

## **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 our intention to make our pre-school 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 pre-school through open, fair and clearly communicated procedures.

### **Procedures**

- We ensure that the existence of our pre-school is widely advertised in places accessible to all sections of the community.
- We ensure that information about our pre-school 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 as well as access to an interpreter.
- We arrange our waiting list within the Sunnymede Pre school intake period, which is subject to date of birth and place of residence.
- In addition, our policy may take into account the following:
  - the vicinity of the home to the pre-school; priority is given to families within the CM11, CM12 Billericay postcode area.
- We restrict our new intake of 2 year olds to a maximum of 16 per session to ensure that all children receive full care and attention.
- We describe our pre-school 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 pre-school 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 pre-school and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the pre-school.
- We make our Valuing Diversity and Promoting Equality Policy widely known – a copy is located on our website.

