

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.



Admissions Policy

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. We offer sessions on a first come, first served basis. We encourage parents to think ahead of sessions they wish to increase to in order to avoid disappointment at a later date.

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- As a general rule we encourage children to attend at least 2 sessions per week for consistency, however we are adaptable in instances where a child may start on one session per week initially as part of a stretched settling or whilst awaiting funding to start in the next term. *We do not want the financial impact of having to pay for two sessions per week to delay a child starting whilst waiting for funding.* Your child will need to be taking up at least two sessions once funding is available.
- We arrange our waiting list in order of when the child is registered with us. In addition, our policy may take into account:
 - eligible two year old children who we have received contact from County for immediate placement or in receipt of 2yr Free Entitlement;
 - Children with social services involvement or child protection cases.
- We offer funded places in accordance with the Code of Practice and any local conditions in place at the time. We accept FE, extended funding for children age 2 and above.
- 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 – *See SEND policy and procedure and Inclusion Policy.* Adaptions are made in line with every child's needs to ensure they are able to use our facilities appropriately.

- We monitor the needs, beliefs 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.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children. We will discuss with parents if we feel attendance patterns are affecting a child's ability to fully participate in preschool life and impact relationships with peers.

This policy was adopted by

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