



Admissions Policy

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.

Policy Statement

It is our intention to make our setting accessible to children and families from all sections 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

1. We ensure that the existence of our setting is advertised in places accessible to all sections of the local community.
2. We ensure that information about our setting is accessible, in written and spoken form. We will provide translated written materials where language needs of families suggest this is required, as well as access to an interpreter. Where necessary, we will try to provide information in Braille, or through British Sign Language.
3. We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
4. We describe our setting and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including child minders.
5. We describe how our practices treat 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 language.
6. We describe how our practices enable children and/or parents with disabilities to take part in the life of the setting.
7. We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
8. We make our Equal Opportunities Policy widely known and it is accessible within our policy file.
9. We consult with families about the opening times of the setting to ensure we accommodate a broad range of families needs.
10. 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, within setting opening times. Our opening times are 9.00am to 1.30pm

Tuesday – Wednesday, 9.00am – 3.00pm Thursday – Friday.

11. From September 2017, we will limit places available to 16 children per session, with 4 additional places available to support families with need (see 13). It is the intention of the pre-school to continuously improve the quality of the provision provided through provision of high quality child and adult led activities and play, and to further improve our outdoor learning.
12. We will operate a waiting list for January and Easter starters. Our policy may take into account the following; whether the child received 2 years or Early Years Funding, the vicinity of the home to the setting and siblings already attending the setting.
13. We welcome children aged 2 to 5 years of age. At the discretion of the Leader and Management Committee, limited places will be available for children aged 1 years old, where staff to child ratios allow and places exist. This will be in direct response to a families need for additional support. For example:
 - to support parental access to programs and activities provided by the Children's Centre i.e. wellbeing groups/provision, Domestic Abuse support provision, Incredible Years etc
 - to support families in times of difficulty, where providing a place at pre-school will have positive impact on the well-being of the child
 - to allow a parent to return to work where no other childcare is available

The Equality Act (2010)

EYFS (2014)

This policy is reviewed annually, or as deemed necessary.

Policy reviewed and updated.....(date)

Signed.....