



Safeguarding and Welfare Requirements: 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.

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.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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Characteristics of Effective Learning

Playing and Exploring Engagement	Active Learning Motivation	Creating and Thinking Critically - Thinking
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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 and provided 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 describe our setting and its practices in terms that make it clear that it welcomes 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 monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.
- 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 and Allocation of Places

Our admissions link on our website is sent to all families on our waiting list via email. This link clearly states what forms families need to complete, fees to pay and the date to return the forms and fees by (the allocation closing date).

The Manager will allocate places to all 'on time' applications that wish to attend more than 6 hours per child, per week, before opening the registration link for a second round of allocations, with an additional allocation closing date (if there are pre-school places still available). After the second round of allocations, children who wish to attend less than 6 hours per week, per child (in any academic year) will be placed (including returning children).

We arrange our waiting list and allocate places to new children in birth order. In addition, each allocation cycle for new children will take into account (in an oversubscribed academic year) the following:

- the vicinity of the home to the setting,
- siblings already attending the setting,
- Minimum of 6 hours attendance per child, per week (children who wish to attend less than 6 hours per week will be allocated a place once children who wish to attend 6 hours per week (or more) have been placed and at the Manager's discretion.

Termination

- If a new child is placed with less than 6 hours per week (in an undersubscribed academic year), they will be entitled to keep to these agreed minimum sessions throughout that academic year, or increase their sessions. If they decrease their hours below the agreed weekly attendance (within that academic year) then

termination of their pre-school place may apply (The Manager will use discretion and consider extenuating circumstances).

Please note, returning children must reapply for their pre-school place for each academic year. Returning children who apply for less than our minimum attendance (6 hours per child, per week) are not guaranteed to receive a place within a new academic year (The Manager will use discretion and consider extenuating circumstances).

Returning children who wish to attend more than 6 hours per child, per week will have their hours placed before the Manager begins to fill places with children on the waiting list (unless returning children wish to attend less than 6 hours per child, per week).

- If a new child accepts or starts at Crossbow for more than 6 hours per week, they will be entitled to keep to these agreed sessions or increase their sessions. If they decrease their hours below the agreed weekly attendance (minimum of 6 hours per child, per week) then termination of their pre-school place may apply (The Manager will use discretion and consider extenuating circumstances).
- All returning children must attend for a minimum of 6 hours per week. Returning children can only attend less than our minimum attendance (less than 6 hours per child, per week) if agreed by the Manager.

Crossbow must give 4 weeks' notice in writing to terminate a pre-school place.

Parents must give 4 weeks' notice in writing to decrease pre-school sessions or hours.

. Flexibility (Manager and Parent Agreement)

- Transitional arrangements for physical or emotional need can be agreed between the Manager and the Parent. The Manager will consider a staggered intake, increasing to full attendance (within an agreed timeframe) for children with special educational need and/or separation anxiety.

Providing outstanding care and a sense of belonging is very important to Crossbow Pre-School, which is why we have a 6 hour minimum attendance per child, per week.

Crossbow Pre-School strongly feel that regular attendance brings many benefits to each child, their family and the Pre-School. For example, an increased feeling of belonging gives opportunity to build secure friendships, familiarisation within our routine, gives a sense of community and provides continuity of care and supported transition.

This policy was adopted at a meeting of Crossbow Pre-School name of setting

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management
committee

Name of signatory _____

Role of signatory (e.g. chair/owner) _____