

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.
- We apply the following criteria (in rank order shown) to decide the order in which places will be allocated when there are more requests from parents/carers than the number of places available:
 - Three year old children living in the catchment area (see definition of catchment area);
 - Children living in the catchment area with siblings at Pippin (see definition of sibling);
 - All 'looked after' children (see definition);
 - 'Very exceptional' medical grounds (see definition);
 - the capacity of the setting to meet the individual needs of the child;
 - Whether a child is attending another pre-school;
 - Other children living in the catchment area;
 - Any other children.
- We invite parents to add their children's details to our Expression of Interest list and we arrange this list in birth order in accordance with the above criteria (this does not guarantee your child a place at Pippin Pre-School).
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- Children will be admitted in the September after their 2nd birthday, dependent upon the availability of space, and readiness of the individual child to stay happily within the group. A child can remain with us until the term before his or her 5th birthday.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- When applying for your pre-school sessions, we encourage you to choose a mixture of mornings and afternoons. Unfortunately, it is not possible to allocate five morning only sessions across the week.

- The pre-school aims to support the child care needs of its staff where possible adhering to the catchment criteria. For the benefit of the staff's own child/children and the staff member it is not permitted for members of staff to work the same session that their child/children attends.
- 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.
- Parents/carers are encouraged to stay with their child if necessary for the first session or two. We operate a flexible admissions procedure and where appropriate a child may attend for brief periods at first, gradually building up to a full session.
- We offer funded places in accordance with the Code of Practice for ... and any local conditions in place at the time.
- Grants are available for children who are already 3 and 4 years old. We will inform parents if they are eligible. (Grant available term after the child is 3).
- Grants are available for 2 year old children who meet the funding criteria.
- We are flexible about attendance patterns and wherever possible accommodate the needs of individual children and families. The nursery education funding rules state that 'I understand my child could lose their funded place if they do not attend regularly without a reason being provided for their absence'. Therefore, if your child has not attended half of their sessions in any half term period (usually 6 or 7 weeks) they will lose their place at the pre-school unless they have a valid reason (e.g. letter from doctor in the case of serious illness or holiday). If your child has not attended pre-school for 3 weeks without any explanation we reserve the right to offer their sessions to another child after contacting you and discussing the situation.
- We require four weeks' notice in writing or payment in lieu for children who are being withdrawn from the setting for any reason, other than medical. The usual fees will apply during this notice period and must be settled by the end of it.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

Definitions

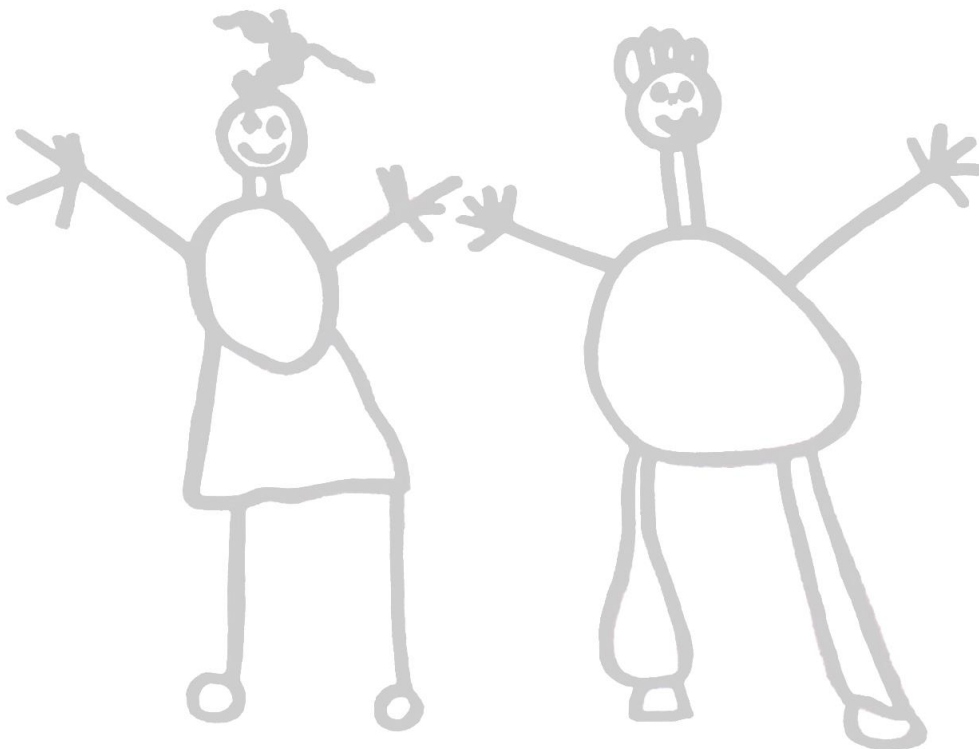
Pre-School

Catchment Area – Pippin adheres to the same catchment area as Roecroft Lower School.

Looked After Children – The Children Act 1989 defines a child who is ‘looked after’ as a child or young person who is accommodated by the local authority (section 20) or a child or young person who is the subject of a full care order (section 31) or interim care order (section 38).

Siblings – A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer’s partner, and in every case, the child should be living at the same address. The sibling must be in the pre-school at the time of application and be likely to remain in the pre-school at the proposed date of admission.

Very Exceptional Medical Grounds – ‘Very exceptional’ medical grounds refers to cases where there are exceptional medical reasons which make it essential that a child should attend a particular pre-school and where the preferred pre-school is the only pre-school locally that could meet the child’s needs. A medical report from the child’s doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the pre-school in question and the difficulties that would be caused if the child had to attend another pre-school. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent/carer, brother or sister or other relative/childminder



Pre-School

Registered Charity No. 1028855