

## 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.

### 10.1 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.

***Note: Attendance at Milford Pre-School Plus does not automatically entitle your child to a place at Milford Primary.***

#### Procedures

- We ensure that the existence of our setting is 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 arrange a Pre-School waiting list in order of application accepting a maximum of 56 children on role in any one year, sessions are then allocated in order of date of birth. Children are accepted from the age of 2 years 9 months, vacancies permitting. **From the academic year 2016/17** onwards our policy will take into account:
  - the vicinity of the home to the setting; (priority given to children living in Milford, Everton, Keyhaven and Lymore)
  - whether any siblings already attend the setting; and
  - the capacity of the setting to meet the individual needs of the child.
- The Out of School Clubs admit children in order of their date of application, providing the child attends a primary school on a full-time basis. Children may attend until they start Year 7.
- 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.

- 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.

This policy was adopted by

Milford Pre-School Plus Ltd

On

21<sup>st</sup> May 2014

Date to be reviewed

By 21<sup>st</sup> May 2016

Signed on behalf of the provider

Name of signatory

Alison Aldridge

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

Chair of Directors