

## **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 Entitlements: Operational Guidance for local authorities and providers (DfE 2018) 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.
- 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.

### **Children with SEND**

- The manager must seek to determine an accurate assessment of a child's needs at registration. If the child's needs cannot be met from within the setting's core budget, then an application for SEN inclusion funding must be made immediately.
- Children with identified SEND must be offered a place when one becomes available as with any other child. However, the start date for children with more complex SEND will be determined by the preparations made to ensure the child's safety, well-being and accessibility in the setting. If a child's needs determine that adjustments need to be made, the manager must outline a realistic timeframe for completion, detailing the nature of adjustments e.g. risk assessment, staff training, health care plan and all other adjustments required. The child's safety at all times is paramount.
- At the time of registration, the manager must check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager must ask for evidence to enable them to claim the Disability Access Fund directly from the local authority. If the family is eligible but not in receipt of the allowance, the setting manager will support the family in their application. More information can be found at [www.gov.uk/disability-living-allowance-children/how-to-claim](http://www.gov.uk/disability-living-allowance-children/how-to-claim).
- Preparation for admitting a child with SEND must be made in a reasonable amount of time and any delay in the child starting is scrutinised by the setting manager to avoid discrimination and negative impact on the child and family. During a preparation period the family and relevant agencies and the local authority must be regularly updated on the progress of the preparations.

## Safeguarding/child protection


If information is provided by the parents that a child who is starting at the setting is currently, or has had involvement with social care, the designated person will contact the agency to seek further clarification.

Parents are advised on how to access the setting's policies and procedures.

## Further guidance

Early Years Entitlements: Operational guidance for local authorities and providers (DfE 2018)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/718181/Early\\_years\\_entitlements-operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/718181/Early_years_entitlements-operational_guidance.pdf)

<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 &amp; role</b>	<b>Ciara Mahon Chair</b>
<b>Last reviewed in May 2022</b>	<b>Dated: 03 May 2022</b>
<b>Next review date (advised)</b>	<b>May 2023</b>