

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.

10.2 Admissions

Policy statement

Notwithstanding that we are a preschool with a Catholic ethos, 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.

Procedures

- We ensure that information about our setting is accessible and provided in written and spoken form.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe how our practices treat 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 how our practices enable 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 Valuing Diversity and Promoting Equality Policy widely known.

Application procedure & our waiting list

- To view the preschool, you must call us on 07815 464837 during term time to make an appointment. If, after having inspected the preschool, you would like to make an application, you must do so by emailing us at stjamespreschool@live.co.uk with the following information; child's name, address, date of birth, email address and telephone number (mobile/ home). If applicable, you should also advise if you are applying on behalf of a child who is looked after by the London Borough of Bromley (in accordance with Section 22 of the Children Act 1989). We will acknowledge receipt of your application and confirm that your child's name has been added to our waiting list. PLEASE NOTE: we ask that parents to email the preschool first to check there is an available place before making an appointment to view the pre school.
- We arrange our waiting list in order of application. However, we have a policy to prioritise Looked After Children; Looked After Children means children who are looked after by local authority in accordance with Section 22 of the Children Act 1989 at the time an application for admission to the preschool is made and

whom the local authority has confirmed will still be looked after at the time when he/she is admitted to the preschool, but excluding any child placed by the Local Authority under a Kinship or a Residency Order.

- Each child needs its own application.
- We do not accept unborn children on the waiting list; please wait until you are in receipt of your child's birth certificate before you register with the preschool.
- We do not have a siblings admissions policy. All places are offered strictly in the order of parental application.
- We can only accommodate four children between the ages of 2.5 years and 3 years per session so spaces for this age range are extremely limited; this means that if your child is offered a place it may be after they've reached the age of 3 years.
- There is a minimum session uptake of 4 sessions per week if your child is in receipt of the Early Years funding (any exceptions to this are at the discretion of the pre-school committee). A minimum of 2 sessions per week is required for children under 3.
- You will be contacted in the January prior to the relevant academic year if there are spaces available for your child.
- **The preschool recommends that you look at other preschools in the area as your child is not guaranteed a space.**

Offer & Acceptance of a place

- Unfortunately, as our waiting list is extensive, it is only practical for us to call those who have successfully gained a place. If you do not hear from us by the end of the January prior to the academic year when your child would be expected to start, you can assume that you have been unsuccessful in obtaining a place at St James' Preschool.
- If you have been successful, we will contact you in the January prior to the relevant academic year with an offer, advising what sessions we have available for you. Please note we cannot guarantee to have sessions available on the days you would like. Further, any offer of sessions will be subject to the minimum attendance detailed above.
- To accept our offer and secure your child's place, you may have to pay a non-refundable registration fee by the deadline specified in our offer letter. If this is not received by then, we will conclude that you no longer want the place and will make it available to the next child on our waiting list.
- Any sessions you have confirmed with us will stand from your child's start date until the end of that academic year. Any changes you would like to make during the year will be subject to availability.
- A half term's notice is required to make any changes, including withdrawing your child. Failure to provide such notice will mean a half term's fees will be due to the preschool.
- If your child is leaving at the end of the Summer term for primary school then we do not require a half term's notice.

Manager of the Preschool	Jean Smith
Signed & Dated by Manager of the Preschool	
Chair of the Preschool Management Committee	Rebecca Flynn
Signed & Dated by the Chair of the Preschool Management Committee	
Frequency of policy review	Annual
Date next review due	1 st October 2019