

Safeguarding and Welfare Requirements: 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 of intent

It is our intention to make Little Saints accessible to children and families from all sections of the local community.

Aim

We aim to ensure that all sections of our community have access to the pre-school through open, fair and clearly communicated procedures.

Methods

In order to achieve this aim, we operate the following admissions policy.

- We ensure that the existence of Little Saints is widely advertised in places accessible to all sections of the community.
- We ensure that information about our pre-school is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.
- We arrange our waiting list in birth order. In addition our policy may take into account the following:
 - the vicinity of the home to the pre-school; and
 - siblings already attending Little Saints.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe Little Saints 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 our pre-school 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, ethnicity or from English being a newly acquired additional language.
- We describe Little Saints and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.

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- 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 equal opportunities policy widely known.
- We consult with families about the opening times of the pre-school to ensure we accommodate a broad range of family need.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.
- We will accept children still wearing nappies. In these circumstances it would be helpful for parents to send in a supply of nappies and we will provide adequate changing facilities.

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Admissions Policy

This policy was adopted at a meeting of Little Saints Community Pre-School

Held on 13 June 2007

Signed on behalf of the Management Committee

Role of signatory (e.g. chairperson etc.)

Reviewed

DATE	NAME	SIGNATURE	ROLE