

**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.



## **10.2 Admissions**

### **Policy statement**

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

### **Procedures**

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- When allocating intake for September existing children and their current sessions will be allocated first. Any children on the waiting list will have any remaining sessions in the following order.
  - LAC
  - SEN
  - Children whose parents have opted in to make voluntary contributions
  - The length of time on the waiting list.
  - Siblings currently attend the setting
  - The vicinity of the home to the setting nearest first
  - The age of the child, oldest child first
- We will offer 2 year funding and 30 hours funding but in the event of Pre-school having more children apply for places than spaces available we reserve the right to restrict the

number of funding hours offered. In this instance we will limit funded hours to enable us to offer more children spaces.

- Preschool reserve the right to limit funded sessions to 2 per week for children whose parents opt out of making any voluntary contributions.
- the capacity of the setting to meet the individual needs of the child.
- In the event of more children requiring spaces than available Preschool reserve the right to limit the number of sessions to 2 per child.
- Preschool reserves the right to limit sessions for any child in order to ensure Preschool remains financially viable.
- We offer funded places in accordance with the Code of Practice and any local conditions in place at the time.
- Funding hours are allocated to sessions first with any remaining hours being allocated to lunch clubs.
- Children are required to attend 2 sessions on separate days. Single sessions/days are not offered.
- From January 2024 we will charge all children joining the setting a one off non-returnable £35 registration fee. (This is not chargeable if the child applying is entitled to government funding for their sessions).
- Session charges will be reviewed annually by the committee. Written confirmation of charge increases will be issued in advance. In the event of absence (e.g. sickness or holiday) fees cannot be refunded.
- If a child leaves the setting we require a minimum of one month notice in writing. Where less than this amount of notice is given parents/carers must pay fees in lieu of notice for the balance of the notice period.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our setting 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.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.

- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

This policy was adopted by

*(name of provider)*

On \_\_\_\_\_

*(date)*

Date to be reviewed \_\_\_\_\_

*(date)*

Signed on behalf of the provider \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair, director or owner) \_\_\_\_\_

#### **Other useful Pre-school Learning Alliance publications**

- Seasonal Hello Posters (2006)