

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 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 advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible and provided in written and spoken form.
- We arrange our waiting list according to the date of application and date of birth.
- We accept children from two and a half years old.
- We generally expect children to be toilet trained but will support children who are in the process of being trained.
- We contact you half a term prior to you child starting to conform your child’s place and their sessions.
- The minim number of sessions a child may attend is two.
- 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 the children. Our prospectus explains flexibility.

This policy was adopted at a meeting of

Flying Start Nursery

Held on

Date to be reviewed

Signed on behalf of the provider

Name of signatory

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