



### **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. We also recognise the need to safeguard our provision and ensure that different contracts are understood by all parents.

### **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 birth order. In addition, our policy may take into account:
  - the age of the child, with priority given to children who are eligible for the funded entitlement – including 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 in accordance with the Code of Practice for Northamptonshire and any local conditions in place at the time.
- We feel that the Northamptonshire funding contract is clear for parents, but also recognise that mixing funding and nursery contracts can be confusing. Therefore, we have in place our own nursery funding terms which outlines our protocol for offering funded places.
- 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 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; we recognise that some parents will not want to sign up for a contract nursery place and therefore we offer an ad hoc booking policy where places can be booked up to a month in advance, via email.
- For parents wishing to secure a long term space a contract is created and the terms and conditions which are available from the office and on our website apply
- Notice periods are in place to safeguard the nursery financially and ensure that, on termination of a place a child on our waiting list can be offered a space. Therefore, our notice periods are as follows:
  - One full calendar months' notice, taken from the 1<sup>st</sup> of the month to withdraw from a nursery contract.
  - One full calendar months' notice, taken from the 1<sup>st</sup> of the month to change nursery sessions, a signed change of hours form is required.
  - One full terms notice to withdraw from a funded contract.
- All new contracts and new hours bookings are for a minimum of six months, this is due to the significant administration costs associated with changing hours and contracts. Parents who may have variable and changing circumstances are asked to use to ad hoc booking option.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn. Please see our Terms and Conditions for more details.

This policy was adopted by

Simba's Den Day Nursery

On

August 2019

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### **Further resources**

- Seasonal Hello Posters (Pre-school Learning Alliance 2006)