

## **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.
- 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 monitor the needs and background of children joining our setting on the Personal Information Record, to ensure that no accidental or unintentional discrimination is taking place.
- We make our Valuing Diversity and Promoting Equality Policy widely known and it is available in the policies file in the cloakroom, in the office and on our website [www.crowmarshpre-school.org.uk](http://www.crowmarshpre-school.org.uk)
- We arrange our waiting list in birth order. The full Admissions Criteria is laid out below.
- We offer funded Early Education places for 2, 3 and 4 year old children in accordance with the Nursery Education funding terms and conditions set out by Oxfordshire County Council.
- 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. Our setting operates with a minimum of two 3 hour sessions per week in order to support the child in routine and stability within the setting.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

- Parents/carers who wish to register their child with Crowmarsh Pre-school should complete a Registration Form, available from Pre-school or via the Pre-school website, as shown in 10.3. The term before a space becomes available, our Administrator contacts parents/carers with the times and dates of 3 x 1 hour Settling In sessions prior to the child's actual start date. At the first Settling In session, the parent/carer is asked to complete a Personal Information Record, as 10.4, with their Key Person.

## Admissions Criteria

The following details the admission criteria that we apply to all applications to Crowmarsh Pre-school once the registration form and fee have been received. We do accept 2 – 3 year olds at Crowmarsh Pre-school however we are restricted by space and number ratios.

### IMPORTANT NOTE: STAFF:CHILD RATIOS

In accordance with the Revised Early Years Foundation Stage, our current staff : child ratios are

Children aged 2 years -under 3 years ---1 adult:4 children

Children aged 3 years and over -----1 adult:8 children

Crowmarsh Pre-school currently runs with 4 full time members of staff per session and places are allocated in line with the ratio's above.

The Admissions Criteria for Crowmarsh Pre-school follows the Admissions Criteria for Primary Admissions as laid down by Oxfordshire County Council and is shown below, in descending order of priority.

#### 1. Priority Admissions:

- a) Children with an Education, Health and Care Plan(EHC) or a Statement of Special Educational Needs
- b) Children who are "looked after" – that is, children who are in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time of making an application to join Pre-school.
- c) Disabled children who need to be admitted to a pre-school on the grounds of physical accessibility. The definition of disability is that contained within the Equalities Act 2010.

In addition to being first priority on our criteria list, we also aim to always keep one place vacant, if financially viable, to accommodate an emergency admission for the above.

2. Existing Pre-school children – children who already attend Crowmarsh Pre-school will be asked if they wish to change/increase their days in advance of children on the waiting list. Changes to funded hours can be made in September, January and April where spaces are available.
3. Children within the local catchment area\* with older siblings at Crowmarsh Pre-school or Crowmarsh Gifford Church of England Primary School, placed in birth date order (exceptions see note on ratios above).
4. Other children within the catchment area\*, placed in birth date order (exceptions see note on ratios above).
5. Children out of catchment\*, but with older siblings at Crowmarsh Pre-school or Crowmarsh Gifford Church of England Primary School, placed in birth date order (exceptions see note on ratios above).
6. Other children out of catchment\*, placed in birth date order (exceptions see note on ratios above). If there are more applicants than spaces in this category, priority will be given to those children living closest to the pre-school by the nearest designated public route as defined on the Directorate for Children, Education & Families Geographic Information System.
7. The Committee reserves the right to accept children who fall outside the above criteria in exceptional circumstances.

\*Crowmarsh Pre-school adheres to the catchment area set out for Crowmarsh Gifford Church of England Primary School by Oxfordshire County Council.

This policy was adopted by CROWMARSH PRE SCHOOL (name of provider)  
 On 8/10/2018 (date)  
 Date to be reviewed 8/10/2019 (date)  
 Signed on behalf of the provider Josie Brettell  
 Name of signatory JOSIE BRETTCELL  
 Role of signatory (e.g. chair, director or owner) CO CHAIR

#### Other useful Pre-school Learning Alliance publications

Seasonal Hello Posters (2006)