

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 statement

It is Saffron Walden Nursery School's 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 plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- We accept children's names for registration at any age. There is a £10 registration fee, this does not guarantee sessions or a starting date for the child. This fee covers the cost of administration and the provision of a nursery t-shirt.
- We arrange our waiting list in birth order. In addition, we take into account:
 - 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.
- We occasionally allocate places for various reasons at the discretion of the Manager after consultation with the management committee.
- 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/my] 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 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. To provide continuity of care and a secure routine, we recommend that children attend for a minimum of two sessions per week.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.
- Further information on admissions, current fees, grant funding and progression through the school is available from the school office.

This policy was adopted by

Saffron Walden Nursery School

On

February 2014

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)

Reviewed on

Signed on behalf of the provider

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