

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 intention to make our Pre-school accessible to children and families from all sections of the local community.

We aim to ensure that all section of our community have access to the pre-school through fair and clearly communicated procedures.

In order to accomplish this, we offer the following admissions policy:-

Ensure the existence of the pre-school is advertised in and around our local community.

Priority will be given to children who are eligible for free entitlement. We arrange our waiting list from the registration forms received, based on birth order; we will endeavour to take into account siblings already attending the pre-school. Age will be taken into account to ensure adult ratios are maintained.

We offer funded places in accordance with the Code of Practice for Surrey and any local conditions in place at the time, this includes FEET funding.

A minimum of 2 visits with a parent/carer will be offered prior to this date. In addition a home visit is available upon request, via the original registration form.

Most children settle happily into our pre-school, should a child find admission into the Pre-school difficult, the time attending each session is gradually lengthened as the child becomes more confident.

We cannot guarantee a specific morning. As a pre-school we will endeavour to accommodate the needs of individual children and their families. Children are required to attend a minimum of two sessions.

We ensure that information about our pre-school is accessible, using simple plain English, in written and spoken form and, where appropriate we will endeavour to provide different community languages and in other formats on request.

We monitor the gender and ethnic background of children joining our pre-school to ensure that no accidental or unintentional discrimination is taking place.

We share and widely promote our Valuing Diversity and Promoting Equality Policy.

Parents are asked to bring a copy of their child's birth certificate on admission.

On admission you will be asked to produce a pass word for use in emergencies.

Children starting pre-school will complete all required paperwork on their initial/home visits with their keyperson.

When children transfer from another Early Years setting, the pre-school will ask parents to provide information about the setting so we can obtain all records and information collated for the child. This will include information from parents and carers, other professionals working with the child, the police, social services and Ofsted as appropriate. This is to ensure the safe and efficient management of the pre-school, and to help ensure the needs of all children are met. Children will not be able to start the pre-school until the pre-school is satisfied they have all the information necessary to support the child and family.

When parents register on the waiting list a non-refundable £25 fee will be required. On the uptake of a place you will receive a free sweatshirt and pre-school bag.

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

Policy adopted on

18/8/15

Signed on behalf of Bagshot Pre-school
Role within the Pre-school

Susan Michel
Manager