

Felixstowe Nursery 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.

Admissions

Statement:-

The intention of Felixstowe Nursery School is to ensure that our setting is accessible to children and families from all sections of the local community and aim to do this through the community having access to the setting through open, fair and clearly communicated procedures.

Procedures:

- We ensure our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible both in written and spoken form and when required in different languages. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will print information in large bold print if it is required. We will provide translated written materials where language needs of families suggest this is required as well as an interpreter.
- We arrange our waiting list in order that the application is received and give priority in the following order:-
 - Emergency/Social Care Services
 - Existing 4 year old's in receipt of their Early Education Funding
 - Existing 3 year old's in receipt of their Early Education Funding
 - Existing 2 year old's in receipt of their Early Education Funding
 - 4 year old's on our waiting list who are entitled to the Early Education Grant with priority to returning siblings
 - 3 year old's our waiting list who are entitled to the Early Education Grant with priority to returning siblings
 - 2 year old's on our waiting list who are entitled to the Early Education Grant with priority to returning siblings
 - Existing children who are paying fees
 - Fee paying children with priority to returning siblings

We would recommend application forms being submitted as soon as possible. An application received during the term prior to your child's expected start date will be considered a late application. We will deal with late applications with the above criteria but only after applications received on time have been fulfilled.

- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that we welcome both mothers and fathers, other relations and carers, including childminders.
- We describe our setting and its practices in terms of how it treats 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 our setting and its practices in terms of how it enables children and /or parents with disabilities to take part in nursery life.
- We monitor the gender and ethnic background of children joining the setting to ensure that our intake is representative of social diversity.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We are flexible about attendance patterns to accommodate the individual needs of the children and family.
- We inform parents of our opening times and the opportunity of early starts and late finishes (half an hour each end of session) at a small extra cost should they require it.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn

This policy was adopted at a meeting of Felixstowe Nursery School.

Held on

Date to be reviewed.....

Signed by Chairperson.....

Signed by Manager.....