability and staff ratios. We allocate available places using the following criteria:

- Children of siblings currently at Windmills Opportunity Playgroup
- Children whose main residence is within Leyland's Ward, Burgess Hill.
- Children who seek 30 hours free entitlement placement.
- Children with SEND (should this require inclusion funding this will be discussed with the family on an individual needs basis)

Parent/Carer will be advised of place decision the term prior to their child's agreed start date.

## Settling Policy and Procedure

Parent/carer will be invited to attend pre-arranged settling-in sessions prior to their child starting. We aim to facilitate a minimum of 3 settling-in sessions.

Parent/carer to be introduced to allocated key person at settling visit, set-up their child's Tapestry account and complete the 'All About Me' form electronically.

Key person to welcome child and family into setting and be the point of contact for.





## **Parental Involvement**

Parents are the most significant people in a young child's life, our setting intends to work with parents, supporting, encouraging, and reinforcing best practice and guiding or advising when parents ask for suggestions of ways of caring and coping with children.

We Will:

Ensure all parents know about our aims and policies including how to make a complaint.

Encourage parents to become actively involved in the setting, Give feedback on their child's progress, both informally at the end of session or through parent consultation with their child's key person.

Listen to parents' comments and opinions about their child's progress.

## **Information for Parents**

We will:

Provide parents with an electronic information pack when their child firsts, this welcome pack will provide parents with the following information: -

Name and address of the setting.

What we aim to provide

When the setting is open and the times it operates

Who to contact regarding fees charged.

## **Key Person System**

At the playgroup we operate a key person system to ensure that children, parents & carers can build up a professional working relationship.

The key person will be allocated soon after a child joins the playgroup and become a main point of contact. The nominated key person will keep an up-to-date developmental record using a child's individual learning journal. Plan and implement activities to meet the developmental needs of their key children.

Ensure equality of opportunity for all, encouraging children's self-help skills for example in toileting, feeding etc. Act as the first point of contact for parents / carers, in providing feedback on development and behaviour.

Reviewed 02 May 2023



