

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.

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, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- We do not run a waiting list for new families. We book on a 'first come first served' basis. Existing families with outstanding request for increase of sessions will be made a priority according to room availability changes and individual session requirements. In addition, our policy may take into account:
 - internal transition between rooms;
 - those children requiring full-time places;
 - children of staff members;
 - whether any siblings already attend the setting; and
 - the capacity of the setting to meet the individual needs of the child.
- Our offer of 'funded only' places are in accordance with the Code of Practice for and any local conditions in place at the time. *Subject to availability
- **We keep a place vacant, if this is financially viable, to accommodate an emergency admission.**
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our setting 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 setting.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our **Valuing Diversity and Promoting Equality Policy**.
- We reflect on needs and demand from our working and studying families about the offers available at our setting to ensure that we accommodate a broad range of families' need while remaining a viable business.
- 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 and fairness to all at Sparkling Minds.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.
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This policy was adopted by Sparkling Minds Pre-School & Day Nursery on:

2nd January 2021

Dates saved electronically & securely & also hard copy on site.