



# PUDDLEDUCKS Nursery & Pre-School

## ADMISSIONS & ATTENDANCE POLICY

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### 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.

### Procedures

- 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, using simple plain English in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- We arrange our waiting list in date received order. In addition, our policy may take into account:
  - the age of the child, with priority given to children who are eligible for the funded entitlement - including eligible two year old children;
  - whether any siblings already attend the setting; and
  - the capacity of the setting to meet the individual needs of the child.
- We offer funded places in accordance with the Code of Practice for Wiltshire Council and any local conditions in place at the time.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission via Social Services.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our 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.
- We support children and/or parents with disabilities to take full part in all activities within our setting.

- We monitor the needs and background of children joining the setting 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.
- Although we consult with families about opening times of our setting, our hours of opening are determined by Wiltshire Council. If feedback determines an altered requirement we will feedback this to Wiltshire Council.
- Whilst attendance in Early Years is not compulsory, irregular attendance can be detrimental to the child's learning and development and/or subjected to Safeguarding concerns such as an indicator of Sexual exploitation. Whilst we are flexible about attendance patterns to accommodate the needs of individual children and families, persistent non-attendance will be monitored and challenges made by the manager to parents if deemed necessary.
- We have a minimum requirement of two 2 hour sessions or one school day per week as this allows for the child to settle better and thrive.
- An application fee of £35 is payable at the time of registering your child with the setting. £30 of this is refunded upon commencement. Children in receipt of two years funding are exempt from this fee.
- Continue to consult local parents to ensure that the group goes on meeting the changing needs of the local community.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn

This policy was reviewed in April 2019. Date of next review February 2020.