

09.1 Waiting list and Admissions Policy

We aim to ensure that all sections of the community receive accessible information, and that our admissions procedures are fair, clear and open to all parents who apply for a place.

- The setting has a website which is way of advertising the setting.
- The information about the setting is accessible, using plain English, in written and spoken form and, as websites can now be translated, the information can be accessed by different community languages.
- Children with disabilities are supported to take full part in all activities within the setting and the setting makes reasonable adjustments to ensure that this will be the case from the time the child is placed on the waiting list.
- The waiting list is arranged on a first come first served basis with the exception of children in care who will be given priority and in addition may consider the following:
 - the age of the child with priority being given to children eligible for the free entitlement
 - length of time on the waiting list
 - the vicinity of the home to the setting
 - siblings already attending the setting
 - the capacity of the setting to meet the individual needs of the child
- Funded places are offered in accordance with the Early Years Entitlements: Operational Guidance for local authorities and providers (DfE) and the Sheffield Code of Practice for Providers of Government Funded Early Learning in place at the time.
- The setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers and childminders are all welcome.
- The 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.
- The needs and individual circumstances of children joining the setting are monitored on admission form, to ensure that no accidental or unintentional discrimination is taking place and that reasonable adjustments are made as required.
- Section 05 Equality procedures are shared and widely promoted to all.
- Places are provided in accordance with our terms and conditions issued to every parent after the show around visit and before the child takes up their place. Failure to comply may result in the provision of a place being withdrawn.

Admission procedure

When a parent makes an enquiry about our nursery, an availability check is done. If this meets parental requirements, we invite them to come and visit us. Visits tend to be arranged at a time when all the children have arrived and settled, i.e around 10am.

BOOKING A SPACE

Following the visit and the information being sent, the parents should complete and return an application form to book a place for their child. Once the application form has been received, the space availability will be checked and the space confirmed or otherwise to the parent.

SETTLING VISITS

The first settling would normally be an initial visit of approximately one hour with a parent/carer. The second visit would usually involve the parent/carer leaving the child for a short period whilst remaining in the setting. During this time the admission forms are normally completed. Any further visits will be agreed and organised by the room staff.

The settling process will be flexible and responsive to the needs of each individual child and family.

The first charge will be incurred when the full session has been attended.

ADMISSIONS CHECKS

The following paperwork must be completed before a child can be left within the setting:-

- Admissions form
- Authorised collection form
- All about me
- Individual Care plan (if necessary)
- Funding forms
- Privacy notice

The following checks will be made:-

- The child's birth certificate will be used to verify parental responsibility and date of birth.
- The child's red book will be requested to check any concerns raised by Health Visitors and any checks done e.g. two year old progress check.
- Are there any allergies/dietary requirements (if yes complete an Individual care plan)

- Are there any additional needs (if yes work/liase with other professionals/agencies to develop a care plan)
- Do they attend any other setting? (if yes make contact with the other nursery and obtain any necessary information/transition document if transferring) Please note that the Manager will request this in the first instance but it is the key persons responsibility to chase this.

Where possible, a key person will be allocated to the child prior to the settling-in sessions so that the relationship between key person and family can begin to form immediately. Each child has a keyworker at Croft Corner Forest School Nursery, and parents are invited to meet with them regularly to discuss their child's welfare, development matters and any other issues which arise. Parents will be informed if the key person changes.

It is essential that we get to know each child, as planning activities to meet their needs is not possible otherwise, and so at the settling-in visit, the keyworker will begin to form this relationship with the family and the 'all about me sheet can be filled in as part of this process. Families are also invited to send in some photographs of family and friends. For any families who celebrate particular festivals or speak other languages, we would love to know about them so that we can join in too! Parents are invited to submit this information on the All about me form.

Children with SEND

- The manager must seek to determine an accurate assessment of a child's needs at registration. If the child's needs cannot be met from within the setting's core budget, then an application for SEN inclusion funding must be made immediately.
- Children with identified SEND must be offered a place when one becomes available as with any other child. However, the start date for children with more complex SEND will be determined by the preparations made to ensure the child's safety, well-being and accessibility in the setting. If a child's needs determine that adjustments need to be made, the manager must outline a realistic timeframe for completion, detailing the nature of adjustments e.g. risk assessment, staff training, health care plan and all other adjustments required. The child's safety at all times is paramount.
- At the time of registration, the manager must check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager must ask for evidence to enable them to claim the Disability Access Fund directly from the local authority. If the family is eligible but not in receipt of the allowance, the setting manager will support the family in their application. More information can be found at www.gov.uk/disability-living-allowance-children/how-to-claim.
- Preparation for admitting a child with SEND must be made in a reasonable amount of time and any delay in the child starting is scrutinised by the setting manager to avoid discrimination and negative impact on the child and family. During the preparation period the family and relevant agencies and the

local authority must be regularly updated on the progress of the preparations.

Safeguarding/child protection

If information is provided by the parents/carers that a child who is starting at the setting is currently, or was involved with social care, the designated safeguarding lead will contact the agency to seek further clarification.

Parents/carers are advised on how to access the setting's policies and procedures in the parent handbook and App.