

## **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.
- We arrange our waiting list in birth order. In addition, our policy may take into account:
  - the age of the child, with priority given to children who are eligible for the free entitlement – including eligible two year old children;
  - whether any siblings already attend the setting;
  - the vicinity of the home to the setting;
  - children who will be attending Enstone Primary School
  - the capacity of the setting to meet the individual needs of the child; and
  - the length of time on the waiting list.

Up to 16 children aged 2 to 5 years are welcome to attend any one session, and can be left in our care. No more than 12 of these places may be taken by a child under 3.

All sessions must be pre-booked. Booking forms are issued to every eligible child on our bookings/waiting list, annually in June/July and places allocated for the forthcoming academic year commencing September. We try to be as flexible as we can when allocating places and families can discuss individual termly needs with our 'bookings officer' at any time.

'Annual' bookings help ensure that every child who wishes to join Enstone Pre-School, will be able to benefit from our care and educational curriculum by attending our sessions for at least two full academic years prior to starting school, whilst also giving us an indication of future demand.

Any vacant places will be advertised at the end of Terms 2 and 4, when applications can be made for the forthcoming terms. If places are, or look like being oversubscribed, we will try to accommodate these bookings by opening additional sessions whenever possible and if financially viable.

We always endeavour to meet demand for Pre-School places, but it may at times be necessary to limit the number of Pre-School sessions each child is allowed to attend.

All booked sessions must be paid for, even if a child is unable to attend. Our only exception is hospitalisation. Should a family wish to cancel any 'fee paying' sessions and /or lunch clubs, they must give at least one months notice. If less than one months notice is given and we are unable to fill the place, then payment will be required in lieu of notice.

- We offer funded places in accordance with the Code of Practice for Oxfordshire County Council 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 consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- 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.

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

- Seasonal Hello Posters (2006)