

## General 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.



## 34. Admissions

### Ducklings pre-school policy statement

It is our intention to make our pre-school 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 pre-school through open, fair and clearly communicated procedures.

### Procedures

- We ensure that the existence of our pre-school is advertised in places accessible to all sections of the community.
- We ensure that information about our pre-school is accessible, on the internet, in written and spoken form. Where appropriate, provided in different community languages and in other formats on request.
- Waiting list application forms are dated on receipt and put on the Ducklings Admission Request list in date received order.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- Our pre-school and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our pre-school 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.
- We describe our pre-school and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the pre-school.
- We support children and/or parents with disabilities to fully take part in all activities within our pre-school.
- We monitor the needs and background of children joining our pre-school on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy (31).
- We consult with families about the opening times of our pre-school to ensure that 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 pre-school that provides stability for all the children.
- On an annual basis we review the number of children leaving us.

- Ducklings pre-school’s criteria for session allocation - Autumn Term
  1. Existing children
  2. New children on the Ducklings waiting list
    - a. In application date order, unless there is a justified need approved by the Supervisor
    - b. Minimum of two sessions unless approved by the Supervisor
  
- Ducklings pre-school’s criteria for session allocation - Spring and Summer Terms
  1. Existing children currently attending

This admissions policy was adopted by	NGCA Ducklings pre-school
On	27 <sup>th</sup> March 2023
Date to be reviewed	26 <sup>th</sup> March 2024
Signed on behalf of the management committee	
Name of signatory	Tristan Woolfenden
Role of signatory	Chairperson