Clybiau Llywodraethwyr a Chylch Chwarae
Gresffordd Gresford
Governors' Clubs and Playgroup

Admissions Policy

Equality Act Impact Assessment	YES	NO	Ionawr 2025
Last Review Date	May 2026		
Date to be reviewed	May 2027		
Date Adopted by Management Committee	10.06.2026		
Responsible Individual - Mr Richard Hatwood			
Chair of Management Committee – Mrs Jan MacDonald			

1. Purpose

The purpose of this policy is to establish a clear, fair, and inclusive admissions process for children applying to GGCP. GGCP is committed to complying with relevant legislation, including the Equality Act 2010, the Children Act 1989, and Welsh Government National Minimum Standards, ensuring that all eligible children have an equal opportunity to access quality early years care and education.

2. Scope

This policy applies to all applications for admission to GGCP. It covers criteria for entry, priority arrangements, waiting list management, and communication with parents and carers regarding admissions decisions.

3. Policy Statement

GGCP is committed to:
- Providing an accessible and welcoming environment for all children and families.
- Operating an admissions process that is fair, transparent, and compliant with relevant legislative requirements.
- Ensuring that decisions about admissions are made in a non-discriminatory manner, promoting equal access to early years provision.

4. Legal and Regulatory Framework

This policy aligns with:
- The Equality Act 2010
- The Children Act 1989
- Welsh Government National Minimum Standards for regulated childcare

5. Admission Criteria

GGCP operates an inclusive admissions policy and does not discriminate based on race, ethnicity, religion, culture, gender, disability or social economic background. Admission priority is given based on the following criteria:

1. Children with Additional Needs: Priority is given to children who require additional support, ensuring inclusivity for children with additional learning needs or disabilities.
2. Looked After Children: GGCP prioritizes applications from children in care or who have previously been looked after by a local authority.
3. Siblings: Preference is given to children who have siblings currently attending GGCP to support families.
4. Proximity to GGCP: Where places are limited, priority may be given to children living in closer proximity to GGCP to support community access.
5. Date of Application: Places are then allocated based on the date of application, giving priority to those who applied earliest.

6. Registration and Application Process

6.1 Registration
- Parents and carers interested in applying for a place at GGCP must complete a Registration Form, providing details about the child and any specific requirements (e.g., allergies, additional learning needs).
- GGCP staff are available to provide support with the registration process and answer any questions parents or carers may have about the setting.

6.2 Application Process
- Applications will be reviewed in accordance with the admissions criteria. Parents and carers will be notified of the outcome within four weeks of submitting a completed application.
- GGCP will offer places based on available capacity. If a place is offered, parents or carers must confirm acceptance within two weeks to secure the child’s place.

6.3 Waiting List
- When GGCP reaches capacity, a waiting list will be maintained. Children on the waiting list will be offered places based on the admission criteria and in the order they were added to the list.
- GGCP will inform parents or carers of their child’s position on the waiting list upon request and update them when a place becomes available.

7. Equal Opportunities and Non-Discrimination

GGCP is committed to ensuring equal access to its services, and the admissions process operates in compliance with the Equality Act 2010:
- GGCP does not discriminate against children based on race, religion, cultural background, gender, disability, or family circumstances.
- Reasonable adjustments will be made to accommodate children with disabilities or additional learning needs, promoting an inclusive environment.

8. Allocation of Places for Children with Additional Needs

GGCP values inclusivity and will take reasonable steps to support children with additional learning needs or disabilities:
- Parents or carers of children with additional needs are encouraged to share information about any required support or adjustments during the application process.
- GGCP will work with parents, carers, and relevant professionals to create Individual Development Plans (IDPs) where appropriate, ensuring a supportive environment for each child.

9. Admission of Children from Vulnerable Families

GGCP is committed to supporting vulnerable children and families, including:
- Looked After Children: Children in the care of the local authority will be prioritized for admission.
- Children from Low-Income Families: GGCP works to provide information on funding options for eligible families, ensuring that financial circumstances do not limit access.

10. Deferred and Part-Time Admissions
GGCP recognizes that some children may benefit from a gradual or part-time start:
- Parents and carers may request part-time attendance or deferred entry if they feel their child would benefit from a more gradual transition.
- GGCP will work collaboratively with families to determine the best approach based on each child's readiness and individual needs.

11. Parental Responsibilities
Parents and carers are responsible for:
- Providing accurate and up-to-date information on their child's registration form, including any medical needs, allergies, or special requirements.
- Informing GGCP of any changes to contact details, medical information, or emergency contacts.
- Supporting GGCP's policies and procedures, including attendance, health and safety, and sun safety practices.

12. Appeals Process

If an application for admission is declined, parents and carers may request an appeal:
- Appeals should be submitted in writing to the Chair of Trustees within ten working days of receiving the admissions decision.
- The appeal will be reviewed by an impartial member of the Board of Trustees who was not involved in the initial decision.
- GGCP will provide a written response to the appeal within ten working days, and the decision at this stage is final.

13. Record-Keeping and Confidentiality

GGCP will maintain secure records of all admissions, registration forms, and related documents in compliance with the Data Protection Act 2018:
- All personal data collected during the admissions process will be treated confidentially and only shared with relevant staff members.
- GGCP will store records securely and in line with data protection requirements, retaining them only as long as necessary.

14. Policy Review

This policy will be reviewed annually by the Board of Trustees or sooner if required by changes in legislation, Welsh Government standards, or GGCP's practices. Any updates will reflect the latest legal requirements and best practices in admissions.

15. Compliance with Welsh Government and CIW Standards

This policy complies with:
- Welsh Government National Minimum Standards for regulated childcare
- The Children Act 1989
- The Equality Act 2010
- The Data Protection Act 2018

16. Contact Information

For further information about admissions or to request a registration form, please contact:
- Admissions Officer: Mrs Lisa Halsall. (01978 852342 or Playgroup@allsaints-pri.wrexham.sch.uk)