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| **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.
* 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 monitor the needs and background of children joining our setting on the Admissions 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 our setting to ensure that 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 that provides stability for all the children.

**Waiting List:**

* Children wishing to attend Cumnor Pre-School are placed on a waiting list.
* Children can be put on our waiting list at any point from birth onwards.
* Any parent / carer wishing for their child to attend the Pre-school will need to complete an Admissions Form, pay a refundable deposit and return their application to the Administrator.
* Parents are advised on how to access the setting’s Policies and Procedures.
* Parents are sent a copy of our Privacy Notice which explains what personal data we collect, why we collect it, how we use it, the control parent/carers have over their personal data and the procedures we have in place to protect it.

**Deposit:**

All applications must be sent with a refundable deposit. This deposit will be returned during the first school term that the child attends Pre-School.

Following a decision by Committee on 19 June 2021, parents will be asked, at the time the return of the deposit is due, if they wish their deposit to be donated to Pre-school funds. The decision to donate is entirely up to the parent.

If the Pre-School is unable to offer your child a place as requested on the Admissions Form the deposit will be refunded in full. If, after accepting a place, you choose not to attend, the deposit will be forfeit and used to help cover costs.

Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn and a loss of deposit.

**Allocation of Places:**

* There are three intakes per year, with new children starting Pre-school in September, January and April
* Children already attending the setting will be allocated places (additional mornings / afternoons) ahead of children on the waiting list.
* Places will be offered to children on the waiting list, where space is available, taking into account:

- the age of the child, with priority given to children who are eligible to free entitlement at our setting (Nursery Education Grant) – including eligible two-year-old children;

- whether any siblings already attend the setting;

- length of time on the waiting list

- the vicinity of the home to the setting; and

- the capacity of the setting to meet the individual needs of the child.

* 2 to 3 year olds attend our morning sessions; children who turn four within the academic year attend our afternoon sessions. In addition, we provide a limited number of full day spaces for children who turn four within the academic year.
* We offer funded places in accordance with the Code of Practice for Oxfordshire County Council and any local conditions in place at the time.
* We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
* The Administrator will contact parents / carers between 4 and 6 weeks before the child’s start date to confirm a place and allocated days. Parents / carers are required to confirm that they wish to take the place and days allocated before a ‘Welcome Pack’ is sent.
* Once a place has been accepted the relevant paperwork (The Welcome Pack) is sent to the parent to be completed and returned to the Administrator before the child starts at the Pre-school. These forms are kept on file in accordance with our ‘Children’s Records Policy’. Forms include: Consent Forms and Permission Forms including any necessary medical, dietary forms, permission forms for photographs, email contacts, shared setting contacts and any others necessary for the safety and well-being of the child.

Children with SEND

* We support children and/or parents with disabilities to take full part in all activities within our setting.
* The manager and SENDCo 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 and SENDCo 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 and SENDCo must check to see if a child’s family is in receipt of Disability Living Allowance. If so, the manager/SENDCo 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/SENDCo 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 manager/SENDCo 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.

Children on Safeguarding/child protection Plans:

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.

**All Day Places:**

* Allocations will be made first to children who already attend Cumnor Pre-school
* Preference forms will be sent to parents in the Summer Term before the September in which their child becomes eligible for all-day spaces. Parents will be asked to list preferences 1 – 5 (if applicable)
* All children will be allocated up to a maximum of 2 all-day places initially
* The remainder of all-day spaces will be allocated by using parents numbered preferences. Date of birth will be used to allocate places (September birthdays first) if there is a surplus of children who ask for a specific day.
* All-day spaces will be set for the entire academic year, unless a parent wishes to remove their child from the session.
* Half a term’s notice must be given if an all-day space is no longer required.

**Fees and Absences:**

* Half a term’s notice must be given if a space is no longer required for any session.
* Payment will be required until the end of half-term (invoice period) even if a child does not attend.
* Any hours over 15/30 funded hours will be invoiced at the current rate.
* Invoices are issued half-termly (approximately 6 weeks) and are payable even if your child is absent for some days due to illness, holidays etc.
* In cases of hardship, parents may contact the Administrator, Chair or Treasurer to discuss a payment plan. Each case will be considered individually and in confidence. Any decision does not set a precedent for any other situation or circumstance.

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| This policy was adopted by | Cumnor Pre-school Nursery | *(name of provider)* |
| On | 24 January 2024 | *(date)* |
| Date to be reviewed | Term 3 - 2025 | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory | Melissa Round | |
| Role of signatory (e.g. chair, director or owner) | Committee Member | |

**Other Useful Pre-school Learning Alliance publication**

* Seasonal Hello Poster