

Admissions

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.

Policy Statement

At Greenhill Pre- School, 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, using simple English, in written and spoken form, and, where appropriate, provided in different community languages and in other formats on request.
- We offer funded places in accordance with the Code of Practice.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- 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 stipulate that all our morning children attend the full five sessions to ensure continuity and to prepare them for the school year ahead.
- We do not cater for part time positions during the morning sessions as we endeavour to prepare the children for their transition to primary school and due to the nature of the setting, funds do not allow us to offer part time places.
- 30-hour places are decided by the management and the Committee. In the first instance, children who already attend the setting will be offered first refusal, depending on criteria. A limited number of places are available, and should there be any

complications, the management will consult with the Committee who will make a final decision based on the relevant criteria.

The admissions criteria are as follows:

- The child will be taking up all sessions provided by Greenhill pre-School for the appropriate age.
- Extenuating circumstances or to comply with Child in Need or Equalities criteria.
- The child has a sibling at Greenhill Primary School.
- The child lives in the area and intends going to Greenhill Primary School.

We support local childminders by offering places to their children as long as they fit other criteria.

If an offer has been turned down once, it will only be re-offered if no one else is eligible.

- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.