



# Mortimer Hall Pre-school

## 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

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 and possible, provided in different community languages and in other formats on request.
- We arrange our waiting list in birth order. In addition, our policy may take into account:
  - the age of the child, with priority given to children who are eligible for the free entitlement – including eligible two year old children;
  - the length of time on the waiting list;
  - 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 Oxfordshire County Council and any local conditions in place at the time. For further details go to [www.oxfordshire.gov.uk/cms/content/about-nursery-education-fund](http://www.oxfordshire.gov.uk/cms/content/about-nursery-education-fund)
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- At the request from professional bodies we will consider admission of children who have not been on the waiting list regardless of their age.
- Places for the following academic year are offered from 1<sup>st</sup> June. The waiting list is

## 10.2 Admissions

32 suspended from 1<sup>st</sup> June until 1<sup>st</sup> September. Applications will be accepted but will not be  
33 added to the list until 1<sup>st</sup> September. On 1<sup>st</sup> September, or after, once all those on the  
34 "frozen list" have been offered places, the waiting list will be rearranged into date of birth  
35 order and places will once again be offered.

- 36 ■ Our setting and its practices are welcoming and make it clear that fathers,  
37 mothers, other relations and carers are all welcome.
- 38 ■ Our setting and its practices operate in a way that encourages positive regard for  
39 and understanding of difference and ability - whether gender, family structure,  
40 class, background, religion, ethnicity or competence in spoken English.
- 41 ■ We support children and/or parents with disabilities to take full part in all activities within  
42 our setting.
- 43 ■ We monitor the needs and background of children joining our setting on the  
44 Registration Form, to ensure that no accidental or unintentional discrimination is  
45 taking place.
- 46 ■ We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- 47 ■ We consult with families about the opening times of our setting to ensure that we  
48 accommodate a broad range of families' needs.
- 49 ■ There is a charge of £10 to add a child's name to the waiting list which covers our  
50 administration costs. This will be refunded (on request) if the child is not offered a place.
- 51 ■ We are flexible about attendance patterns to accommodate the needs of individual  
52 children and families, providing these do not disrupt the pattern of continuity in the  
53 setting that provides stability for all the children.
- 54 ■ Failure to comply with the terms and conditions may ultimately result in the  
55 provision of a place being withdrawn.

This policy was adopted by

Mortimer Hall Pre-school

On

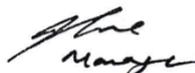
15<sup>th</sup> May 2019

Date to be reviewed

May 2020

Signed on behalf of the provider

Name of signatory



Janet Crane

Chair

Manager

### Other useful Pre-school Learning Alliance publications

- Seasonal Hello Posters (2006)