

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.



Admissions

Policy statement

It is our intention to make our setting accessible to children and families from all sections of the local community through open, fair and clearly communicated procedures.

Procedures

- We ensure that the existence of our pre-school is widely advertised in places accessible to all sections of the community.
- We ensure that information about our pre-school 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 describe how our pre-school and its practices treat each child and their family, having regard for their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired language.
- We describe how our pre-school and its 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.
- All places offered to children on the waiting list are done so at the discretion of the Manager and Chairperson.
- We keep one place vacant, if this is financially viable, to accommodate an emergency admission.
- Children may be admitted from 2 years of age.
- The pre-school is organised into two rooms.
 - Owls caters for children in the academic year from the September after they turn three.
 - Robins caters for children from the September after they turn two until the following summer.
 - Please see 'Enrolment Process' for intake dates.

- 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. However, it is expected that all children will attend for a minimum of three sessions over three days each week.
- Funded 2-year olds are expected to attend for five sessions per week, usually five mornings apart from in exceptional circumstances.

Waiting List Scoring System

| Criteria | | Points |
|---|---------------|--------|
| Age of child | 4 | 200 |
| | 3 | 100 |
| | 2 | 50 |
| Living in Kingston Bagpuize & Southmoor Parish? | Yes | 50 |
| | No | 0 |
| Special Educational Need / Child at Risk / Child in Need / Looked After Child | Yes | 200 |
| | No | 0 |
| Sibling Attendance (Past or Present) | Yes | 25 |
| | No | 0 |
| Time on Waiting List | Per Half Term | 20 |

Enrolment Process

- We have three intakes per year in terms 1 (September), 3 (January) and 5 (April)
- We operate a cut-off date for registration, to allow adequate time for administration, as follows:
 - 1st June for September start
 - 1st October for January start
 - 1st January for April start
- The Registration Form and Registration Fee must be received by the deadline stated for a place to be offered.
- The Registration Fee secures a place on the waiting list but does not guarantee the child's place at pre-school.
- If a parent/carer has missed the registration deadline, a place can only be offered once all those registered before the deadline have been enrolled. This may mean that a place cannot be offered for the requested term and the child may be put onto the waiting list for the following term.
- Any changes to the session requirements need to be communicated to us by the cut-off date to ensure the most appropriate sessions are offered.
- Places will be offered in:
 - July for a September start
 - November for a January start
 - January for an April start

- If we are over-subscribed and we are unable to offer a child a place, the child will remain on our waiting list until a space becomes available or the child reaches primary school age.
- All parents/carers must attend a 'Parent Induction' session prior to the child starting at Southmoor Pre-School.
- All children must attend a 'Stay and Play' session prior to starting Southmoor Pre-School. The date and time will be communicated to all parents/carers. Settling in visits will then be arranged to meet the needs of the child.
- The manager and staff will confirm a child's start date following a successful settling in period.
- Finance: Please refer to our separate Fees and Payments Policy.

| | | |
|---|----------------------|---------------------------|
| This policy was adopted at a meeting of | Southmoor Pre-School | <i>(name of provider)</i> |
| Held on | _____ | <i>(date)</i> |
| Date to be reviewed | _____ | <i>(date)</i> |
| Signed on behalf of the provider | _____ | |
| Name of signatory | _____ | |
| Role of signatory (e.g. chair, director or owner) | _____ | |

Other useful Pre-school Learning Alliance publications

- Seasonal Hello Posters (2006)