

## **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.

Reviewed November 2021 - CI

### **10.9 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, 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 in birth order. In addition, our policy may take into account:
  - the age of the child, with priority given to children who are eligible for the free entitlement – including eligible two year old children;
  - the length of time on the waiting list;
  - the vicinity of the home to the setting;
  - whether any siblings already attend the setting; and
  - 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 Reading Borough 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 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.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.
- The Administrator is responsible for accepting children on to the waiting list.

### **Admissions Procedure**

- When a parent/carer contacts the pre-school, they are given a registration form and directed to the information provided on our website. They are also invited to arrange a visit to the pre-school where they are given a copy of the welcome leaflet.
- The parent/carer returns the registration form to the Administrator. The Administrator adds the child to the waiting list and sends an acknowledgement email to the parent.
- The Administrator, in conjunction with the Supervisor, determines how many sessions will be available for the next intake and allocates any additional sessions available to existing children up to a maximum of 18 hours. Remaining sessions are offered to new starters, aiming to maintain a maximum of 35 children on role.

### **New Starters Procedure**

- The Administrator determines which children on the waiting list are eligible to start in the next intake.
- The main intake of children is September each year. There may be a small intake of children in the January and April as well, depending on numbers starting in the September.
- Places will normally start to be offered in December/January for the coming academic year.
- All children start with a minimum of three days per week. Those who turn three before the funding cut off dates (as listed below) will be offered up to 18 hours per week if sufficient sessions are available. Children starting before they are eligible for funding will normally be offered three sessions when they start and then will build up to 15 hours per week by the following September.
- Funding cut off dates are as follows:
  - 3 years old by the 31<sup>st</sup> August funded from September
  - 3 years old by the 31<sup>st</sup> December funded from January
  - 3 years old by the 31<sup>st</sup> March funded from April

Any child not eligible for funding by the start of the term in which they are offered a place will be required to pay for their place until they are eligible for funding.

Fees will also be invoiced for any hours over the funding allowance to which a child is entitled.

- The majority of children will start following their third birthday, but some may start from the age of 2.5 years.

The earliest possible start dates for children on the waiting list are as follows:

<b>Birth Date</b>	<b>Pre-School Start Date</b>
01/10 - 28/02	September
01/03 - 30/06	January if available
01/07 - 30/09	April if available

Please note that these cut off dates for children starting at pre-school can be relaxed by up to two weeks, if financially advantageous for the preschool.

- A child must live in the Caversham RG4 catchment area and have been on the waiting list for a minimum of 12 weeks at the time of places being offered. However, an exception may be made if there are no other children old enough to start.
- Places are first offered in the following order to those children who are three by the term's funding cut-off date or who are eligible for two year old funding:
  1. Children who have siblings who are currently attending the pre-school
  2. Children who have a strong family connection to the pre-school
  3. Children who are registered by date of birth order
- If there are not enough children who are eligible for funding, places are then offered to children over the age of 2.5 years in the same order as 1-3, above. The number of places for children under the age of three is limited by the staffing ratio.
- Any remaining spaces are offered to children who have been on the waiting list for less than 12 weeks, and then to children who live outside of the catchment area (both in the same order as 1-3, above)
- A place will not normally be offered to a child unless they can attend for a minimum of 3 terms.
- Priority may also be given to a child with special circumstances on a discretionary basis.
- The parent must sign the parent contract and agree that they have read and will abide by the policies in the parent handbook, and the terms and conditions on the website as well as pay a deposit via BACS transfer in order to secure the place. The deposit is refunded or offset against fee invoices when the child starts attending pre-school.
- The Administrator sends a letter of confirmation to inform parents of the child's start date and Key Person.
- All new children are invited to attend a special session for new starters held at the start of the new term and will also be offered a visit at home from members of pre-school staff.
- Children will be kept on the waiting list until the summer of the year in which they would normally be expected to commence primary school unless requested otherwise by the parent.

### **Extra Sessions**

- Extra sessions up to a maximum of 18 hours per week are allocated to children in date of birth order. Government funding rules say that a child can be offered up to 15 hours free provision per week, where available, but they do not have to take them. Fees will be invoiced for hours over the 15 hour allowance unless a child is eligible for Extended Entitlement ("30 hours") funding.
- Thursday afternoon sessions are limited to 18 children and are reserved for children who are expected to start primary school at the start of the following academic year. This session will first be offered to children who are already attending the pre-school, in date of birth order. Remaining spaces will be offered to new starters who are due to start primary school at the start of the following academic year in the same way as other sessions.

### **Start Date**

- All funded children must start prior to headcount week in order that funding is obtained. It is the aim to stagger start dates over the first two weeks of term to allow staff to give extra attention to each new child to help them settle into the group.

### **Key Person groups**

- It is the aim to divide girls and boys equally between groups with a maximum of 9 children per group where possible. Groups to be decided in conjunction with the Supervisor.

## Child requiring Medication

- **Allergies/Asthma/Diabetes:** - Any child required to carry an epipen, inhaler or medication will need a letter from the Parents and the family doctor giving permission for the staff to treat. The staff need to arrange individual training and the Supervisor has to seek permission from the insurance company for the child to attend. This can take up to six weeks so please notify the Pre-School Supervisor in writing as soon as you accept the place.

## Special Educational Needs

- Any parent / guardian of a child known to have any special educational needs, should inform the Supervisor at the earliest opportunity in order that any additional help/support needed by the child can be arranged wherever possible.

## See the Pre-school website for the

**Registration form at <http://cavershamheightspreschool.org/wp-content/uploads/2021/09/Registration-Form.pdf>**

- **2 year old Education and Childcare funding in Reading**  
<http://cavershamheightspreschool.org/wp-content/uploads/2021/05/10.11-Two-year-funding-in-Reading.pdf>

This policy was adopted by	Caversham Heights Pre-school	<i>(name of provider)</i>
On	4th December 2020	<i>(date)</i>
Date to be reviewed	December 2022	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	