

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 Haslingfield Little Owls accessible to children and families across our local community. We aim to ensure that everyone in our community has access to the setting through open, fair and clearly communicated procedures. Inclusivity is a high priority to us.

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to everyone within 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 by taking account of
 - the length of time on the waiting list;
 - the age of the child, with priority given to children who are eligible for the free entitlement – including eligible two year old children;
 - whether any siblings already attend the setting;
 - the number of days the child will attend;
 - the vicinity of the home to the setting;
 - the capacity of the setting to meet the individual needs of the child.
- We offer funded places in accordance with the Code of Practice for Cambridgeshire County Council and any local conditions in place at the time.
- 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 a 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.
- A minimum of two sessions a week is required for each child to obtain a place in our setting allowing space to be provided to others.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

This policy was adopted by

Haslingfield Little Owls Preschool CIO

On October 2019 (date)

Date to be reviewed October 2020 (date)

Signed on behalf of the provider

Name of signatory Suzy Offord

Role of signatory (chair) Chair

Haslingfield Little Owls CIO

Charity Number: 1174884

EY: EY555580

Policy reviewed: October 2019