



09 Childcare practice procedures

09.1 Admissions and waiting list

We aim to ensure that all sections of the community receive accessible information, and that our admissions procedures are fair, clear and open to all parents who apply for a place.

- The setting is widely advertised in places accessible to all sections of the community.
- 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.
- We admit children into our setting from the age of two years upward, for either full days or morning sessions only until the month during which they turn three years of age, at which point any of our sessions are suitable and can be requested upon completion of a change of sessions request form and giving the required notice.
- We require that all children attending our setting attend a minimum of two full-length (3 hour) sessions per week.
- When admitting new children we look at our current cohort and ratios to make sure we can give all children the best learning environment possible. Sometimes this may mean that younger children can only attend certain sessions.
- We have 3 main intakes per year, in September, January and April. However we are happy to enrol children mid-term if needed and each application will be considered on an individual basis, with the need of the child and the family being taken into consideration.
- The manager will inform the committee if we need to make any reasonable adjustments to start dates due to any individual needs of a child
- Enrolment to the setting, and from our waiting list if one is in operation, will be determined in the following order of priority:
 - Children eligible for the “Free Education and Childcare for Two Year Olds” government funding
 - Children whose full-time address is in Potterspurty
 - The age of the child, with older children getting a higher priority
 - Children whose older sibling attends the setting, or attends John Hellins Primary School
 - The length of time on the waiting list
 - 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 West Northants County Council Early Years Team and any local conditions in place at the time. We reserve the right to restrict the



number of extended hours places (30 hours scheme) allocated to maximise the availability of sessions for children wishing to take up their entitlement to universal free early education (15 hours).

- We reserve the right to refuse to accept a child if there is still an outstanding debt relating to an older sibling who attended the setting.
- We reserve the right to defer the start date of a child to the September of the following academic year if an application is received requesting their start date to be in the June or July of an academic year. This is to avoid prolonging the settling in process caused by the long summer break.
- If an application is received for a child due to start primary school in the next academic year, we would expect the child to complete a minimum of two full terms with us, therefore starting by the January of the calendar year in which they are due to start school. While we will take into account individual circumstances, we reserve the right to refuse to accept an application if this expectation will not be met.
- If a child with a funded place wishes to move settings, a minimum of one calendar months' notice must be given to both settings in order for the transfer of funding to take place.
- We operate our setting on a sessional basis. Places booked will be for regular sessions each week. All sessions are subject to availability, taking into account the applicable staff to child ratios. We reserve the right to cancel sessions if, due to low numbers, it is not economically viable to run them. We aim to give a minimum of one month's notice of any changes to our published sessions and session times.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs, and publish our opening times on our website, in the village magazine "The Old Mail", via our social media outlets and through other local publications from time to time.
- We aim to be flexible about attendance patterns to accommodate the needs of individual children and families, e.g. allowing additional ad-hoc sessions to be taken, subject to availability and providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- 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 fathers, mothers, other relations and carers and childminders are all 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 our registration form, to ensure that no accidental or unintentional discrimination is taking place and that reasonable adjustments are made as required.
- Section 05 Equality procedures is shared and widely promoted to all.



- Places are provided in accordance with our 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.

Admissions

- All applications for a place at Potterspurry Pre School must be made on our “Application to join Potterspurry Pre School” form, either via Google Forms or a paper version and sent to Pre School. Requests for a place not made on an application form will not be accepted.
- When a new application is accepted it will be acknowledged, but requested sessions will not be confirmed until during the term before the proposed start date. Requested sessions will be allocated where possible, but session priority will be given to children already attending the setting and to children reaching the age of four in that academic year, and therefore preparing for school.
- Once a childcare place has been offered the relevant paperwork is completed by the setting manager, deputy or administrator before the child starts and filed on the child’s personal file. Forms completed include:
 - 07.1a 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.
 - 09.1d Childcare terms and conditions - govern the basis by which we provide childcare.
 - 09.1c Childcare registration form - contains personal information about the child and family that must be completed in full prior to the child commencing.

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, staff training, health care plan and all other adjustments required. The child’s safety at all times is paramount.
- At the time of registration, the manager 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.

- 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 a 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 person will contact the agency to seek further clarification.

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

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