08 Early years practice procedures

**08.1 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.

* Information about the setting is accessible, using plain English, in written and spoken form and, where appropriate and within reason, provided in different community languages and in other 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 is placed on the waiting list.
* The waiting list is arranged in birth order and in addition may take into account the following:
* the age of the child with priority being given to children eligible for the 3 & 4 year old funding entitlement
* siblings already attending the setting
* the capacity of the setting to meet the individual needs of the child
* length of time on the waiting list
* the vicinity of the home to the setting
* Funded places are offered in accordance with the Early Years Entitlements: Operational Guidance for local authorities and providers (DfE 2018) and any local conditions in place at the time,
* When it is financially viable to do so, a place is kept vacant for an emergency admission of a child already on our registers.
* 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.
* The needs and individual circumstances of children joining the setting are monitored on *2. Childcare and Early Education Registration* form, to ensure that no accidental or unintentional discrimination is taking place and that reasonable adjustments are made as required.
* Section 05 Equality procedures is shared and promoted to all.
* Places are provided in accordance with *3. Childcare and Early Education Terms and Conditions* issued to every parent when the child takes up their place. Failure to comply may result in the provision of a place being withdrawn.

**Admissions**

* Once a childcare and early education place has been offered the relevant paperwork is completed by the setting manager or deputy before the child starts and filed on the child’s personal file. Forms completed include:

# 06.1a Privacy notice - explains what personal data we collect, why we collect it, how we use it, the control parent/carers have over their personal data and the procedures we have in place to protect it.

# *3. Childcare and Early Education Terms and Conditions* - govern the basis by which we provide childcare and early education.

* *2. Childcare and Early Education Registration* form - contains personal information about the child and family that must be completed in full prior to the child commencing.

Children with SEND

* The manager and Sendco must seek to determine an accurate assessment of a child’s needs at registration.
* 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 reasonable adjustments need to be made, the manager and Sendco must outline a realistic timeframe for completion, detailing the nature of adjustments e.g. risk assessment, staff training, health care plan and other reasonable adjustments required. The child’s safety at all times is paramount.
* At the time of registration, the manager or deputy must check to see if a child’s family is in receipt of Disability Living Allowance, if so, the manager or Sendco can ask for evidence to enable them to claim the Disability Access Fund directly from the local authority. More information can be found at [www.gov.uk/disability-living-allowance-children/how-to-claim](http://www.gov.uk/disability-living-allowance-children/how-to-claim).

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.