

### **General 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.

## **WEST HILL PRE SCHOOL**

### **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, 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 operate a waiting list and will allocate places on a termly basis. Children must be 2 years and 6 months old at the date of admission.
- At the sole discretion of the Pre School Committee, further intakes of children may be admitted after half term, if there are places available, in which case, the admissions officer will allocate places only to those children who will be 2 years and 6 months at the half term and who would otherwise be offered a place the following term.
- West Hill Pre School will offer places to children on the waiting list in the following order:
  - 1 Those children who are in public care.
  - 2 Those children who live within the catchment area of West Hill Primary School.
  - 3 Those children who do not live within the catchment area of West Hill Primary School, but have a sibling at West Hill Pre-School or West Hill Primary School.
  - 4 Those children who do not live within the catchment area of West Hill Primary School.
- Where there is more than one child in any of the categories the priority within that category will be determined on the basis of birth order (oldest first).
- If an out of catchment child secures a place at West Hill Primary school they will then be considered as a child in catchment.

- Once your child has started at Pre School the sessions available for the following term will be allocated in the following order (subject to availability):
  - 1 Each child already attending the Pre School will be offered the same daily sessions as per the previous term (exceptions detailed below)
  - 2 Each child already attending the Pre School and 2 years 9 months or older will be offered up to 6 sessions per week, depending on availability, with the children in catchment, oldest first, being given highest priority (lunch clubs do not count as part of the number of sessions)
  - 3 Any other child aged at least 2 years and 9 months who is on the West Hill Pre School waiting list, in the order of priority listed above. Children eligible for government funding will be offered up to 6 sessions per week depending on availability. Children not yet eligible for government funding will be offered up to 2 sessions per week during their first term, depending on availability.
  - 5 Any other child aged between 2 years 6 months and 2 years 9 months who is on the West Hill Pre School waiting list, in the order of priority listed above, will be offered up to 2 sessions per week during their first term, depending on availability.
  
- The Admissions Officer will consider all applications for admissions and will provide written confirmation of places allocated, on the basis of the above procedures, as soon as is reasonably possible, prior to the end of the previous term.
- Where it is financially viable, the Pre School may provide one or two separate, structured sessions for those children in the Pre School, who are in the 2 terms prior to starting at primary school. Any such session will count towards the total of 6.
- Priority for lunchclubs is given to children who attend both the morning and afternoon sessions on that day, where this is applicable. At the sole discretion of the Pre School Manager and Committee, additional lunchclubs may be offered to children not attending both morning and afternoon sessions, by the Admissions Officer, should there be places available, after initial allocation of places for the term. Additional lunchclubs will be offered for that term only and will be charged at £3.73.
- With committee approval, the admissions officer can make variations to the allocation of places or sessions in exceptional circumstances.
- 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 both 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.