**Admissions Policy**

1. Introduction

Abbeymead Under 5’s is dedicated to providing high-quality early childhood education and care services in the local community. This Admissions Policy outlines the procedures and principles governing the admission of children to our playgroup.

2. Aims and Objectives

Our primary aims and objectives are as follows:

2.1. Equal Opportunities: To offer equal opportunities for all children, regardless of their background, ethnicity, religion, gender, or special needs.

2.2. Inclusivity: To create an inclusive environment that respects and celebrates diversity and individuality.

2.3. Transparency: To ensure a transparent and fair admission process for all families.

3. Eligibility

3.1. Age: Abbeymead Under 5’s admits children between the ages of 2 and maximum of 5 years.

4. Application Process

4.1. Application Form: Parents or guardians must complete an application form, providing accurate and up-to-date information about the child.

4.2. Registration Fee: A non-refundable registration fee is asked for upon submitting the application.

5. Admission Requirements

5.1. Emergency Contact Information: Parents or guardians must provide emergency contact information, including names and contact numbers of individuals authorised to collect the child.

5.2. Medical Information: A child's medical information, including allergies, dietary restrictions, and any necessary medications, must be disclosed.

6. Fees and Payments

6.1. Fee Structure: Details of fees, payment schedules, and any applicable discounts or subsidies will be provided to parents or guardians.

6.2. Payment Responsibility: Parents or guardians are responsible for ensuring that all fees are paid promptly.

7. Termination of Placement

7.1. Notice: If a parent or guardian wishes to terminate a child's placement, they must provide adequate notice as specified in the playgroup's termination policy.

8. Review and Amendments

This Admissions Policy will be reviewed annually and may be amended as necessary to ensure that it reflects current practice, legislative requirements, and community needs.

Abbeymead Under 5’s is committed to providing a welcoming and inclusive environment for all children and their families. Our Admissions Policy is designed to uphold principles of fairness, transparency, and equal access while prioritising the well-being and development of every child in our care.