

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 (January 2023)

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.

We operate an inclusion and equality policy and ensure that all children have access to places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

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 – this only applies to non-funded children i.e. those who are not in receipt of government funding at the start of their first term. 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:
 - 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.
 - provide a copy of the child's birth certificate
 - sign a copy of the Parent Contract if the child is entitled to receive government funding– this is an agreement to allow us to claim a government funded place and states the hours your child attends

Providing government funded places – 2-year-old funding, universal 15 hours and extended entitlement (30 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.
- 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.

All settings registered to accept government funding must have a free offer for 2-, 3- and 4-year-olds. 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
Charges for Consumables*	£2 per session	£8 per session
<p>Consumables are healthy snacks, wipes, tissues, weekly yoga/music & movement sessions, local trips and other extra-curricular activities</p> <p>If parents want to bring in their own consumables, they should request more detailed information about what they will need to provide</p>		

Further guidance

- The Equality Act 2010