

SECTION 10.0 INFORMATION AND RECORDS

10.1 Admissions

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.

10.1.1 Policy statement

It is our intention to make Purley Pre-School accessible to children and families from all sections of the local community, through open, fair and clearly communicated procedures.

10.1.2 Procedures

- We ensure that the existence of Purley Pre-School is widely advertised in places accessible to all sections of the community eg the Website, Facebook, Local Children's Centres.
- We ensure that information about Purley Pre-School is accessible and provided in written and spoken form.
- We arrange our waiting list in birth order. In addition, our policy may take into account the following:
 - the vicinity of the home to the setting; and
 - siblings already attending the setting.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting 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 how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.
- We describe how our practices enable children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We consult with families about the opening times of the setting to ensure 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.

Purley Pre-School Policies & Procedures

INFORMATION AND RECORDS


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Registration

- Children can be registered on the waiting list for Purley Pre-School as soon as the Parents wish.
- In order to register the Child, the Parents must complete the Registration Form (Template 6 – Purley Pre-School Registration Form) which can be obtained from Purley Pre-School or directly from the Registration Secretary.
- A registration fee is payable which is refunded one the Child starts at Purley Pre-School.

Other useful Pre-school Learning Alliance publications

- Seasonal Hello Posters (2006)

This policy was adopted at a meeting of	<u>Purley Pre-School Committee</u>
Held on	<u>10th Feb 2015</u> (date)
Date to be reviewed	<u>10th Feb 2017</u> (date)
Signed on behalf of the provider	<u></u>
Name of signatory	<u>Charlotte Allum</u>
Role of signatory (e.g. chair, director or owner)	<u>Chair, Purley Pre-School</u>