



## **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. 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 information about our setting is accessible, in written and spoken form.
- We arrange our waiting list as follows:
  - Children with an authenticated medical reason for attending this particular playgroup
  - Children who have previously attended sessions in the 'pod' will take priority for the pre-school sessions over applications from 'new' children.
  - Children with the strongest geographical claim (i.e those closest to the playgroup or where it would be difficult for a child to attend an alternative setting)
  - Children with sole placement (i.e not attending any other setting)
  - Children wishing to join siblings.
  - If we are unable to offer your child a place because we are oversubscribed we will place your child on a waiting list until a place becomes available.
- Children already present may increase their number of sessions at the beginning of each term as long as spaces are available. We give preference to children who are currently only attending one session. At other times it will be at the discretion of the Manager and Committee.
- We run the following sessions:
  - 'Peas in the pod' - children aged 2 - 3 years.  
Monday to Friday 8.55am - 11.55am.
  - Pre-school age children – children aged 3-4 years  
Monday - Friday 8.55am - 11.55 or 8.55am - 2.55pm
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We do not discriminate against children from any background – and where necessary access to a hardship fund can be made available through an application process.
- 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.
- 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 on a first come first served order. In addition, our policy may take into account the following:
  - the vicinity of the home to the setting; and
  - siblings already attending the setting.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- 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, 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 monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- 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 do not discriminate against children from any background and where necessary access to a hardship fund can be made available, through an application process.
- 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
- Children who do not take their place at school in their academic year ie September, and ask to stay at playgroup until such time as the parent feels they want their child to start school, may stay at playgroup, but each case will be assessed individually and the management committee and staff will make a decision. If the child does stay at playgroup then they will need to do three sessions, or more, a week.

South Cerney Pre-school

This policy was adopted at a meeting of	Playgroup	<i>(name of provider)</i>
Held on	19 <sup>th</sup> April 2018	<i>(date)</i>
Date to be reviewed	19 <sup>th</sup> April 2019	<i>(date)</i>



Signed on behalf of the provider		
Name of signatory	Claire Ryall	
Role of signatory (e.g. chair, director or owner)	Chairperson	

**Other useful Pre-school Learning Alliance publications**

- Seasonal Hello Posters (2006)