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.

5.8 Admissions

Policy statement

It is Stowey Bears' intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all families have access to the setting through open, fair, inclusive and clearly communicated admissions procedures that comply with the Early Years Foundation Stage statutory framework, equality legislation, SEND duties, data protection requirements, local authority funding rules and Somerset's current Local Provider Agreement.

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 and allocate available places using clear, objective and non-discriminatory criteria. Where demand exceeds available places, our policy takes into account:
  - the age of the child, with priority given to children who are eligible for the free entitlement – including eligible two-year-old 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 offer funded early education and childcare places in accordance with current Department for Education statutory guidance, Somerset Council's current Local Provider Agreement, the Childcare Acts 2006 and 2016, and any local conditions in place at the time. We make clear to parents and carers which hours are funded, which services or consumables are optional chargeable extras, and that access to a funded place is not conditional on purchasing additional hours, meals, consumables or services.
- 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, including disability, special educational needs, gender, family structure, socio-economic background, religion or belief, ethnicity, culture, language and competence in spoken English.
- We make reasonable adjustments to support disabled children and/or parents and carers to take full part in the setting, and we work with families and relevant professionals to identify and meet children's individual needs, including special educational needs and disabilities.

- We collect and monitor relevant information about children joining our setting through the Registration Form and related records to help meet children's needs, support safeguarding, promote equality of opportunity and identify whether any accidental or unintentional discrimination is taking place. Personal information is collected, stored, shared and retained in line with UK data protection legislation and our privacy notice.
- 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.
- We keep admissions, attendance, funding eligibility, parental declarations, emergency contact and child information records accurate and up to date, and we share information with parents, carers, the local authority, Ofsted or other agencies where required or permitted by law to safeguard children, administer funded places or meet statutory duties.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

This policy was adopted by	Stowey Bears Pre-school	*(name of provider)*
On		*(date)*
Date to be reviewed	Reviewed annually	*(date)*
Signed on behalf of the provider	*Rachel Penny*	
Name of signatory	Julia Jameson	
Role of signatory (e.g. chair, director or owner)	Chairperson	

Other useful Pre-school Learning Alliance publications

- Seasonal Hello Posters (2006)