

## **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.

## **10.2 Admissions**

### **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, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.

We take the following matters into account when prioritising and deciding on admissions:

- Availability of places, taking into account the staff: child ratios, the age of the child and any registration requirements
- Children who have siblings who are already with us
- When the application is received (extra weight is given to those who have been on the waiting list the longest or who have requested more sessions)
- The nursery's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements. Children who are deemed to have additional needs or require extra support may not be able to continue attending if it compromises their safety or the safety of other children and staff. The nursery will make reasonable adjustments including providing extra staff for periods of time whenever possible, however there is a maximum capacity to the number of children we can provide additional support to in any one term and there may be times when we are unable to provide the resources and staffing needed to ensure safety. Our Inclusion Lead will work closely with families to ensure that outside support is gained as quickly as possible to ensure children can continue attending/gain a place at the nursery as soon as possible. If during a child's settling in period it becomes clear that a child needs more 1:1 or additional support and the setting is not in a position to provide this due to being at maximum capacity for supporting children with additional needs, the setting may have to terminate a child's place until support and resources can be provided. E.g. if current staffing compromises safety
- A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and availability
- Any extenuating circumstances affecting the child's welfare or the welfare of his/her family

We offer funded places in accordance with the Code of Practice for Northamptonshire and any local conditions in place at the time.

- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- 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 setting when possible.
- 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 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	<u>Daffodils Outdoor Nursery Ltd</u>	<i>(name of provider)</i>
On	<u>August 2019</u>	<i>(date)</i>
Date to be reviewed	<u>August 2020</u>	<i>(date)</i>
Signed on behalf of the provider	<u>Amy Claypole</u>	
Name of signatory	<u>AMY CLAYPOLE</u>	
Role of signatory (e.g. chair, director or owner)	<u>Manager/Owner</u>	