

Safeguarding and Welfare Requirement: Information and Records

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.

10.1 Admissions (August 2017)

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 (where possible) that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We require children to come to the setting for a minimum of 2 separate sessions a week so that they can settle and build strong relationships within the setting.
- Less than 2 sessions a week will be considered in exceptional circumstances.
- 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 and 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 make our Equal Opportunities Policy widely known.
- 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.

Waiting List

- We operate a free waiting list and parents are encouraged to book early for places. At the time when a booking can be confirmed, a deposit of £50 is necessary to secure the place, however this will only keep a child's place for the duration of the term they are due to start and will not be refundable in the event of cancellation prior to starting. The deposit will be returned at the end of a child's first full term with us.
- Our Admissions Policy is on a first-come, first-served basis, but with the following exceptions:
 - children who currently attend who wish to increase or change sessions are given priority over children on the waiting list
 - siblings of children currently attending have next priority
- Prior to a child attending the Pavilion Pre-School, parents must:
 - provide a copy of the child's birth certificate
 - sign a copy of the Parent Contract – this is an agreement to allow us to claim a government funded place and states the hours your child attends
 - sign our Application Form and complete the forms contained in the Welcome Pack – these provide the setting with personal details such as name, date of birth, address, emergency contact details, dietary requirements, allergies, collection arrangements and password, fees and sessions, doctors and health visitors contact details etc.

Providing government funded places – 2 year old funding and universal 15 hours

- All funded sessions are in line with the Government's Statutory Guidance and Local Authority requirements.
- When you register your child for their funded place, we will discuss your needs and, as far as possible with availability and staffing arrangements, will accommodate your wishes.
- Admissions for a government funded place will have a termly intake.
- All funded (and paid for) sessions must be booked in advance and any changes, including cancellations, must be made in writing with 6 weeks notice given.
- The Pavilion Pre-School is registered to accept government funding and has a free offer for 2, 3 and 4 year olds. Our free early education funding covers 3 hours per session and as our sessions run for 3¼ hours, there is small charge per session – this does not affect parents' rights and full details are provided on application.

The Pavilion Pre-School offers the following:

	2 year old funding	Universal (15 hours)
Free Offer	Monday to Friday 9.00am – 12.00pm 1.00pm – 4.00pm	Monday to Friday 9.00am – 12.00pm 1.00pm – 4.00pm
Intake	Term after child turns 2 years	Term after child turns 3 years old until compulsory school age

PLEASE NOTE: THESE HOURS ARE FREE BUT ARE SUBJECT TO AVAILABILITY AND WILL BE ALLOCATED ON A FIRST-COME, FIRST-SERVED BASIS OVER 38 WEEKS A YEAR

Further guidance

- The Equality Act 2010