

## **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.

### **6.1 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 and provided in written and spoken form.
- We will provide translated written materials where language needs of families suggest this is required, as well as access to an interpreter. Where necessary, we will try to provide information in Braille, or through British Sign Language.
- At the start of each academic year all breakfast and after school club bookings are cancelled and re-issued on a first come first served basis.
- Breakfast and after school clubs are booked through use of a booking form or on an ad-hoc basis (See Fees Policy for more information). These sessions are filled on a first come first served basis with priority given to regular bookings submitted on a booking form.
- Children can attend Upwood Small to Tall pre-school from the age of 24 months. There is a limit of 4 two year olds in any one pre-school session and a maximum of 8 pre-schoolers in the breakfast and after school clubs. There are no places for 2 year olds in the breakfast or after school clubs, although this can be considered in exceptional circumstances.
- We arrange our pre-school waiting list in birth order. In addition, our policy may take into account the following:
  - the vicinity of the home to the setting; and
  - siblings already attending the setting.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- We describe how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.

- We describe how our practices enable children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- 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 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.

This policy was adopted at a meeting of

Upwood Small to Tall

Date last reviewed

4<sup>th</sup> October 2020

Name of signatory

Lisa Milner

Role of signatory (e.g. chair)

Chair