

## **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. 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 arrange our waiting list in order of request and offer the place to the next person on the list when it becomes available. We do give consideration, on a case by case basis, to children who are eligible for two funded places and vulnerable children.
- We offer funded places in accordance with the Code of Practice for East Hampshire and any local conditions in place at the time.
- We will accommodate emergency admissions if possible.
- 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 that celebrates difference -
- We welcome children from any gender, family structure, class, background, religion, ethnicity and children who speak English as an additional language.
- We are a fully inclusive setting and welcome children with special educational needs and disabilities.
- We support children and/or parents with disabilities or special educational needs 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 consult with families about the opening times of our setting to ensure that 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.
- Parents who make more than one change to their sessions in a year will be charged £20 per change
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.
- New applicants, apart from siblings, can register up to a year in advance from when they would like to start.
- New September 2023 applications will be considered from September 2022.
- When new applicants register, there will be an opportunity to register siblings as well.
- For new applications, a minimum of 2 sessions each week are preferred for two year olds. A minimum of four sessions is preferred for three year olds.

This policy was adopted by

The Ark Pre School

On

08.09.2021

Date to be reviewed

08.09.2023

Signed on behalf of the provider

Name of signatory

Lillian Zwarts

Role of signatory (e.g. chair, director or owner)

Headteacher