

**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.



## 8. 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 are registered to take children between the ages of two and five years old.
- 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.
- The Admission Policy is issued to all families as part of the registration process. It is also available via our webpage and/or upon request.

Early Education is offered to families 38 weeks of the year. The funded hours can be claimed (to the maximum available, as determined by Norfolk County Council)

Monday – 9am to 3pm

Tuesday – 9am to 3pm

Wednesday – 9am to 3pm

Thursday – 9am to 3pm

Friday – 9am to 3pm

- We operate a waiting list primarily on a first come, first served basis but our policy may take into account:
  - the age of the child, with priority given to children who are eligible for the free entitlement – including eligible two-year-old children;
  - the length of time on the waiting list;
  - the vicinity of the home to the setting;
  - whether any siblings already attend the setting; and
  - the capacity of the setting to meet the individual needs of the child.
- We offer funded places in accordance with the Code of Practice and any local conditions in place at the time:
  - No session to be longer than 10 hours;
  - No minimum session length (subject to the requirements of registration on the Ofsted Early Years Register);
  - Not before 6:00am or after 8:00pm;
  - A maximum of two sites in a single day.

- We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.
- 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 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 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.
- Parents are welcome to visit the Playgroup before their child starts and will be offered an information pack, complete with registration form. This is also available to download from our website.
- To register for a place at Feltwell Playgroup the form should be completed and returned with a £25 registration fee to secure your child's place at Feltwell Playgroup. This registration fee is voluntary if the child receives government funding.
- Once registered you will be sent a 'Confirmation of Sessions and Agreement to Policies' letter which details your child's start date and sessions allocated. The form should be completed and returned promptly.
- Parents can request to change sessions at any time.
- A 'Welcome Pack' is sent to parents before their child starts. Included with this pack are four forms – 'All About Me,', 'Child's Personal Information', 'Child's Medical/Health Form' and 'Consent Form' (relating to online learning journals, first aid, etc.). These must be fully completed and returned to the Playgroup *before* the child's first session. Children will risk not being accepted otherwise.
- Parents will also need to take along the child's original long birth certificate or adoption certificate (as proof of name, date of birth etc.) and Playgroup will take a note of the certificate number to keep for their records.
- Each child is allocated a keyperson. On admission, each new child's keyperson will initially be the manager June Slatter until another keyperson is decided upon. This keyperson may change during the child's time at Playgroup but parents will always be made aware of any change.
- By accepting a place at Feltwell Playgroup, parents are also agreeing to adhere to our policies and procedures (a copy of which can be found at the setting or on our website).
- Unless moving onto school parents must give two weeks written notice if their child is leaving the setting.
- Feltwell Playgroup advises parents that their child will settle quicker if they attend sessions on at least two different days each week.
- Each new child's sessions will be reviewed at the end of one month to ensure the child, parent and staff are happy with how the child has settled in. Feltwell Playgroup reserves the right to defer a child's session to a later date if they feel it would be better for the child.
- To enable us effectively to welcome and settle new 2-year-old children, we ask that they attend one session per requested day for the 1<sup>st</sup> half term. For example, if you requested all day Monday, Wednesday and Friday, we will start your child on Monday mornings, Wednesday mornings and Friday mornings only. This

will continue until the manager/key person and parents meet to discuss a way forward to increase hours. This will usually mean adding a lunch hour and then eventually adding the afternoon session until they are attending their full sessions. The full hours will be set aside for your child so there will be no need to request those additional hours.

- If a child has difficulty settling in, parents are welcome to stay at Playgroup with them for as long as they need to, in agreement with the manager. If after a few sessions the manager feels that it would be better for a parent not to stay anymore then they will speak to the parent and encourage them to leave their child.
- Children are welcome to bring a comfort item with them for a short while but this will then be discouraged when the child is more settled.
- Staff will work in partnership with parents to ensure their child settles in as quickly as possible. We recognise that parents often feel apprehensive when leaving their child anywhere new so staff do as much as possible to ensure the parent feels happy and confident when leaving.
- On rare occasions a child may not settle in at Feltwell Playgroup even after using our 'settling in' technique above. The main reason for this is usually because the child is very young. If this is the case staff may feel that it would be better for the child to defer their sessions to a later date and will therefore speak to the parent to work something out.
- If you are not satisfied that your child is receiving, or being offered, the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to our chairpersons. Our complaints policy is available for you to view or download on our website at [www.feltwellPlaygroup.com](http://www.feltwellPlaygroup.com) .

### **SEND (Special Educational Needs and Disability)**

- We aim to identify all children that may attract any additional funding such as Early Years Pupil Premium (EYPP), Disability Access Fund (DAF), SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.
- Please refer to the Special Educational Needs Policy concerning the support on offer to children and how we support families to choose the right setting for their child with Special Educational Needs and Disabilities (SEND).
- We are open each week day usually in line with Norfolk County school term dates.
- We aim to operate on the same days as the village primary school (Edmund de Moundeford V.C. Primary School, Feltwell). However, we do not necessarily close in-line with the school's 'teacher training' days.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

## Further guidance

Early Education and Childcare Statutory Guidance for Local Authorities – April 2024.

Early years Entitlements: Operational Guidance For Local Authorities and Providers – April 2024.

This policy was adopted by

Feltwell Playgroup

On

25.03.2024

Date to be reviewed

(on or before) 25.03.2025

Signed on behalf of the provider

J.I.

Name of signatory

Jonathan Irving

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

Committee Chairperson