

General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

Administration

4.1 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, in written spoken form and on social media. We will try to provide translated written materials where language needs of families suggest this is required as.
- In addition, our policy may take into account the following:
 - the vicinity of the home to the setting; and
 - siblings already attending the setting.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables 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 Equality and Diversity Policy widely known.

- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family needs.
- Our application and registration forms asks for information with regard to gender, ethnicity, residency, telephone numbers and emergency contacts, names of people who reside with the child, previous and next educational establishments, childminder details (if attending) and additional notes to help the child settle. The registration form also asks for information if the child is under Children’s Services.
- Important safeguarding information is also on the application and registration forms and when the parents/carers sign these they have also signed to say that they agree with the terms and conditions of our pre-school.
- Medical forms must be completed prior to the child starting with us.
- Permission and consent forms must be completed on starting pre-school.
- Parents are required to come into pre-school prior to their child starting, to complete all necessary forms and to meet their child’s key person. An appointment will be made with you.
- If forms are not completed prior to the child’s start day, parent(s) are required to stay at pre-school for a short period on the first day in order that they can complete the necessary forms.
- Parents are advised to visit pre-school and stay with their child at least twice before their child’s start date. This may help the child settle when they start with us as they become familiar with the surroundings and staff.

This policy was adopted by All Saints Pre-school

Review date	Reviewed by	Changes
23 rd October 2019	Manager	Parents come into pre-school prior to child starting to complete forms (bullet point 15) Parents advised to visit with child (bullet point 17)