

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 the needs of all children are met.

10.2 Admissions

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 and, where appropriate, provided in different community languages and in other formats on request.
- We arrange our waiting list in birth order. In addition, our policy may take into account:
 - whether any siblings already attend the setting;
 - 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; 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 Surrey 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 full part in all activities within our setting.
- 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 Equality 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.
- We ask parents to register their children for at least two mornings a week to ensure consistency.
- We ask parents to exclude their child from playschool if they have been unwell in the previous 24 hours. We ask that we are advised of any contagious illnesses in order to inform other parents.

Admissions Procedure & Attendance Policies:

1. Applications for admission to the waiting list will be accepted from birth.
2. All children must be 2 ½ years old before starting playschool.
3. The number of 2 ½ year olds allowed to attend each session cannot exceed Ofsted requirements.
4. We operate two main intakes per year: September and January.

How to Apply

5. Parents must complete an application form and send it to the Admissions Secretary who controls and monitors the waiting list on behalf of the Committee.
6. A £15 non-refundable deposit is required for admission to the waiting list.

Waiting List

7. Playschool operates a fair waiting list in order of application date. As places become available at the playschool (either at the usual entry times or at any other time during the year), places will be offered to those highest on the list providing they fulfil the other admission criteria listed here.
8. Siblings take priority if the applicant has had a brother or sister attending Peter Pan during the previous two years.
9. Places are not guaranteed by being on the waiting list.

Offer of a Place

10. A deposit of £50 must be paid once a place has been offered and accepted, unless your child is in eligible to receive the Free Early Entitlement.
11. This deposit will be refunded on the child's leaving the playschool, subject to satisfactory notice being given to the playschool (points 12,16,17) and subject to a refund being requested in writing within 3 months of the child's leaving date. If no request for a refund is made, the deposit will be kept by Peter Pan Playschool.

Once at Playschool

Amendments to sessions

12. A minimum notice period of 1 term is required in writing from parents who wish to change, increase or decrease the number of their sessions. Failure to do so may result in part/all of the deposit being kept

in lieu. If your child is in receipt of Free Early Entitlement we have the right to refuse to release the funding until the end of the term unless adequate notice is given.

Fundraising contribution

13. A Fundraising contribution of £25 is requested in February. Peter Pan Playschool is a registered charity and is totally reliant on this money to provide new toys / equipment for the playschool. Non-payment of the fund raising contribution will affect playschool's ability to purchase and replace vital equipment. All parents are urged to make this payment and to do so before the end of the month in which the request is made.

Fee payments

14. Fees are payable by the end of the first week of each half term. Failure to pay could result in the child losing their place at the playschool. Anybody having difficulties meeting their financial obligations must talk to the Supervisor, the Treasurer or a member of the committee to make alternative payment arrangements and avoid losing their place at playschool.

Government Funding

15. Children are eligible for the Free Early Entitlement the term after their third birthday. Please speak to the Supervisor for the latest details regarding eligibility.

Leaving Peter Pan

16. The playschool will assume that children who are 4 years old by the end of any school year will be starting mainstream school in September of the following school year and from then on will no-longer require a place at Peter Pan. Written notification in this instance will not, therefore, be required. Anybody wishing to leave the playschool earlier than this must adhere to the requirements laid down in point 12 above.

17. Should anybody want their child to continue at Peter Pan in a new school year after they are 4 years of age, Peter Pan must receive written notification by the preceding Easter, along with their future expected leave date.

This policy was adopted by

Peter Pan Playschool

On

3rd July 2014 (date)

Date to be reviewed

July 2015 (date)

Signed on behalf of the provider

Name of signatory

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

Chair

Other useful Pre-school Learning Alliance publications

- Seasonal Hello Posters (2006)