

## 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 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 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 in birth order. In addition, our policy may take into account the following:
  - the age of the child with priority being given to children who are eligible for the free entitlement - including two year old children eligible for the two year old entitlement funding
  - length of time on the waiting list
  - the vicinity of the home to the setting
  - siblings already attending the setting
  - the capacity of the setting to meet the individual needs of the child
- Funded places are offered in accordance with the code of practice for Early Years Education Entitlement 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 practices are welcoming and make it clear that fathers, mothers, other relations and carers, including childminders are all welcome.
- We describe how our 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 describe how our practices enable children and/or parents with disabilities to take part in the life of the setting.
- The needs and background of children joining the setting is monitored on the registration form, to ensure that no accidental or unintentional discrimination is taking place.
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- Our Valuing Diversity and Promoting Equality Policy is shared and widely promoted to all.
- 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.
- Places are provided in accordance with the terms and conditions issued to every parent when the child takes up a place at the setting.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

### Other useful Pre-school Learning Alliance publications

- Seasonal Hello Posters (2006)

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| <b>Policy approved and adopted by LWPS Board of Trustees on 17 October 2016</b> |   |
| <b>Signed on behalf of the provider</b>   |    |
| <b>Name of signatory</b>  | <b>Jenny Caw</b>  |
| <b>Role of signatory</b>  | <b>Co-Chair</b>   |
| <b>Reviewed February</b>  | <b>Signed:</b> <br><b>Dated: 20 Feb 2017</b> |
| <b>Reviewed June</b>  | <b>Signed:</b><br><b>Dated:</b>   |

