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.

- We consult with families, via questionnaires and general discussions, about the opening times
 of the pre-school to ensure we accommodate a broad range of family need.
- Our pre-school offers families 3 hour sessional care, one session in the morning or one session in the afternoon, on most week days. With effect from September 2023, we also offer all day care from 8.45am to 3.15pm, with a chargeable lunch club (you provide a healthy packed lunch for your child which must be nut free). If you would like your child to attend the lunch club, they must attend both the morning and afternoon session on that day.
- 'All day' sessions Our children that will be in their last year at the pre-school (Risers Bees) are given priority over choosing what sessions they would like from September. Parents can choose 3 or more all days and use up to a maximum of 15 hours to offset their invoice. Please note FEEE funding can be used to offset lunch club fees. We also accept 30 hours funding.
- We also accept 15 hours funding for 2 year olds of working parents, subject to available spaces.
- Sessions for children that will be in their first year with us (Butterflies) are guaranteed to receive two sessions upon registration (this could be a morning and afternoon or one all day), and further sessions requested, if available. We make it clear when we offer your child a space, that allocation of sessions are awarded on a first come, first served basis upon receipt of your completed waiting list registration form and your £50.00 registration fee to our bank account.
- 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 pre-school that provides stability for all the children.
- For children who are taking a 2 year place with us, once you have accepted your place and are not entitled to receive 'Free Early Education entitlement' (FEEE) grant funding money, we charge a non-refundable registration fee of £50.00 to become a member of the pre-school and secure your child's place. Included in this fee is a pre-school t-shirt and jumper.

This policy was adopted at a meeting of	Sunnymede Preschool	name of setting
Held on		(date)
Date to be reviewed		(date)
Signed on behalf of the management		
committee		
Name of signatory		
Role of signatory (e.g. chair/owner)	Owner	