

## 09 Childcare practice procedures

### 09.1a Waiting list and admissions

We aim to ensure that all sections of the community receive accessible information, and that our admissions procedures are fair, clear and open to all parents who apply for a place.

- The setting is widely advertised in places accessible to all sections of the community.
- Information about the setting is accessible, using plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- Children with disabilities are supported to take full part in all activities within the setting and the setting makes reasonable adjustments to ensure that this will be the case from the time the child is placed on the waiting list.

#### **Children aged 2**

- We operate a waiting list for children starting at the Pre-School when they are aged 2. The list is arranged in order of the new children's start date, and priority is also given to the following:
  - children with a Stock postal address;
  - siblings attending the Pre-School or adjoining Primary School;
  - by date of registration.
- To secure a place on our waiting list a non-returnable fee of £35 is payable \*.
- Children are accepted into Pre-School the half-term after they turn two years of age, with the exception of the second half of the summer term. In this case, their start date will be deferred until the following September. In some instances, it may be possible for children to start during a term but this will be subject to availability and cannot be guaranteed.
- Children will initially be offered a minimum of two sessions over two separate days (usually offered as one morning and one afternoon).
- Parents may request full day sessions for their child from the half-term after the child turns 2½ years, this will be subject to availability and the discretion of the Supervisor in determining if the child is able to cope well with an all-day session.
- We will contact parents/carers at least 1 term in advance of their child starting at the setting to discuss their preferences for sessions, and these will be confirmed to parents/carers in advance. We will take into account' preferences, but are unable to guarantee parents/carers will be offered their preferred times. Parents/carers should note that children who are due to start in September are likely to have a greater choice of sessions.
- A deposit will be charged equal to one week's sessions at the beginning of the term before a child starts. Payment secures the child's place and it will be offset against the first invoice which will be issued 3 weeks prior to the start date\*.

\* the £35 fee and deposit do not apply to funded 2 year olds.

*The above points also apply to those children aged 3 and 4 who join the Pre-School but are not utilising their Funded Early Years Education Entitlement at our setting*

#### **Children aged 3 and over and accessing Funded Early Years Education Entitlement Funding**

We operate a purely 'first come first served' waiting list for the funded early years education entitlement places (FEEE) that are available (i.e. places that are funded by the Government to children for up to 15 / 30 hours per week over 38 weeks of the year).

## **General**

- During their time at Pre-School, children will be allocated a minimum of 2 sessions comprising one morning and one afternoon on 2 different days (excluding Riser sessions), after which they may be offered additional sessions up to the maximum of 5 sessions unless current availability allows more flexibility.
- We will endeavour to offer all children a Riser session in the year before they are due to start school. Depending on the number of children registered for that year, it may be a morning session, afternoon session, a full-day session or a combination of these.
- Sessions may be swapped, subject to availability, with one half-term's notice.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms which make clear that we welcome both fathers and mothers, other relations and other carers, including childminders to be involved in the Pre-School including joining in sessions, settling in their children and having an on-going relationship with the staff.
- We describe how our practices treat 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 how our practices enable 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 families about the opening times of the setting to ensure 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 which provides stability for all children attending the Pre-School. However, if a child enrolled at and attending the Pre-School does not attend for a consecutive period of six weeks, we reserve the right to offer the session(s) to another child unless the absence is due to illness.
- The Pre-School reserve their right to apply discretion with regards to all admissions and session allocations.
- A deposit will be charged equal to one week's sessions if you are accessing over your allocated FEEE entitlement or indeed if you are using your FEEE entitlement at another setting.
- All policies will be reviewed on the appointment of a new committee chair.

## **Admissions**

Once a place has been offered, and we hope to do this at least a term in advance of your child starting, the relevant paperwork is compiled and forms are sent out to you, this will include:

- 07.1a Privacy notice - explains what personal data we collect, why it is collected, how we use it, the control parent/carers have over their data and the procedures we have in place to protect it.
- 09.1c Registration form (including parent contract) - contains personal information about the child and family that must be completed in full prior to the child commencing.

## **Children with SEND**

- The manager must seek to determine an accurate assessment of a child's needs at registration. If the child's needs cannot be met from within the setting's core budget, then an application for SEN inclusion funding must be made immediately.
- Children with identified SEND must be offered a place when one becomes available as with any other child. However, the start date for children with more complex SEND will be determined by the preparations made to ensure the child's safety, well-being and accessibility in the setting. If a child's needs determine that adjustments need to be made, the manager must outline a realistic timeframe for completion, detailing the nature of adjustments e.g. risk assessment, staff training, health care plan and all other adjustments required. The child's safety at all times is paramount.
- At the time of registration, the manager must check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager must ask for evidence to enable them to claim the Disability Access Fund directly from the local authority. If the family is eligible but not in receipt of the allowance, the setting manager will support the family in their application. More information can be found at [www.gov.uk/disability-living-allowance-children/how-to-claim](http://www.gov.uk/disability-living-allowance-children/how-to-claim).
- Preparation for admitting a child with SEND must be made in a reasonable amount of time and any delay in the child starting is scrutinised by the setting manager to avoid discrimination and negative impact on the child and family. During a preparation period the family and relevant agencies and the local authority must be regularly updated on the progress of the preparations.

## **Safeguarding/child protection**

If information is provided by the parents that a child who is starting at the setting is currently, or has had involvement with social care, the designated person will contact the agency to seek further clarification.

Parents are advised on how to access the setting's policies and procedures.

## **Further guidance**

Early Years Entitlements: Operational guidance for local authorities and providers (DfE 2018)  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/718181/Early\\_years\\_entitlements-operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/718181/Early_years_entitlements-operational_guidance.pdf)