9 Childcare practice procedures

**9.1 Waiting list and admissions**

We aim to ensure that we are accessible to all children and their families from all sections of the community.

We will:

• Ensure all sections of our community have access to our pre-school through open, fair, and clearly communicated procedures

 • Ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request

• Aim to accommodate parents’ needs

• Ensure 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

• Support children and/or parents with disabilities to take part fully in all activities within our setting

 • Describe our pre-school and its practices in terms that make clear that we welcome fathers and mothers, other relations and carers (including childminders) and people from all cultural, ethnic, religious and social groups, with and without disabilities

 • Whenever possible, be happy to accept children with special needs. Each application will be considered individually, taking into consideration the best interests of the child and the other children in the pre-school

• Reserve the right of the management committee to consider individual applications on appeal and to admit a child or refuse a place based on specific circumstances

• Monitor the gender and ethnic background of children joining the group on the registration form to ensure that no accidental or unintentional discrimination is taking place

• Ensure our Equality and Diversity policy is made available in the Parents’ Area

• Accept Nursery Education Funding, depending on individual children’s eligibility. Children are required to take a minimum of 2 sessions on separate days with us.

• Admit children from a minimum age of 2 years 3 months old, dependent upon the availability of space and readiness of the individual child

• Support any families paying for Fees via Tax Childcare.

• Support the admission of two-year-old children with government funding when space allows. Two-year-old funding is NOT available for all two-year-olds and families must meet strict criteria to be eligible. We have a maximum of five 2-year-olds per session, when we are nearing being full.

• As a committee managed Pre-School, we rely heavily on parental support to maintain our high level of care and education. We request an extracurricular payment of 50p per 3-hour session per child. This extracurricular payment contributes towards snacks, food tasting experiences, the Famly subscription, consumables (such as tissues and paper towels, pens, ink, paper etc), staff training (including paediatric first aid, food hygiene and safeguarding) and funding special activities to enhance their learning. These activities enhance your child’s experiences with us and without your support many of this would cease to happen. This charge is for ALL children and applies to both funded and fee-paying sessions.

* The setting is widely advertised. Information about the setting is accessible, using plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
* 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 waiting list is arranged in birth order and in addition may take into account the following:
* the age of the child with priority being given to children eligible for the free entitlement
* length of time on the waiting list
* the vicinity of the home to the setting
* siblings already attending the setting
* the capacity of the setting to meet the individual needs of the child
* Funded places are offered in accordance with the Early Years Entitlements: Operational Guidance for local authorities and providers (DfE 2018) and any local conditions in place at the time,
* Where it is financially viable to do so, a place is kept vacant for an emergency admission.
* The setting and its practices are welcoming and make it clear that all are 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 circumstances of children joining the setting are monitored on 9.1c Childcare registration form, to ensure that no accidental or unintentional discrimination is taking place and that reasonable adjustments are made as required.
* Section 5 Equality procedures is shared and widely promoted to all.
* Places are provided in accordance with 9.1c Childcare terms and conditions issued to every parent when the child takes up their place. Failure to comply may result in the provision of a place being withdrawn.
* Once a childcare place has been offered the relevant paperwork is completed by the setting manager or deputy during a home visit before the child starts and filed on the child’s personal file. Forms completed include:

# 7.1a 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.

# 9.1c Childcare terms and conditions - govern the basis by which we provide childcare.

* 9.1b Childcare registration form - contains personal information about the child and family that must be completed in full prior to the child commencing.

All children must have a Mansbridge Pre-School bookbag when they join, these are £9.50 and available to purchase from the Pre-School.

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, 1-1 funding, 1-1 recruitment, staff training, health care plan and all other adjustments required. The child’s safety at all times is paramount. Children that require 1-1 support may not be permitted to start, until a member of staff can be found to support the child with 1-1. The setting will only be able to accommodate Two children needing 1-1 support per session, this may be extended or reduced depending on the need/behaviour of the child and staffing.
* At the time of registration, the management 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](http://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 the preparation period the family and relevant agencies and the local authority must be regularly updated on the progress of the preparations.
* Safeguarding/child protection

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

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

We aim to offer as many of our places as possible to local children. However, in order to maintain the very high level of care and education we provide we are limited by three important factors:

1. The working ratios of staff to children (1:8 for 3+ and 1:5 for 2–year-olds)

2. The financial viability and sustainability of the pre-school (especially the management and wellbeing of staff)

**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>