

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.



Somerset County Council

LADYBIRDS PRE-SCHOOL

OFSTED REGISTRATION NUMBER: EY481792

Admission and settling in policy

Policy statement

At Ladybirds, 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:
 - 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;
 - 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 Somerset Code of Practice and any local conditions in place at the time.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.

- Ladybirds and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Ladybirds operates 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.
- Children must attend a minimum of 2 sessions

Admission process

- Parents are advised to come and visit Ladybirds Prior to registering to start.
- An admission form will be given and requested to be returned and added to our waiting list.
- An acceptance letter will be sent out with a start date and settling in sessions.
- A prospectus will be given at the first setting in session.

Setting in

- Children will be offered 3 settling in sessions.
- 1st session- The parent will stay with the child for approximately 1 hour where the child can explore the environment and parent can talk to the child key person and complete initial assessment sheet and discuss the child's needs and interests.
- 2nd session- child stays for 1 hour on their own.
- 3rd session- child stays for 2 hours on their own.

We are aware that children settle in different ways and may require shorter a session before attending full allocated sessions.

- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

This policy was adopted by

Ladybirds Pre-School

On

20th May 2016

Signed

Claire Mitchell
