

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.

Playpen Pre-school

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. 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 and provided in written and spoken form, where appropriate, provided in different community languages and in other formats on request.
- We arrange our waiting list in birth order. In addition, if over-subscribed our policy may take into account the following-
 - siblings who have already attended the setting.
 - the vicinity of the home to the setting; and
 - The date the child was registered on the waiting list
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We have a minimum session requirement of two sessions per week/ attendance on at least two separate days, this is in the best interest of the child and allows them to settle and integrate well into the group.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers.
- 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 gender and ethnic background of children joining the group to ensure that no accidental or unintentional discrimination is taking place
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We consult with families about the opening times of the setting to ensure 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.
- Please read 10.10 Fees Policy for information on our charging structure.