



## ***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*

### **10.1 Admissions**

#### **Policy statement**

It is our policy 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.

#### **Provision**

- We run 2 sessions a day, 5 days a week (Monday to Friday):
  - Morning session: 09:00 to 12:00
  - Afternoon session: 12:00 to 15:00
  - Subject to availability, children attending the morning session may also attend lunch club (12:00 to 13:00), and children may attend all day (09:00 to 15:00)
- We endeavour to be 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.
  - As such, we require children to attend a minimum of 2 sessions per week, over a minimum of 2 days.
- We have a legal maximum capacity of 32 children per session, but this is subject to staffing levels and maintaining the correct ratios for each age group under our care.

#### **Applications and allocation of places**

- Children can start at Pirton Pre School at beginning of the term (September, January, April) after they have turned two
- On completing an application form, parents must bring their child's original birth certificate or passport to be copied, which we are required to keep on file.

- We encourage families to submit their application approximately 18 months before the desired start date, and to submit session-change requests at least 1 term before the desired change.
- We allocate sessions to children according to date of receipt of the application (or the session-change request), and we try our best to accommodate all requests.
- In the rare event that we have more requests than spaces available in a particular session (and these applicants do not wish to swap to other sessions that do have availability), available places in that particular session will be allocated by applying the following criteria, in this order:
  1. Business day on which the application was received (Monday to Friday, 9am to 3pm).
  2. Children with a statement of, or a formally identified, special educational need or disability.
  3. Children who are in the care of the local authority (looked after children).
  4. Children with a demonstrated medical or social need to attend Pirton Preschool.
  5. Funded children.
  6. Children with siblings attending Pirton Preschool on the requested start date.
  7. Children with siblings attending Pirton School on the requested start date.
  8. Children for whom Pirton Preschool is the nearest Preschool (as the crow flies).
  9. Distance to Pirton Preschool (as the crow flies).
- **Please note that attendance of sessions at Pirton Preschool has no influence on applications to attend Pirton Primary School. Parents must apply for a place at Pirton Primary School through the Local Authority, and places will be allocated according to the Local Authority criteria.**

## **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 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, 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 Equal Opportunities Policy widely known.

<b><i>This policy was adopted at a meeting of Pirton Pre-School Committee.</i></b>	
Held on (date)	
Signed on behalf of the Management Committee / Proprietor	
Role of signatory (e.g. chairperson)	
Reviewed	
Reviewed	
Reviewed	