



Ladybird Forest Pre-School



Safeguarding and Welfare Requirements: Information and Records

10.1 Admissions

Policy Statement

It is our intention to make Ladybird Forest Pre-School genuinely 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

To be accessible to all, we:

- ensure that the existence of Ladybird Forest Pre-School is widely advertised in places accessible to all sections of the community.
- ensure that information about our setting is in simple plain English, in written and spoken form. Where necessary we try to provide information in spoken form, Braille, or through signing or an interpreter.
- ensure the Ladybird Forest Pre-School website is kept up-to-date and that enquiries are dealt with fairly.
- welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity, or competence in spoken English.
- describe our Pre-School and its practices in terms
 - of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
 - which make it clear that we welcome fathers, mothers, other religions, other carers (including child minders).
- monitor the gender, religious and ethnic background of children attending Ladybird Forest Pre-School to ensure that no accidental discrimination is taking place. The



Ladybird Forest Pre-School

setting has a named Equal Opportunities/Diversity Coordinator to ensure the Equal Opportunities/Diversity Policy to followed.

- we offer flexible 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 children.
- consult, where possible, with parents and carers to ensure that Ladybird Forest Pre-School continues to meet the changing needs of the local community.
- liaise fully with parents, carers and professionals to ensure that it would be in the child's best interests to attend the setting.
- operate a flexible admissions procedure for the purposes of the child settling in, and where appropriate a child may attend for brief periods at first; gradually building up to a full session.

Waiting list:

- A completed Application Form must be received in order to add a child to our Waiting List.
- We arrange our Waiting List in date of birth order with oldest children taking priority. Priority is given to funded three and four year old children, funded two year old children and then all other children, in date order.
- Children are admitted to the Pre-School according to their ages, irrespective of how long they have been on the waiting list.
- We admit children from Ampthill and the surrounding areas.
- We offer, where possible, opportunities for parents, carers and children a scheduled visit to the setting.

September admissions:

- Our main admission of new children takes place in September, at the beginning of each new school year.
- Children already who have been attending pre-school in the previous school year (Returners) have priority for requesting increases or changes to their sessions each



Ladybird Forest Pre-School

September over the Waiting List. We accommodate requests from existing children provided that this does not disrupt the pattern of continuity in the setting or prevent new children from joining the pre-school.

- Parents and carers of "Returners" are asked to request changes to their child's sessions for the forthcoming September intake at the start of the Spring Term. Parents and carers should note that they are committed to any increased sessions allocated and, if they subsequently cancel additional sessions in September, we reserve the right to impose a full half term's fees in respect of any sessions cancelled.
- Once requests from Returners have been accommodated, in the Spring Term, we allocate sessions and offer places for the September intake, to new children on the waiting list, giving priority to older children.
- We offer places taking into account:
 - No more than 43 children may attend at any one session.
 - Children are admitted the term after their second birthday, dependent upon the availability of space.
- We allocate a minimum of four sessions a week for each three and four year old child and a minimum of three sessions a week for each two year old child. Each session is 3 hours long.
- In addition, our policy may take into account:
 - The vicinity of the home to the setting.
 - The capacity of the setting to meet the individual needs of the child.

If any sessions become available during the school year, we may offer spaces to children on the waiting list.

Funding:

- We will inform parents if they are eligible for grants.
- We accept 30 Hours a Week early years funding for 3 & 4 year olds.



Ladybird Forest Pre-School

- Funding can be used against core hours only and cannot be used for any wraparound care.
- We try to be flexible about the allocation of sessions and endeavour to accommodate the needs of each family, so long as it does not disrupt the pattern of continuity in the setting or prevent other new children from joining the pre-school.

The offer:

Parents and carers will be sent Terms and Conditions outlining details of the offer. To secure the offer, the Parent /Carer will be required to sign and return the T&Cs, a childcare registration form, a data consent form, and will need to provide a copy of the child's birth certificate by a specified date.

Where possible, parents and carers will be invited to an open day with their child in the Spring term before the next school year.

Relevant Ladybird policies:

- 1.2 Safeguarding Children and Child Protection
- 1.8 Online Safety (incl. CCTV, Cameras, Mobile Phones and Smart Devices)
- 8.1 Health and Safety
- 9.1 Valuing diversity and promoting equality
- 10.6 Data Protection and Confidentiality

This policy was reviewed by	Amanda Sanders - Pre-School Manager Victoria Grimes - Admin Manager Rebecca McGough - Chair
Date of review	13 th January 2024
Date for next review	13 th January 2025
Chair's signature	