



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.

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. However due to a limited number of places we will prioritise families based on the following criteria:

Procedures

- **Admissions will be decided in the January before the new academic year, any registration forms submitted after January will be added to the waiting list if the admission list is already full.**
 - 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 will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
1. Date of application
 2. We arrange our waiting list in birth order
 3. the vicinity of the home to the setting; and
 4. siblings already attending the setting; and
- 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 make our Valuing Diversity and Promoting Equality Policy widely known.
- 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.
- Sessions may be limited to 3 per week for children who are not due to start primary school until the following academic year, depending on numbers.
- Those with summer term birthdays may have to wait until the autumn term to start depending on numbers.
- Sessions are limited to 5 per week depending on how busy the Pre School is.
- We try to give 6 sessions to children in need and children in care if they request them.
- If there is space and we have no waiting list we will take children on for an additional session over the 15 hours entitlement. Parents/Carers are welcome to pay for these sessions or apply for the extended funding. We may be able to give extra sessions for a short amount of time, if we are busy. Please enquire for details.
- There is a registration fee of £20 to cover the cost of admin. This must be paid when the registration form is completed and handed in to the Pre-School Leader. This fee is non-refundable if you decide not to send your child to Pre-School.
- For those that decide to leave us during our school year, we will require 4 weeks notice. Therefore, funding will be claimed and/or you will be charged for the 4 weeks' notice period. Likewise if you decide to drop sessions this will also require 4 weeks' notice.

This policy was adopted at a meeting of Abbotsham and Alwington Pre-school

Held on (date) _____

Signed on behalf of the Pre-school _____

All policies are reviewed at least annually, updated if necessary, and signed at our Annual General Meeting.