

SAFEGUARDING & WELFARE REQUIREMENT: INFORMATION & RECORDS

10.1 Admissions



Policy Statement

It is our intention to make St John's Playtime Pre-school 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 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 describe our setting and its practices in terms that make it clear that it welcomes fathers, mothers, other relations and other carers, including childminders.
- We ensure 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 make our Valuing Diversity & Promoting Inclusion and 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.

Opening Hours

- We are open for 42 weeks of the year and families can access pre-school hours as follows:
 - From 8.15am – 4.30pm, Monday – Friday during 38 weeks of term time (1567.50 hours)
 - From 9.00am – 3.30pm, 2 days a week for 4 weeks of the summer holidays (52 hours)

Accessing Spaces

- We can accommodate up to 34 children in our setting at any one time (including our 2 emergency admissions spaces).
- We offer spaces for all children who are funded for 15 hours per week (some eligible 2 year olds and all 3-4 year olds).
- We offer spaces for all children who are funded for 30 hours per week (from September 2017).
- 30 hour funded children are able to stretch their funded hours (1140 hours) over both the term time hours (1567.50) and summer holiday hours (52) that we offer.
- We offer spaces for fee-paying children who are not entitled to funding (non-eligible 2 year olds) and those who wish to do additional hours (more than their funded hours).

Allocation of Spaces

- We decide on how to fill our available spaces at the start of each new term using the following criteria:
 - In the first instance, funded children who already attend the setting are given the opportunity to access their full entitlement;
 - Secondly, any funded 2, 3 or 4 year olds on our waiting list are offered spaces in date of birth order (starting with the oldest);
 - Lastly, any fee paying children are offered places.
- We keep 2 places vacant to accommodate any emergency admissions (one funded and one fee-paying).

This policy was adopted at a meeting held by St John's Playtime Pre-school committee on 17th June 2009.

This policy was reviewed & updated on: March 2018

This policy will be reviewed again on: March 2019

Signed on behalf of the Management committee and provider:



Name of Signatory: Christina Jordan

Role of Signatory: Committee Chairperson