



STANTON PRE SCHOOL POLICIES AND PROCEDURES.

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.

Admissions Policy

Policy statement

At Stanton Pre School 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. Our terms for admissions are based on first come first served, this is because we are unable to predict what local children may need a place. We do not normally hold or reserve a place in advance however we may make an exception during the Autumn term when we expect our numbers to be at our lowest. This also applies to afternoon sessions.

Procedures

- We ensure that the existence of our setting is 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, will provide information in different community languages and in other formats on request.
- We arrange our waiting list in first come first served order. In addition, our policy may take into account:
 - 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 and the likelihood of them attending the local school;
 - whether any siblings already attend the setting; and



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- the capacity of the setting to meet the individual needs of the child.
- We offer funded places for all 3 and 4-year-old's following the first term after their third birthday. We also offer funding for eligible 2-year-old's - please speak to our manager for further advise on this.
- We offer 30 hours funding to families who meet the requirements for 30 hours.
- 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 parents with disabilities to take full part in all activities within our setting.
- We promote Diversity and Equality in our setting.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.
- We aim to be as flexible as possible 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.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.