

## **Organisation**

### **Admissions**

#### **Policy Statement**

It is our intention to make our setting as accessible as possible 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, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required.
- We arrange our 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 both fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and people from all cultural, ethnic and social groups, with and without 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 Equal Opportunities Policy widely known.
- We consult with families about the opening times of the setting to ensure that we accommodate a broad range of family 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.

- Parents are welcome to place their child's name on a waiting list. They will be offered a place for their child when a place becomes available.
- Parents may choose between one hour and full-time care each week, according to availability.
- All Policies will be shown to parents/carers before admission.
- Parents will complete an entry record with details of their child, including any emergency medical advice or treatment. This must be completed, and the registration fee paid, before a child commences any hours or sessions.
- Parents will be asked to produce their child's birth certificate when they hand in their registration forms. We will make a note of the birth certificate number on the registration forms.
- If a child is accessing Government funding, they will not be entitled to access funding until we have seen the birth certificate.
- Parents are welcome to visit with their child two or three times before they leave their child.
- Four weeks notice, or payment instead of notice, must be given before a child leaves.

**DURING COVID-19 THE SETTING IS ONLY OFFERING SOCIALLY DISTANCED VISITS  
OUT OF HOURS.**

**THE FIRST SETTLING SESSION WILL TAKE PLACE WITH A PARENT/CARER EITHER IN  
THE GARDEN OR IN A ROOM WITH JUST THE KEY PERSON.**

**THE FOLLOWING SETTLING SESSIONS WILL BE JUST WOTH THE CHILD.**

**Persons responsible for implementing this policy:**

Erica Dunwell/Heather Bishop/Rosalind Moreno – Newport

Erica Dunwell/ Heather Bishop – Sandown

Erica Dunwell/Becky Kujabi – Wootton

**Review: August 2022**