

## **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 advertised locally in places accessible to all sections of the community. These include our own website and Suffolk Infolink.
- 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.
- We arrange our waiting list in birth order from the date the application was received.

Priority is given on the following basis:

- I. 3 and 4 year old funded children.
- II. 2 year old children eligible for funding; taking into consideration the suitability of our setting's suitability for young 2 year olds who may for example, still need a sleep.
- III. 2/3 year old children on private fees who are not yet eligible for funding (term after 3<sup>rd</sup> birthday).
- IV. If there are spaces left, sessions may be allocated to fee paying children who use their funding at another setting.

NB: Children are required to attend a minimum of 2 sessions per week (6 hours a week)

In addition, our policy may take into account:

- whether any siblings already attend the setting; and
  - the capacity of the setting to meet the individual needs of the child.
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- We offer funded places in accordance with the Code of Practice for Suffolk County Council Early Years and any local conditions in place at the time.
  - 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.
- 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.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

This policy was adopted by	FIRST STOP PRESCHOOL	<i>(name of provider)</i>
On	26 June 2018	<i>(date)</i>
Date to be reviewed	SUMMER TERM 2021	<i>(date)</i>
Signed on behalf of the provider	Sarah Banham	
Name of signatory		
Role of signatory (e.g. chair, director or owner)	Chair	

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

- Seasonal Hello Posters (2006)