

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.

10.2 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 keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- 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 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. Our setting operates with a minimum of two 3-hour sessions taken over 2 days per week in order to support the child in routine and stability within the setting.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.
- Parents/carers who wish to register their child with Streatley Hill Pre-school should complete a Registration Form, available from Pre-school or via the Pre-school website. The term before a space becomes available, our Lead Teacher contacts parents/carers with the times and dates and will arrange a settling in session.

Admissions Criteria

The following details the admission criteria we apply to all applications to Streatley Hill Pre-School once the registration form and fee have been received. We accept children from the age of 2 onwards.

IMPORTANT NOTE: STAFF: CHILD RATIOS

In accordance with the revised Early Years Foundation Stage, our current staff: child ratios are

Children aged 2 years – under 3 years ----- 1 adult:4 children

Children aged 3 years and over ----- 1 adult: 8 children

Priority Admissions:

1. A) Children with an Education, Health and Care Plan (EHCP) or a Statement of Special Educational Needs

B) Children who are “looked after” --- this is, children who are in the care of the local authority or being provided with accommodation by a local authority in the exercise of their local social services functions (see the definition in section 22 (1) of the Children Act 1989) at the time of making an application to join Pre-school.

C) Disabled children who need to be admitted to a Pre-school on the grounds of physical accessibility. The definition of disability is the contained within the Equalities Act 2010.

In addition to being first priority on our criteria list, we also aim to always keep one place vacant, if financially viable, to accommodate an emergency admission for the above.

2. Existing Pre-school children --- children who already attend Streatley Hill Pre-School will be asked if they wish to change/increase their days in advance of children on the waiting list. Changes of funded hours can be made in September, January and April where spaces are available.

3. Children within the local catchment * with older siblings at Streatley Hill Pre-School or Streatley Primary School, placed in birth order.

4. Other children within catchment area*, placed in birth date order.

5. Children out of catchment*, but with older siblings at Streatley Primary School, placed in birth date order.

6. Other children out of catchment*, placed in birth date order. If there are more applicants than spaces in this category, priority will be given to those children living closest to the Pre-School by the nearest designated public route as defined on the Directorate for Children, Education and Families Geographic Information System.

7. The Committee reserves the right to accept children who fall outside the above criteria in exceptional circumstances.

Streatley Hill Pre-School adheres to the catchment area set out for Streatley Primary School by West Berkshire Council.

The admissions criteria described in the policy current to the year of admission (as opposed to the year of application) will be followed when allocating places.

This policy was adopted by	Streatley Hill Pre-School
On	Dec 2020
Date to be reviewed	Dec 2021
Signed on behalf of the provider	Iman Khonji
Role of signatory (e.g. chair, director or owner)	Chair

Other useful Pre-school Learning Alliance publications

- Seasonal Hello Posters (2006)