

## ADMISSIONS POLICY

It is our intention to make our setting accessible to all children and families 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, as follows:

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community, mainly through our website and Facebook Business Page. We occasionally advertise or release press material through local press, to the whole of the community.
- We ensure that information about our setting is accessible, in written and spoken form. Where necessary, we will work towards providing information in Braille and in more than one language.
- We aim to describe our setting and our practices in terms that make it clear that we welcome both fathers and mothers, other relations and other carers (including childminders).
- Our website and Welcome Pack makes our aims and objectives clear to readers, and details how we provide our services.
- Our Welcome Pack contains many pictures, so that any non-readers do not feel overwhelmed.
- Our Welcome Pack informs families that we have many policies and procedures in place, and directs them to our website to view them.
- We hold an at least one annual Open Morning which is usually advertised outside of our premises on a large banner, and we invite all children along who are on our waiting list.
- Children with any special needs will be individually assessed near the time of their planned start date, if they are successful in gaining a place from the waiting list, in accordance with our Supporting Children with Additional and Educational Needs Policy. We cannot guarantee to be able to offer an additional adult support where needed due to staffing restrictions, and will advise the family at our earliest convenience if we feel we are not a suitable setting for the child and/or can not meet their needs to the standard we strive for. We may also seek advice from the local authority Specialist Teaching service at this point.
- We offer Stretched funding for funded children (48 weeks rather than 38)
- We are registered to provide Free for 2 funding, and Early Years Pupil Premium, so that any 'disadvantaged' children are able to access our setting.
- Any child is able to go onto our waiting list, although this does not guarantee a place.
- We reserve the right to remove any child/family from our waiting list, or not offer them a place as seen fit. This may include reasons such as; previous unsettled debts, disadvantageous relationships with staff or current families or placement at another setting. These examples are not exhaustive.

### ALLOCATION OF PLACES

When we are oversubscribed, places will be offered for one or more of the following reasons (in no particular order):

- Age
- Funding entitlement
- Home address
- Sibling(s) who have / are currently attending
- Known to Social Services / Early Help / Specialist Teaching Service / Children's Centre
- Length of time on the waiting list

When a child is entitled to Early Years Free Education or Free for 2 funding, we always endeavour to offer the maximum hours available. Parents/carers can choose to accept all of their offered hours (funded or paid), even if they wish to access less initially whilst their child settles (however all of the reserved must be paid for). We aim to be 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. This may include; travelling families, Looked After Children, children in shared care / with court orders, shift workers or slight alterations in start / finish times of sessions. These examples are not exhaustive.

If a place is deferred, the child may revert to the bottom of the waiting list. We do not reserve places or hold a place open, for example, if a child's funding commences mid-year. The parent/carer can choose to pay to reserve the place, but no discount is offered for this. If a place is offered but we receive no response, the offer will be withdrawn and the child removed from the waiting list. It is the parent/carer's responsibility to keep us updated with any change of contact details whilst on the waiting list.

Places are offered in writing (including via email) or by telephone at our earliest convenience.

### STARTING AT CLOCKTOWER

A child must start on a minimum of 2 days per week so that pre-school becomes a part of their regular routine enabling them to feel settled, safe and secure. Children are allocated a Keyperson based on their sessions, to maximise the amount of time they see them. Each Keyperson has an allocated team colour, and these teams are based in their own rooms, where the child will spend some of their time. Each team has more than one member of staff, so these are the Keyperson's 'buddies' who are available for the child and family in the absence of the Keyperson. Parents/carers may request a Keyperson and we will try to accommodate this where suitable. More information can be found in our Role of the Keyperson Policy.

Parents/carers must complete a Registration Form prior to starting, and we will need to see the child's FULL birth certificate or UK passport to confirm their identity, for funding purposes, and to confirm details of parental responsibility where possible. The Registration Form asks for the following information:

- Child's full name (checked against birth certificate)
- Date of birth (checked against birth certificate)
- Home address
- Password for collections procedure

- Email address and contact telephone numbers
- Parent names (checked against birth certificate for state of parental responsibility) and occupations
- Other emergency contact details x 2
- Other persons authorised to collect with password
- Religion / ethnicity / language spoken / nationality
- Doctor's contact details / immunisation details
- Allergies / health conditions / any other relevant information

Our Terms and Conditions are listed separately from the individual Consents. They are all clear and easy to understand.

Failure to provide a satisfactory Registration Form and/or birth certificate within the time specified may result in the place offer being withdrawn. A home visit is organised with the Keyperson and a buddy in advance of the child starting. This enables the Keyperson to observe the child in their familiar surroundings and find out their interests, and allows the child to meet their Keyperson in their personal space to encourage a feeling of safety and well-being. If a parent/carer declines a home visit, this may be referred to the Designated Safeguarding Lead, depending on the circumstances surrounding it, so that she can assess any concerns that may have flagged up. The child is provided with their own 'Welcome' leaflet that contains photos of the setting and staff. The parent/carer will have already received their Welcome Pack and other information around the time of their place offer. The Keyperson is able to answer any queries the family may have and vice versa. On the child's first session with us, we aim to have the Keyperson in setting to help aid the transition period for the child.

### **INFORMATION FOR PARENTS / CARERS**

We make the following information available to parents/carers:

- How the EYFS is being delivered, including examples of activities and experiences available for children, our routines, and advice on how learning can be encouraged at home (details in Welcome Pack and website)
- How we support children with special educational needs or disabilities (via Keyperson and/or SENCO)
- Information on food and drinks provided for children (via Keyperson)
- Details on our policies and procedures (available on our website)
- Staffing, including the name of their Keyperson and their role, and a telephone number for them to contact us in an emergency (via Keyperson, website and Welcome Pack)
- Our Complaints procedure (via Welcome Pack and parent information board)
- How they can contact Ofsted if they believe we are not meeting the EYFS requirements (via Ofsted poster on Parent Board)
- If we are having an Ofsted inspection (poster on notice board). Parents/carers will be provided with access to our report
- Advice and support on many matters, such as behaviour, local community activities and health matters (via Parent Board and leaflet dispensers in entrance area)
- Progress their child is making (via their online Learning Journal on a regular basis and parent consultations double termly)
- We also create an 'open door' ethos so that families feel welcome to pop in at anytime

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This policy was adopted at a meeting of Clocktower Childcare Ltd held on 30<sup>th</sup> August 2019. Latest date to be reviewed: 31<sup>st</sup> August 2020

Signed on behalf of Clocktower Childcare Ltd:

*J. Law*

Jane Law, Director

*S. Wingham*

Sally Wingham, Director

*L. Baverstock*

Lara-Jane Baverstock, Director