



Safeguarding and Welfare Requirement: Information and Records

10.1 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 on a 'first come first serve' basis. In addition, our policy may take into account:
 - - the length of time on the waiting list;
 - - whether any siblings already attend the setting; 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 Cornwall Council and any local conditions in place at the time. Parents are expected to notify the setting if their child is absent.
- 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 consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.
- You are expected to inform the setting if your child is going to be absent. Absences and the reason for them need to be recorded. Children who receive funding are expected to attend their funded hours, holidays are limited to two weeks on top of the normal non-funded holiday time and our closure weeks.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

This policy was adopted by:

On:

Date to be reviewed:

Signed on behalf of the provider:

Name of signatory:

Role of signatory (chair or secretary of the committee):