

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 using OCC Family Information Directory, Window on Wallingford Publication, our website and our social media sites.
- We ensure that information about our setting is accessible and provided in written and spoken form.
- We will provide translated written materials where language needs of families suggest this is required, as well as access to an interpreter. Where necessary, we will try to provide information in Braille, or through British Sign Language.
- We arrange our waiting list Form, which are sent out around Easter to allocate places for the following academic year. In addition, Priority for sessions is given as follows:
 1. Children already attending Paddocks who are continuing with existing sessions.
 2. Children with Special Educational Needs and Disabilities or looked after children (within the catchment area).
 3. Children in receipt of 15 hour 2 or 3/4 year old funding (within the catchment area).
 4. Those who will have siblings attending the setting when the child will attend the sessions.
 5. Those whose parents/carers are committee members.
 6. The vicinity of the home to the setting, i.e. those living within the river and the Wallingford ring road.
 7. On a first come, first served basis.
- If sessions are not used routinely over a period of one half term (6-8 weeks) then Paddocks reserves the right to allocate the place to another child on the waiting list.
- A notice period of one half term is required for the decrease or discontinuation of sessions at Paddocks.

- We are a community preschool setting. We do not offer *extended 15 hours* funded places. This is reviewed on an annual basis by the committee.
- We take two year olds from their second birthday, where practical, and have a maximum of eight two year olds per session.
- We keep a place vacant if this is financially viable, to accommodate the emergency admission of a vulnerable child.
- Our setting and its practices make it clear that it welcomes fathers, mothers, other relations and other carers, including childminders.
- Our practices treat each child and their family fairly, having regard to their individual needs.
- Our practices enable 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 preschool to ensure that our intake is representative of social diversity.
- We consult with families about the session times of the setting to ensure we accommodate a broad range of families' needs. We do, however, have a minimum 2 session requirement.
- 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.
- Our Valuing Diversity and Promoting Inclusions & Equality Policy (9.1) is available in the office and on our website.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

This policy was adopted at	<u>Paddocks Pre-school</u>	<i>(name of provider)</i>
In	<u>May 2020</u>	<i>(date)</i>
Date to be reviewed	<u>Summer Term 2021</u>	<i>(date)</i>
Signed on behalf of the provider	<u>ASmith</u>	
Name of signatory	<u>Alex Smith</u>	
Role of signatory (e.g. chair, director or owner)	<u>Chair</u>	

Other useful Early Years Alliance publications

- Seasonal Hello Posters (2006)

<p>Staff Signatures (LG, LG, SL, SJ, LW, CM, JC, GP, SH)</p>
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