Registered Charity No: 900441

Proudly holding Ofsted Outstanding status

Cholsey Pre-School Policies

Adapted from the Early Years Alliance 2021

09.01 Registration list and admissions

Reviewed	Reviewed By	Approved By	Review On
April 2022	Committee	R.Heal	April 2023
April 2023	Committee	R.Heal	April 2024
April 2024	Committee	R.Heal	April 2025

09 Childcare practice procedures

09.1 Registration list and admissions

09 Childcare practice procedures Admissions Policy and Setting Ethos:

The Pre-School Committee and the Pre-School manager have responsibility for setting these admission arrangements and for making decisions regarding admissions applications. These arrangements seek to comply with the Local Conditions of Funding as set by Oxfordshire County Council and the Early Years Entitlements: Operational Guidance for local authorities and providers (DfE 2018).

- Our Pre-School will genuinely make our setting accessible to families and children from all sections of the local community regardless of race, gender, colour, creed, ability level or fluency in English. We aim to ensure that all sections of our community have access to the pre-school through open, fair and clearly communicated procedures.
- All 3 and 4 year olds are entitled to a free early education place for 570 hours a year over no fewer than 38 weeks of the year.
- We are also able to offer some eligible 2 ½ year olds a funded place with us and according to there being available spaces within the Pre-School.
- We expect to admit children that will be using their EYEF funding as well as children whose parents are buying additional hours and those that are both funded and buying hours. There may be some children who are only attending for bought hours and some that only attend for funded hours. Admissions system:
    1) Every September we have our main intake – this intake is of three year olds who are due to start school the next academic year (the following September). We will take as many three year olds of this academic year as we have capacity for at this point of intake.
    2) Any remaining spaces will then be offered (initially in January and then as and when they become available throughout the year) to the cohort below (ie 2 ½ year olds). These 2 ½ year olds will be offered a place according to the length of time that they have been on the waiting list. The exceptions to this rule will be:

a) If there is a funded 2 ½ year old on the waiting list/requiring a place – the available place for a 2 ½ year old will be offered to that funded child regardless of time on the waiting list.

b) If there is a child on the waiting list whose parent has been an active member of the Pre-School Committee for a minimum of 2 academic terms

3) Children of any age (2 ½ or 3 years old) who are entitled to Early Years Pupil Premium funding (EYPP) will be offered places as they become available on a rolling basis across the academic year.

- Once a Pre-School place has been offered the relevant paperwork is completed by the setting manager, deputy or administrator before the child starts and filed on the child's personal file. Forms completed include: - 07.1a Privacy notice - explains what personal data we collect, why we collect it,

how we use it, the control parent/carers have over their personal data and the procedures we have in place to protect it. - 09.1d Pre-School terms and conditions - govern the basis by which we provide childcare. - 09.1c Pre-School registration form - contains personal information about the child and family that must be completed in full prior to the child commencing.

Children with SEND

- The manager must seek to determine an accurate assessment of a child's needs at registration. If the child's needs cannot be met from within the setting's core budget, then an application for SEN inclusion funding must be made immediately.
- Children with identified SEND must be offered a place when one becomes available as with any other child. However, the start date for children with more complex SEND will be determined by the preparations made to ensure the child's safety, well-being and accessibility in the setting. If a child's needs determine that adjustments need to be made, the manager must outline a realistic timeframe for completion, detailing the nature of adjustments e.g. risk assessment, staff training, health care plan and all other adjustments required. The child's safety at all times is paramount.
- At the time of registration, the manager must check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager must ask for evidence to enable them to claim the Disability Access Fund directly from the local authority. If the family is eligible but not in receipt of the allowance, the setting manager will support the family in their application. More information can be found at www.gov.uk/disability-living-allowance-children/how-to-claim.
- Preparation for admitting a child with SEND must be made in a reasonable amount of time and any delay in the child starting is scrutinised by the setting manager to avoid discrimination and negative impact on the child and family. During a preparation period the family and relevant agencies and the local authority must be regularly updated on the progress of the preparations.
- Children with disabilities are supported to take full part in all activities within the setting and the setting makes reasonable adjustments to ensure that this will be the case from the time the child is placed on the waiting list.
- The setting and its practices are welcoming and make it clear that legal guardians, other relations, carers and childminders are all welcome
- The 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.
- The needs and individual circumstance of children joining the setting are monitored on our registration form, to ensure no accidental or unintentional discrimination is taking place and that reasonable adjustments are made as required.
- Section 05 Equality procedures are shared and widely promoted to all.
- Places are provided in accordance with our Childcare terms and conditions issued to every legal guardian when the child takes up their place. Failure to comply may result in the provision of a place being withdrawn.

Safeguarding/child protection

If information is provided by the legal guardian that a child who is starting at the setting is currently, or has had involvement with social care, the designated person will contact the agency to seek further clarification.

Parents are advised on how to access the setting's policies and procedures.

Further guidance

Early Years Entitlements: Operational guidance for local authorities and providers (DfE 2018)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/718181/Early_years_entitlements-operational_guidance.pdf