



Admissions Policy

It is our intention to make Romsey Mill Playgroup accessible to children and families from all sections of the local community and the Children’s Centre reach area. We aim to ensure that all sections of our community have access to the playgroup through open, fair and communicated procedures.

- Romsey Mill will ensure that the existence of playgroup is widely advertised within the community, and in accordance with our Equalities and Diversity Policy
- Parents must complete and sign a registration form before their child can attend
- We arrange our waiting list in birthday order. However, applications from regular users of Romsey Mill will be given first priority. Children can be offered places in Playgroup from the term after the child’s 2nd birthday.
- Romsey Mill Playgroup will keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We will keep a waiting list. Parents will be contacted by phone, in the first instance, as soon as a place becomes available
- We will ensure that the description of Romsey Mill Playgroup and its practices demonstrate how we treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English as an additional language
- We accept children in receipt of 2 year old and 3 year old funding. These Early Years Funded places will be offered in accordance with the code of practice from Early Years and Childcare Services and any local conditions in place at the time
- Romsey Mill Playgroup welcome fee-paying families and can accept childcare vouchers via their employers. Details are available on request.

A Unique Child	Positive relationships	Enabling environments	Learning and developing
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider context	