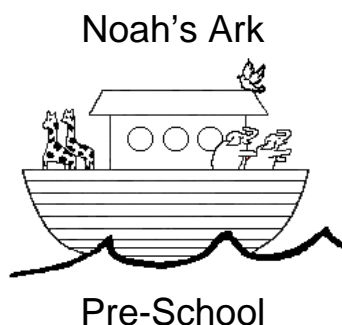


Safeguarding and Welfare Requirement: Information and Records

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.



ADMISSIONS POLICY

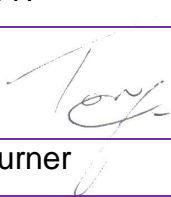
Policy Statement

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 seek to 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.
- We arrange our waiting list in order that the application is received and give priority in the following order:
 - Emergency/Social Care Services
 - Existing 4 year olds in receipt of their Early Education Funding
 - Existing 3 year olds in receipt of their Early Education Funding
 - 4 year olds on our waiting list who are entitled to the Early Education Grant with priority to returning siblings
 - 3 year olds on our waiting list who are entitled to the Early Education Grant with priority to returning siblings
 - Existing children who are paying fees
 - Fee paying children with priority to returning siblings

- We would recommend application forms being submitted as soon as possible. An application received during the term prior to your child's expected start date will be considered a late application. We will deal with late applications with the above criteria but only after applications received on time have been fulfilled.
- We encourage parents to take a minimum of 2 sessions with us
- 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.
- 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 describe how our practices enable children and/or parents with disabilities to take part in the life of the setting.
- We monitor the needs and background of children joining, to ensure that no accidental or unintentional discrimination is taking place.
- 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.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

This policy was adopted by	Noah's Ark Pre School	<i>(name of provider)</i>
On	18th April 2016	<i>(date)</i>
Date to be reviewed	April 2017	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Tony Turner	
Role of signatory (e.g. chair, director or owner)	Chairperson	