



Bizzy Bees Pre-School  
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Charity Number: 1028710

### **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 arrange our waiting list in birth order & date received. In addition, our policy may take into account:
  - the age of the child, with priority given to children who are eligible for the free 15hrs entitlement – including eligible two year old children;
  - Priority is given to staff and where possible committee member's children;
  - the length of time on the waiting list;
  - the vicinity of the home to the setting;
  - whether any siblings already attend the setting; and
  - the capacity of the setting to meet the individual needs of the child.

- We accept 30hr funding but this does not take priority over fee paying children at the setting.
- We offer funded places in accordance with the Code of Practice and any local conditions in place at the time.
- 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 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.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

This policy was adopted at a meeting of	<u>Bizzy Bees Pre-School</u>	<i>(name of provider)</i>
Held on	<u>15<sup>th</sup> May 2017</u>	<i>(date)</i>
Date to be reviewed	<u>May 2019</u>	<i>(date)</i>

Signed on behalf of the provider	
Name of signatory	<u>Emma Brett</u>
Role of signatory (e.g. chair, director or owner)	<u>Chairperson</u>

### **Other useful Pre-school Learning Alliance publications**

- Seasonal Hello Posters (2006)