



9.4 Admissions Policy

Policy Statement

At Openwoodgate Pre-School it is our intention to make our pre-school 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, 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 British Sign Language. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
- We arrange our waiting list on a first come first served basis.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting 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 setting 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 our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We are multi-cultural and encourage social diversity.
- We make our **Promoting inclusion, equality and valuing diversity policy – 05.1** widely known
- We work with children, parents and the community to ensure the rights and safety of our children. – **See Safeguarding Policy 06**



- We believe children flourish best when their personal, social and emotional needs are understood, supported and met and where there are clear, fair and developmentally appropriate expectations for their behavior. – **See Promoting positive behavior policy 09.12**
- We follow procedures to promote healthy eating in setting. We promote health through identifying allergens and preventing contact with the allergenic trigger. – **See Food safety and nutrition policy 03**
- We aim to provide care for healthy children through preventing cross infection of viruses, including COVID-19 and bacterial infections. – **See Health Policy 04**
- **We are consistently following the Government guidelines provided to Early Years settings around COVID-19. We will continue to update you on any changes as we receive them. We follow the most up to date track and trace, quarantine and testing guidelines and expect all our parents and carers to follow this. We are also working alongside Public Health England. – See COVID-19 policy – 11.**
- We consult with families about the opening times of the setting 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, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- We recognise that some children take longer to settle more readily than others. We expect the parent/carer will honor the commitment to stay if required as part of a 'settling in plan'. We would never leave a child to cry for longer than 1 hour without contacting the parent/carer. We do not believe that leaving a child to cry will help them settle any quicker. We believe that a child's distress will prevent them from learning and gaining the best from our setting. We reserve the right to not accept a child into the setting without a parent/carer if the child finds it distressing to be left. This is especially to be the case with very young children. – **See The role of the key person policy 09.3 and Settling in policy 09.4.**
- After the child has had their two and a half year old check at the Doctors – the information that is recorded in their red book must be shared with Pre-school.
- No child is excluded from participating in our pre-school who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. – **See Intimate care and nappy changing policy 09.9**
- We are committed to ensuring that any personal data we hold of you or your children is protected within the Data Protection laws and is used in line with your expectations. – **See Privacy notice 07.1a**



Prepayment and early termination

To ensure the financial viability of our pre-school we state that:

- ⤴ All new starters who do not receive childcare funding from the government (because they are under 3 years or are using their funding elsewhere) will be invoiced by the pre-school in advance for the requested sessions. This invoice will be payable upon registration to hold the placement and is non-refundable.
- ⤴ To terminate a placement we require that parents/carers give a minimum of four weeks notice, fees already paid for the attending half term are non-refundable.
- ⤴ If government funded children in placement at our pre-school terminate any sessions midway through a half term and take up funded placement at another setting the parents/carers will be liable under government guidelines to pay for all sessions provided in this half term at the current hourly rate plus an early termination administration fee. (This will be assessed at the time because it is date dependent and only one childcare provider can receive funding in any full half term)