

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.

10.1 Admissions

Policy statement

It is our intention to make our setting accessible to children and families from all sections of the local community through open, fair and clearly communicated procedures.

Procedures

- We advertise our setting by being listed locally in Dentons directory and Ripples magazines and online with links to our website through Glos Families Directory, The Fairford Website, Yell, 118118.com and Fairford Town Council.
- We keep our website up-to-date and ensure that information about our setting is accessible. We have a printed Prospectus available from our setting.
- We will try to 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 operate the following admissions procedure:

- We take children once they have had their third birthday up to the end of the academic year in which they turn 4.
- We reserve the right not to take new starters after April if they are going to be starting school in September but will make exceptions for any child that moves to the area, if we have sessions available.
- We have three intakes of children a year, September, January and April. Application to Join forms are kept in the foyer or can be downloaded from our website. Once a completed form is received the administrator will write/email/phone acknowledging receipt of the form indicating when we will be in touch again. Parents will be asked whether they would like their child to attend as soon as they turn three or once they are able to obtain the free funding entitlement. The form will then be put on the relevant waiting list depending on when they will start.
- The term before a child is able to start the administrator will contact the parents using the details on the form to discuss availability of sessions and to book the child in.
- For children starting with us after the start of September 2016 we reserve the right for children to attend at least 2 sessions per week.
- A visit/induction evening and start date are arranged and confirmed by letter.
- A Registration form including consents is also sent to the parents to fill in and return before the child starts.
- A one-off £20 Starter fee is requested from all children. We are aware that we cannot insist on payment for this from those children who are starting as soon as they receive the free funding entitlement and for

less than 15 hours a week but we would ask that they pay voluntarily. We are a charity and rely on parental support. This fee will go towards a starter pack which includes a T-shirt, book bag and welly bag.

- Children with special needs are given individual consideration and at the discretion of the staff and committee may be given a place as a priority before those already on the waiting list.
- Our setting welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe how our practices treat 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 how our practices enable children and/or parents with disabilities to take part in the life of the setting.
- We make our Valuing Diversity and Promoting Equality Policy widely known by putting it on our website.
- We are flexible about attendance patterns to accommodate the needs of individual children and families when settling in, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children. We also find that children benefit in all areas if they attend regularly.
- We do not discriminate against children wearing nappies and are happy to support potty training at Pre-School.

This policy was adopted at a meeting of	Fairford Pre-School	<i>(name of provider)</i>
Held on	21/5/08	<i>(date)</i>
Date reviewed	28/11/17	
Date to be reviewed	28/11/20	
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	