

## **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 date of application, we work on a first come first served basis. In addition, our policy may take into account the following:
  - the vicinity of the home to the setting; and
  - siblings already attending the setting.
  - birth date of the child.
  - sessions requested at the pre-school.
- We offer funded places in accordance with the Code of Practice for and any local conditions in place at the time.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- 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. 30 hour funded places may be available to eligible children between the hours of 0845 and 1515. All Early Drop Off and After School Club hours are payable.
- A non-refundable consumables charge of £30.00 will be charged on application. This is an annual fee for all families and because it is paid on application will not be applied to your first invoice.
- The Little Acorns After School Club admissions policy is in line with that of the Colleton School After School club admissions policy.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

This policy was adopted by	Little Acorns	<i>(name of provider)</i>
On	24 <sup>th</sup> February 2021	<i>(date)</i>
Date to be reviewed	January 2022	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Samantha Davies	
Role of signatory (e.g. chair, director or owner)	Secretary	

#### **Further resources**

- Seasonal Hello Posters (Pre-school Learning Alliance 2006)