5.1 Admissions Policy

This policy was adopted at the meeting of Little Thetford Acorns Pre-school and Children’s Club. Staff failure to comply with this policy may be considered serious enough to result in the induction of disciplinary procedures.

<table>
<thead>
<tr>
<th>Date of adoption</th>
<th>March 2018</th>
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<tbody>
<tr>
<td>Signed (on behalf of the management committee)</td>
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<tr>
<td>Name of signatory</td>
<td>Zoe Corley</td>
</tr>
<tr>
<td>Role of signatory</td>
<td>Setting Manager</td>
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<tr>
<td>This policy will be reviewed</td>
<td>Annually</td>
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<tr>
<td>Date of next review</td>
<td>March 2019</td>
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</tbody>
</table>
5.1 Admissions Policy

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.

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

In order to achieve this aim, we operate the following admissions policy:

- We ensure that the existence of the pre-school 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 arrange our waiting list in order of birth. In addition, our policy may take into account the following:
  - the age of the child, with priority given to children who are eligible for the free entitlement – including eligible two year old children;
  - the length of time on the waiting list;
  - the vicinity of the home to the setting;
  - whether any siblings already attend the setting; and
  - the capacity of the setting to meet the individual needs of the child.
- We offer funded places in accordance with the Code of Practice for Cambridgeshire County Council and any local conditions in place at the time.
- We keep a place vacant, if this is financially viable, in order to accommodate emergency admissions.
- Children can join Little Thetford Pre-school from 2 yrs. Parents will be contacted half a term before their child turns 2 yrs and will be offered between 2 and 5 days a week with a minimum of 3 hours per session.
• If a parent wishes to defer the start date of a place that has been offered, then it may be offered to another child on the waiting list. Although we cannot guarantee places for deferred start dates, parents will be contacted closer to the time regarding availability.

• Children already attending Little Thetford Acorns have priority for increasing hours. However spaces cannot be held and will only be offered on a termly basis.

• 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 consult with families about the opening times of the setting to ensure we accommodate a broad range of families’ needs.

• We are flexible about attendance patterns so as to accommodate the needs of individual children and families. This is subject to a minimum attendance of two sessions per week, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

• We continue to consult local parents to ensure that the group goes on meeting the changing needs of the local community.

• We have a dedicated person controlling Fees and Attendance, who in addition has the role of ensuring all new admissions are made to feel welcome and guided through the process of starting at the setting in a professional manner.

• Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.