

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 Pre School, and to help ensure the needs of all children are met.

10.2 Admissions

Policy statement

It is our intention to make our Pre School 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 Pre School through open, fair and clearly communicated procedures.

Procedures

- We ensure that the existence of our Pre School is widely advertised in places accessible to all sections of the community.
- We ensure that information about our Pre School 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 date of application order.
- We only have one intake each school year, September, and children have to be two years old by 31st August to start.
- We offer funded places in accordance with the Code of Practice for KCC 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 Pre School and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our Pre School 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 Pre School.
- We monitor the needs and background of children joining our Pre School on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- 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 Pre School 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- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.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 by	Kings Hill Pre School
On	1 st September 2015
Date to be reviewed	September 2016
Signed on behalf of the provider	<i>Sherri Revell</i>
Name of signatory	Sherri Revell
Role of signatory (e.g. chair, director or owner)	Manager

Other useful Pre-school Learning Alliance publications

- Seasonal Hello Posters (2006)