

General Welfare Requirement: Organization

Admissions and Settling-in Policy

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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
Inclusive practice	Respecting each other	- The learning environment - The wider context	Inclusive of AUC/PR/EE

Procedures

In order to achieve this aim, we operate the following admissions policy.

- 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, in written and spoken form, on our Website, Facebook and Instagram pages.
- When necessary, we will try to provide information in Braille, or through signing or an interpreter.
- We arrange our admissions according to:
 - Children in receipt of Funded Early Education funding according to number of placements available and date of birth. We will give equal priority to both children who are in receipt of 15 or 30 hours free entitlement.
 - Children with special educational needs or care as recommended by Health and Early Years professionals.
 - Siblings of children already attending or who have attended the setting within the last 5 years.

- Children with English as an additional or second Language.
 - Children moving into the area that does not exceed 4 families, depending on availability.
 - Children on the waiting list by date of birth with consideration of nearest distance to the pre-school in the term of entry
 - Waiting list order of children by date of birth, with consideration of nearest distance, within the surrounding areas of the home to the setting in the term of entry.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
 - All waiting list applications should be received no later than 31st December before the academic year in which your child would be eligible to attend. All later applications will be accepted but places will be allocated on an availability basis.
 - We describe our setting and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
 - We describe our setting 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, and ethnicity or from English being a newly acquired additional language.
 - We describe our setting and its practices in terms of how it enables 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 equal opportunities policy widely known.
 - We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.
 - We are flexible about attendance and settling-in 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.
 - Settling-in for a child, will not exceed 6 weeks, without prior consent from the Manager and then a settling-in plan put in place. This may include a decrease in days or a period of absence and a later start date.

- Surrey Early Years Advisors may be contacted to give guidance on Settling-in if a family is struggling with separation anxiety.

Changes to Policy and Procedure

Any changes to this policy and any procedures may come into force following Government Guidance and Legislation changes to law or any new Legislation that the Government sees fit to implement.

This includes any changes due to the Coronavirus Act 2020 and any subsequent Acts that will affect the Early Years Sector and our setting now or in future communication and changes.

Acts and legislation includes but is not exhaustive to:

Coronavirus Act 2020

Coronavirus (Covid-19) Guidance for educational settings

Early Years Foundation stage: Coronavirus Disapplications

Actions for Early Years and Childcare providers

This policy was adopted at a meeting of **Little Saints Pre-School**

Held on (date)

Signed on behalf of the CIO Trustees