

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 offer funded places in accordance with the List of Providers.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- 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.
- 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 welcome any families wishing to visit our setting before applying and request that parents contact the admissions officer to arrange this.
- We advise families to submit applications as soon as possible. Applications received less than half a term in advance of the requested start date will be considered after applications received prior to this date (only term time weeks will count when calculating this period). Depending on the circumstances of the pre-school we may reconsider strict application of this priority order.
- Each admission application will be considered on an individual basis. We must advise that being on our waiting list does not guarantee you a place at the Pre-school. Admission priority is given in the following order set out overleaf:-

1. 3 and 4-year old children in receipt of Early Education Funding, up to a maximum of 15 hours per week, with priority given in the following order:
 - a) Children who have a sibling who has previously attended, or who is currently attending St Mary's Preschool, in date of birth order.
 - b) Children who live in the IP4 postcode, in date of birth order.
 - c) Children who have a sibling attending a school in the IP4 postcode, in date of birth order.
2. 2-year old children in receipt of Early Education Funding, up to a maximum of 15 hours per week, with priority given in the following order:
 - a) Children who have a sibling who has previously attended, or who is currently attending St Mary's Preschool, in date of birth order.
 - b) Children who live in the IP4 postcode, in date of birth order.
 - c) Children who have a sibling attending a school in the IP4 postcode, in date of birth order.
3. All other 3 and 4 year old children in receipt of Early Education Funding, in date of birth order.
4. All other 2 year old children in receipt of Early Education Funding, in date of birth order.
5. Children who will be turning 3 during their first term and who will become eligible for Early Education Funding the following term, with priority given in the following order:
 - a) Children who have a sibling who has previously attended, or who is currently attending St Mary's Preschool, in date of birth order.
 - b) Children who live in the IP4 postcode, in date of birth order.
 - c) Children who have a sibling attending a school in the IP4 postcode, in date of birth order.
 - d) All other children will be turning 3 during their first term and who will become eligible for early education grant funding the following term, in date of birth order.
6. Children who are 2 ½ years old or over at the start of their first term, with priority given in the following order:
 - a) Children who have a sibling who has previously attended, or who is currently attending St Mary's Preschool, in date of birth order.
 - b) Children who live in the IP4 postcode, in date of birth order.
 - c) Children who have a sibling attending a school in the IP4 postcode, in date of birth order.

d) All other children who are 2 ½ years old or over at the start of their first term, in date of birth order.

7. All other children who turn 2 ½ years old during the term, with priority given in the following order:

a) Children who have a sibling who has previously attended, or who is currently attending St Mary's Preschool, in date of birth order.

b) Children who live in the IP4 postcode, in date of birth order.

c) Children who have a sibling attending a school in the IP4 postcode, in date of birth order.

d) All other children, in date of birth order.

- If you are moving into the area, your new postcode can count from the point that contracts are exchanged.
- 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 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 families' needs.
- We offer an induction programme which is tailored to meet the needs of the individual family. All parents are contacted regarding the induction process (email is our preferred method of contact). If you are not able to attend your child's induction, please let us know and we will make every effort to arrange a mutually convenient time. All children will be inducted before starting pre-school.
- If a parent does not attend any of the inductions offered or does not make contact with us within 1 week of the missed inductions, we will contact you and allow you 1 week to confirm that you still want your place and to rearrange an induction. If we do not hear from you within the 1-week period we reserve the right to reallocate the place to another child.
- We advise that children attend a minimum of two sessions per week. This is to ensure that children settle as easily as possible and so that staff can get to know your child.
- 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. We are not able to hold spaces open for extended periods of time.
- If you intend your child to be absent for more than two consecutive weeks, you will need to inform us in writing, and your child's place will be held / withdrawn at the discretion of the Pre-school.
- If a child does not attend pre-school for more than two weeks, without notifying the pre-school, we will attempt to make contact with the parents/carer by tapestry, telephone, email or letter. If we receive no response the place will be reallocated.

- As a flexible employer, we aim to support the childcare needs of our staff and committee. In the event of oversubscription, we reserve the right to offer places to children of staff and existing active committee members, in order to facilitate their work/life balance and to enable them to continue to work for the Pre-school. This employee benefit is offered on the condition that the child's attendance within the setting does not impact the ability of the staff member to carry out their duties. This will need to be agreed and sanctioned by the Pre-school Committee.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

Session changes

- Once sessions have been allocated, any changes requested will be at the Pre-school's discretion. We cannot guarantee sessions changes.

Allocation of Additional Sessions for Existing Children

- Our main intake is in September. Vacancies may not be available at other times of the year.
- When we have vacancies available, letters will usually be sent out in the week prior to the half term holiday to give parents to the opportunity to request sessions for the following term. Any requests received after the return date specified on the letter will be considered after those received on time.
- Every effort is made to accommodate preferences, however no guarantees can be given that parents/carers will be given their first choice of sessions.
- Applications are considered on an individual basis. Extra sessions are usually allocated in the following order:
 - Children in receipt of Early Education Funding for 3 and 4-year olds, up to a maximum of 15 hours per week.
 - Children in receipt of Early Education Funding for 2-year olds, up to a maximum of 15 hours per week.
 - All children paying for sessions, in date of birth order.
- Parents/carers will be informed in writing of all the sessions allocated to their child, after the specified return date on the change of session form.

This policy was adopted at a meeting of

St Mary's Pre-school

Held on

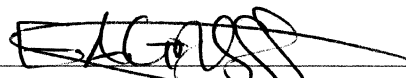
13 November 2018

Date to be reviewed

November 2019

Signed on behalf of the management
committee

Name of signatory


ELIZABETH GRIEGS

Role of signatory (e.g. chair/owner)

Chair