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Document.	001	Admissions Policy	
Revision	07	Approved By	Katy Taylor
		Approval Date	25.09.2023

Scope

This policy applies to all provision for early years aged children, and also – where appropriate – to before and after school provision and walking bus provided by Duchy Pre-school and Playgroup for primary school aged children attending The Duchy School in Bowley Meadow.

Statement of intent

It is our intention to make the Duchy Pre-school & Playgroup genuinely accessible to children and families from all sections of the local community, and surrounding areas.

Aim

We aim to ensure that all sections of our community have access to the Pre-school/Playgroup through open, fair and clearly communicated procedures.

Methods

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

- We ensure that the existence of the Pre-school/Playgroup is widely advertised in places accessible to all sections of the community.
- We ensure that information about our Pre-school/Playgroup is accessible - in written and spoken form - and, where appropriate, in different languages.
- 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 Pre-school/Playgroup; and siblings already attending the Pre-school/Playgroup.
- We keep a place vacant, if this is financially viable, to accommodate one emergency admission per term.
- We describe our Pre-school/Playgroup and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our Pre-school/Playgroup and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We describe our Pre-school/Playgroup and its practices in terms of how it enables children with disabilities to take part in the life of the Pre-school/Playgroup.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- We make our equal opportunities policy widely known.
- We consult with families about the opening times of the Pre-school/Playgroup and sessions we offer, to avoid excluding anyone.
- We are flexible about attendance patterns to accommodate the needs of individual children and families within the parameters of the Local Government Funding Criteria at the time, however we do require that children attend a minimum of two sessions a week, for the wellbeing of the child.
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- The procedure and documentation required for admission is detailed in our Record Keeping Policy (0020)

Registration Procedure

Registration forms are completed online via our website. Once submitted and a place is confirmed, a Welcome pack is provided to parents/carers. The Welcome pack includes, Welcome Letter, Information on what to bring on a child's first day, Snack Advice and Vision Statement.

Our aim

To register children as efficiently as possible
For parents to feel welcomed and included

Method

On receipt of the completed Registration Form, it is checked to see if the parents would like their child to start when they are two, when the child is three (but before eligibility for Early Years Entitlement Funding), or when the child is eligible for EYEF.

- if the child is not due to start during the current or next term, a letter of acknowledgement of receipt is sent and a note made to contact the parents later.

- if the child is due to start during the current or next term, a call to the parent/guardian is made and the process as listed below for completing registration is followed.

Completing registration

During the term before the child is due to start the Manager/ will contact the parent and discuss actual requirements and sessions. Early Years Entitlement Funding is explained.

A minimum of two free introductory session visits are offered just before the child's start date.

Prior to the trial sessions, the Business Manager will check the Application form for any Special Educational or Medical requirements or allergies. The Business Manager will notify the Managing Supervisors and the Health and Safety Officer of the trial session arrangements and will highlight any Special Requirements.

Settling sessions are arranged with a parent or guardian to help welcome and settle the child. These sessions will start about half an hour after the main session to allow session children to settle first.

Remaining paperwork will be completed during the settling sessions. This includes:

- Where appropriate, a Healthcare Plan will be discussed with the parents by the Setting Manager
- The sessions requested by the parent will be discussed and agreed during the settling sessions.
- A keyworker will be allocated to the child during the settling period.

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Before the child starts, the Business Manager will:

- Add the child to the appropriate List of Children and Registers.
- Add Emergency Contact Details to the register (**this must be done before the child can be left by a parent**)
- Add parent contact details to contact lists.
- Add child to the allergies/special requirements lists where appropriate.

All registration materials will be retained in the child's admin folder. This will be securely archived for the required period once the child leaves.

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Responsibility for periodic review	Development Sub-committee
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Document History

Rev	Changes	Date	Approval
00	Previous changes incorporated for AGM	17/05/10	AGM
01	Reviewed for AGM – add ref to Policy 0020.	15/11/11	AGM
02	Addition of scope statement	02/01/14	P Whateley
03	Reviewed. Incorporated extract regarding registration procedure from the old C0020 (Record keeping policy)	04/07/19	GP
04	Removed Create an Emergency Contact Card, added 'add emergency contacts to the contact list in the register)	18/3/21	KH
05	Added requirement that children attend a minimum of two full days a week (6 hours per day) or equivalent hours over more days.	19/4/21	KH
06	Added registration forms can be completed online Took out certain permissions under 'Completing Registration' section as this info is now captured in registration forms Amended Health Care Plan to be completed by the Manager – not H&S Officer	5/10/22	KH
07	Added keyworker allocation. Altered the minimum hours for a child.	25/9/23	KT

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