

# 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 38 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)

## 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).
- 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 (e.g. Looked after child)

## Cancellation of Spaces

- After being allocated a space for the following term, parents/carers of new starters must inform the setting if they wish to withdraw their child's space, giving as much notice as possible and no less than 4 weeks.
- If no notice of cancellation is given, or if it is given at the beginning of a new term when the child is about to start at the setting, a late cancellation charge will be payable. The charge will be the sum of one week's sessions (based on the individual new starter and their 'booked' hours).

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

**This policy was reviewed & updated on: March 2019**

**This policy will be reviewed again on: March 2020**

**Signed on behalf of the Management committee and provider:**

**Name of Signatory:**

**Wendy Bevan**



**Role of Signatory:**

**Committee Chairperson**

