



www.penhillplaygroup.org.uk

Admissions Policy

At Penhill Playgroup, children usually start their time with us during the term that they turn 3, although it may be possible to accommodate some children before this, depending on numbers. However, we are unable to accommodate any child under the age of 2½ years.

In order to maintain good health and safety standards, based on staff ratios, space and access to hygiene facilities, we can accommodate no more than 30 children per session, but prefer to limit this to 26, which we believe makes for a more positive experience for the children. Of these 26 children, no more than 6 per session will be under the age of 3.

We welcome parents/carers to visit the setting with their child to ensure a smooth transition into the group. You may stay as long and as often as it takes until your child is settled with us. We encourage you to visit on several occasions for short periods before the official entry date given for your child.

You will be required to complete a registration and parental responsibility form, a permission for emergency treatment form, a photography consent form and a list of people who have permission to collect your child from Playgroup, before your child starts. This list can be amended and updated at any time by yourself. We have a password system in place for use when someone unknown to us is due to collect your child with your permission and this will be explained to you, if, and when the situation arises.

When your child starts at Penhill Playgroup, we ask you to fill in a "Getting to Know You and Your Child" document, which gives us some information about your child and family circumstances, to enable us to work with you and understand and plan for your child's needs and interests during their time here.

In order to claim Free Entitlement Funding, we need to see an original birth certificate or passport for the child and you will be required to fill in and sign the West Sussex Free Entitlement Funding Declaration Form. For the 2 year old Free Entitlement Funding, we will also need to know your unique 5 digit reference number, which should be on your award notice and for the 30 hour Extended Free Entitlement, we will need to know your eligibility code, which must be applied for the term before you intend to start using it. Please see our Funding and Fee Paying Policy for more information.

We are inspected regularly and a copy of our most recent inspection report, along with copies of all our policies and procedures are always available for you to look at. Our registration certificate is permanently displayed on our noticeboard in the hall.