

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 Jack and Jill's Pre School accessible to children and families from all areas 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 Jack and Jill's is accessible both in written and spoken format. When necessary, we will try to provide in Braille and translated into different languages, where the language needs suggest these are required or through an interpreter..
 - Inclusion on the waiting lists follows completion of an application form. Our waiting list is then arranged in birth order for each month spaces..In cases of over subscription our policy may take into account the following;
 - the age of the child, with priority given to children who are eligible for the free 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 keep a place vacant, if this is financially viable, to accommodate an emergency admission should this arise.
- Jack and Jill's Pre School are welcoming and make it clear that fathers, mothers, other relations and carers including child minders are all welcome.
- Jack and Jill's Pre School 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.
- Our Pre School has kind regard to each child and their family, with regard to their individual needs including gender, special educational needs, disabilities, social background, ethnicity, religion or English as a new/second language.
- 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 and to ensure that our intake is representative of social diversity.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We make our Equal Opportunities Policy widely known and is accessible to all.
- 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	Jack and Jill's Pre School	<i>(name of provider)</i>
On	_____	<i>(date)</i>
Date to be reviewed	_____	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	

Other useful Pre-school Learning Alliance publications

- Seasonal Hello Posters (2006)