

**General Safeguarding and Welfare Requirement:**

**Information and records**

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

## **Admissions Policy**

### **Policy Statement**

It is our intention to make Hopscotch Playgroup accessible to children and families from all sections of the local community. We aim to ensure that all sections of the community have access to Hopscotch through open, fair and clearly communicated procedures.



### **Procedures**

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

- We ensure Hopscotch is widely advertised in places accessible to all sections of the community.
- We ensure that information about Hopscotch is accessible. Where possible we will try to provide information in Braille, or through signing or an interpreter.
- We arrange our waiting list in birth order. Consideration is always given to the capacity of the setting to meet the individual needs of the child. In addition, our policy may take into account:
  - the age of the child, with priority given to children who are eligible for the free entitlement - including eligible two year old children;
  - whether any siblings already attend the setting.
- Hopscotch and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Hopscotch 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.

- Hopscotch supports children and/or parents with disabilities to take part in all activities within our setting.
- We monitor the gender and ethnic background of children joining the group to consider whether our intake is representative of social diversity.
- We make our 'Valuing Diversity and Promoting Equality' policy widely known.
- We seek to make Hopscotch accessible to all, including looked after children and their carers. Therefore, we would be flexible regarding attendance patterns, periods of notice required and other matters as was necessary to individual circumstances.

This policy was adopted at a board meeting of Hopscotch Playgroup, held on the 5<sup>th</sup> September 2007.

Reviewed and amended 14<sup>th</sup> May 2013.

Reviewed and amended 13<sup>th</sup> May 2014

Reviewed 20<sup>th</sup> May 2015

Reviewed 25<sup>th</sup> May 2016

Reviewed and amended 24<sup>th</sup> June 2017