

## **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.

# **POOL PRE-SCHOOL GROUP**

## **Administration**

### **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**

1. We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community. We will place notices advertising the Pre-School in places where all sections of the community can see them.
2. 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.
3. We arrange our waiting list in the following order of priority:
  - Children from Pool, Arthington and Old Pool Bank in date of birth order
  - Children from surrounding areas in date of birth order
  - Children may be allocated a full time place subject to availability
  - In the event that Pre-School has additional sessions available, parents will be notified and additional sessions allocated to children whose parents request them in date of birth order whilst taking into account individual circumstances.
4. Keep a place vacant, if this is financially viable in order to accommodate emergency admissions.
5. We offer funded places in accordance with the Code of Practice for Grant Funding.
6. Describe the Pre-School and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders and people from all cultural, ethnic, religious and social groups, with and without disabilities.
7. Make our equal opportunities policy widely known and monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.

8. Consult with families about the opening times of Pre-School to avoid excluding anyone and be flexible about attendance patterns so as to accommodate the needs of individual children and families and continue to consult local parents to ensure that the group goes on meeting the changing needs of the local community.
9. 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.
10. Failure to comply with our terms and conditions may ultimately result in the provision of a place being withdrawn.

We would prefer that children were out of nappies when they start at Pre-School but in the event of a child not being fully potty/toilet trained or having frequent toileting accidents we ask parents to provide pull ups/nappies, wipes, nappy bags etc in a bag clearly marked with their child's name.

Parents should give at least two weeks notice of their intention to reduce the number of sessions their child attends.

PLEASE NOTE: Children do not automatically get a place at Pool CofE School if they attend Pool Pre-School Group.

This policy was reviewed and amended on 11<sup>th</sup> June 2012  
This policy was reviewed and amended March 2013  
This policy was reviewed and amended March 2014

Signed on behalf of the management committee

..... Carol Lister, Chairperson