

09 Early years practice procedures

09.01 Waiting list and admissions

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 on the website, using plain English, and can be made available in other written and spoken accessible 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 starts at the setting
- Funded places are offered in accordance with the Early Years Entitlements: Operational Guidance for local authorities and providers (DfE 2018), the Code of Practice for Cambridgeshire, and any local conditions in place at the time,
- 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.
- Section 05 Equality procedures is shared and widely promoted to all.
- Places are provided in accordance with information provided in Session Request form and 3a Parent Contract. Failure to comply may result in the provision of a place being withdrawn.

Waiting list and general admissions

Sessions are generally given on a first come, first served basis.

Where necessary, we keep a waiting list. Priority is given to children in their preschool year, to help them be ready for school. We will be flexible, balancing children's needs and the needs of the business.

Emergency admissions from local authority: children will be given priority over other children on a discretionary basis.

Admissions

- We operate a four-step process:
 1. Parents/carers complete a waiting list: <https://pippinspreschool.org.uk/admissions/waiting-list-forms/>
 2. Parents/carers are invited to complete a Session Request form, which includes information about
 3. Once sessions have been agreed and a Registration Fee paid, parents/carers are asked to complete Registration forms. These include:
 - 3a Parent Contract and Privacy Notice
 - 3b Parent and Emergency Contact information
 - 3c Child information and permissions
 - 3d Consent for photos
 - 3e Uniform [optional]
 - 3f All About Me
 4. Parents/carers are sent a Welcome Pack.

Parents are asked to bring their child for a stay and play session(s) as early as possible in the registration process.

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.
- Where information suggests significant emerging concerns, staff will discuss with parents and develop a targeted plan to address the child's needs and the needs of the setting ~~before the child starts~~. If it is felt that the setting cannot meet the

child's needs, **hours may be limited and/or the child's place delayed**. Fees will be refunded as appropriate.

- 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, it is helpful if parents inform the setting whether the family are 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.
- Attendance for children needing 1:1 support may have their hours capped **to 15 or 18 hours**, depending on funding support and staff availability. Once an EHCP is in place, then it may be possible for them to attend **up to 21 further** hours depending on funding and staff availability.

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.

Attendance

Places are allocated to children on the understanding that the place will be used. We understand that children will occasionally miss a session (e.g., because of sickness or holiday), and this is not a problem as long as funding or fees still come through and staff are notified. Unless there are exceptional circumstances around a child's absence, there will not be any reduction in fees as staffing costs remain the same. Reduction in fees or refunds are at the discretion of the Preschool Manager.

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