



Buckden Pre-School Playgroup

A place for Children to grow, to learn and to flourish

Registered Charity No. 291840

Millennium Hall, Burberry Road, Buckden, Cambridgeshire PE19 5UY

Telephone: 07941 671999

Email: enquiries@buckdenpreschool.co.uk

www.buckdenpreschool.co.uk



Reflecting on Quality
committed to improvement

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 that the needs of all children are met.

Admissions

March 2017

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.
- 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;
 - The vicinity of the home to the setting;
 - 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 Cambridgeshire County 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.
- 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 part in all activities within our setting. We will assess the individual need and do our best to make reasonable adjustments.
- We monitor the needs and background of children joining our 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 Quality Policy.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

Procedures *(please see Fees and Payments Policy)*

- A completed Registration Form with the appropriate Registration Fee must be received in order to offer a child a place at Buckden Pre-School or add them to the waiting list.
- Children are eligible to attend the setting from the start of the week after their second birthday. They are eligible to attend until the end of the summer term before they start primary school.
- We are open for 39 weeks of the year and our term dates follow those issued by Buckden School.
- All admissions are subject to a probationary period of a term with open communication between staff and parent(s)/carer(s) to ensure that the child is settling in to the Pre-School.
- Our opening hours are Monday-Thursday 9am-3pm and Friday 9am-12pm.

Sessions:

- Pre-School sessions are as follows:
- 9am-12pm
- 9am-1pm (including lunch club)
- 9am-3pm (with lunch club)
- 12pm-3pm
- Parents/carers may access any pattern of the above sessions. However, we reserve the right to temporarily close any sessions if there are too few children wishing to attend them and they would not be economically viable.

Attendance

- Parents/carers must inform the Pre-School in writing of their preferred pattern of hours for each term in advance. If a contract for Free Two's/Early Years Funding has been filled in by parents/carers this will be used as the agreement for the pattern of hours.
- 30 days written notice is required for any changes of hours. If less than 30 days written notice is given fees will still be payable for the 30 day period.
- No changes can be made to claims for Free Two's/Early Years Funding until the following term.
- All changes must be made in writing or they will not be accepted by the Pre-School.
- Fees are still payable if a child is off sick or absent due to holiday.
- We plan with parents/carers the best way to help their child settle-in before the child starts.

Ad-hoc sessions

- If a parent/carers wishes their child to stay for any extra hours as a one-off they will have to agree it with the Manager or Deputy Manager beforehand.
- Payments for these extra hours will have to be made at the start of the session in question otherwise the child will not be allowed to stay.

This policy was adopted by

Buckden Pre-School

_____ (date)

On

_____ (date)

Date to be reviewed

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)

Other useful Pre-School Learning Alliance publications:

Seasonal Hello Posters (2006)

This policy will be reviewed annually.