



### **General 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 arrange our waiting list in date of birth order. In addition, our policy may take into account the following
  - siblings already attending the pre-school.
  - length of time on the waiting list
- No more than:
  - Attimore Barn Pre-School - 32 children may attend at any one session.
  - The Commons Pre-School – 24 children may attend at any one session
  - Tewin Tots Pre-School – 14 children may attend at any one session
- Children can be admitted when they reach 2 years old (*18 months at Tewin Tots only*), dependent upon the availability of space, and readiness of the individual child to stay happily within the group. A child can remain with us until the term before his or her 5th birthday.
- Due to the school admissions policy of all children starting school in the year that they are 5 most
- children start with us during the Autumn term. We are unable to keep places open for those children
- who have either a Spring or Summer birthday. However, they are given priority should places become available and usually can have the sessions of their choice in the following Autumn term.
- Children may attend our Pre-School for between 1 and 5 sessions per week, although we strongly recommend at least 2 sessions per week, as less than this does not give enough continuity for a child to settle adequately within the pre-school.
- The pre-school is open to every family in the community; We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.

- Parents/carers are encouraged to visit with their child shortly before admission is due, usually in the form of a formal Stay & Play visit. All families are also offered a Home Visit.
- We are happy for parents/carers to stay with their child if necessary for all or part of the child's first session or two. We operate a flexible admissions procedure and, where appropriate, a child may attend for brief periods at first; gradually building up to a full session.
- All three and four year olds are entitled to 15 hours of free early education for 38 weeks of the year. This applies until they reach compulsory school age (the term following their fifth birthday). We require families to provide us with proof of the child's date of birth in the form of a birth certificate or passport, as well as completing a Parent Declaration Form, which confirms how many hours we should claim for your child, taking in to account any hours being claimed at additional settings such as Day Nurseries or Childminders.
- Free early education for two year olds is a funded scheme which allows *some* children to access a place in a pre-school, nursery or with a childminder for 15 hours per week, 38 weeks per year. Eligibility for 2 Year Old funding is dependent on a number of factors and eligibility can be checked very simply online. Please speak to us for more details. Again, we require families to provide us with proof of the child's date of birth in the form of a birth certificate or passport, as well as completing a Parent Declaration Form, which confirms how many hours we should claim for your child, taking in to account any hours being claimed at additional settings such as Day Nurseries or Childminders.
- Relevant dates of birth for Free early education for two, three and four year olds is as follows:
  - children born in the period 1 January to 31 March, will be funded from the start of term beginning on or following 1 April after the child's second or third birthday respectively
  - children born in the period 1 April to 31 August, will be funded from the start of term beginning on or following 1 September after the child's second or third birthday respectively
  - • children born in the period 1 September to 31 December, will be funded from the start of term beginning on or following 1 January after the child's second or third birthday respectively
- If a child is to leave our setting before moving on to school, or to reduce the number of sessions attended, parents must give at least four weeks' notice of the leaving date in writing. Fees will be payable (or grant claimed by us), until that date.
- All of our Policies & Procedures, including our equal opportunities policy, are available to view at the setting and we have CD Rom available for parents/carers to take home and access upon request.
- We are flexible about attendance patterns and wherever possible accommodate the needs of individual children and families.
- If your child has not attended Pre-school for 3 weeks without any explanation we reserve the right to offer their sessions to another child after contacting you and discussing the situation
- 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, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We can provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.

- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.
- 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.

This policy was adopted at a partnership meeting

between

Tina Covill & Claire Mason

Held on

13/12/2013

Signed on behalf of the Setting Managers

Claire Attfield (AB), Lisa Lester (TC) &  
Laurie Marks (TT)

Review date	Manager Signed	Next Review date
13/6/2014		
13/12/2014		