

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.

Hollytree Community Pre-school – Policies and Procedures

7.3 Admissions

Policy statement

It is our intention to make Hollytree Community Preschool 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.
- We arrange our waiting list in order of application date. 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 all 3- and 4-year-olds who will be moving on to school in the next academic year followed by 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 to 3- and 4-year-olds and 2-year-olds who are eligible under the government's disadvantaged 2-year-old funding scheme. We are able to offer 30 hours to those 2, 3- and 4-year-olds who are eligible for the government's 30-hour funding.
- Two-year-olds may start at the setting at the beginning of the term after their 2nd birthday
- Once a place at the setting has been accepted, we ask for a £25 registration fee. The fee will include a jumper, t-shirt and book bag.
- 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/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 Promoting inclusion, equality and valuing diversity policy and procedures.
- 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.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

This policy was adopted by

Hollytree Community Pre-school

Last review

August 2025

Date of next review

August 2026

Signed on behalf of the provider

J Goldspink

Name of signatory

Jo Goldspink

Role of signatory

Joint Manager