

## **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.

### **10.1 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 date of 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 or have attended the setting;
  - the capacity of the setting to meet the individual needs of the child.
- Children may attend 2- 5 sessions a week
- Only under exceptional circumstances may children attend only 1 day a week.
- Children are admitted the half term after they reach 2 years 9 months dependent on availability of space.
- A limited number of children can be admitted from 2 years 6 months at the discretion of the supervisor.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- Due to the school admissions policy of all children starting school in the year that they are 5 most children will start with us in the Autumn term. We are unable to keep places open for those children who have a spring or summer birthday. However these children are given priority should places become available and can usually have the session of their choice the following Autumn term.
- When place has been offered the parent/carer is required to formally accept and sign a contract agreeing to the days and start date outlined in the offer.
- Having signed the contract if the parent/carer alters the start date or reduces the number of allocated days they will be liable for half a terms fees.
- If a parent/carer wishes to increase the number of days allocated they will have priority from the following September. Should they wish to increase the number before then the child's name will be added to the waiting list and accommodated should a place become available.

- Fees are charged on a termly basis and payment should be made within 2 weeks of receipt of invoice.
- Note**
- An administration fee of £10 will be made for late payment.
  - No refund is given for absence, except in the event of a severe prolonged illness of the child. This needs to be supported by a certificate or letter of treatment from the treating doctor and would need to be at the discretion of the committee.
  - If families are having difficulty making their payments they can speak to the supervisor, in confidence who will attempt to accommodate requests for alternative payment methods.
- Children can only be accommodated on their allocated days to ensure staff ratios are correct.
  - If a child is to leave our setting before moving to school, parents must give at least a half terms notice of the leaving date in writing. Fees will be payable (or grant claimed by us) until that date.
  - If a child has not attended the setting for 2 weeks without any explanation we reserve the right to offer their place to another child. We will attempt to make contact during this 2 week period.
  - We reserve the right to consider applications for priority admission over our normal waiting list.
  - We reserve the right to offer places to up to 2 funded two year old children, providing spaces are available.
  - We reserve the right to keep a place vacant, if this is financially viable, to accommodate an emergency admission.
  - Our equal opportunities policy is available on the website and in the parent's policy folder.
- 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.

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

- Seasonal Hello Posters (2006)