



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 the length of time on the waiting list;
 - whether any siblings already attend the setting; and
 - the capacity of the setting to meet the individual needs of the child.
- We offer funded places in accordance with Local Conditions of Funding the Early Years Entitlement for 2,3 and 4 Year Olds (Devon County Council) and any other current local conditions.
- 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 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.

The Admission Process.

Parents and carers wishing their children to attend pre-school are asked to fill out an application form.

- The child is then placed on our waiting list, which is arranged in birth order.
- We admit children once they are 3 years old. Usually children start at the beginning of the term after their third birthday (when they become eligible for Early Years Entitlement funding), but they may start earlier if the parents wish to pay fees.
- Parents of children on the waiting list are contacted during the term before the child is due to start. We understand that many parents need to know if their child has a place in advance, due to work and family commitments, so we endeavour to confirm places during the second half of the term before the child starts.
- We accept later applications if we have spaces.
- In case of over-subscription we follow these basic guidelines:
 - Priority is given to 3 year olds eligible for Early Years Entitlement who do not already have a place at an early years setting. We aim to offer at least 2 sessions per week to new 3 year olds if requested.
 - More sessions per week may be available if requested, depending on availability.

Children already attending the pre-school may increase the number of sessions if places become available

All parents and carers of children starting pre-school are given an Information Pack before their child starts. This contains information about the pre-school and our policies. They are asked to fill in our registration form and provide proof of their child's date of birth. Parents are also asked to provide at least 2 emergency contact numbers.

This policy was adopted by	St Matthew's Community Pre School	<i>(name of provider)</i>
On	27 March 2014	<i>(date)</i>
Date to be reviewed	March 2015	<i>(date)</i>
Signed on behalf of the provider	<hr/>	
Name of signatory	Amy Carey-Jones	
Role of signatory (e.g. chair, director or owner)	Chair	

Other useful Pre-school Learning Alliance publications

- Seasonal Hello Posters (2006)