**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.**

**Statement of intent:**

It is our intention to make our preschool accessible to children and families from all sections of the local community.

In order to achieve this, we operate the following admissions policy:

* We describe our preschool and its practises in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English, and make it clear that it welcomes fathers, mothers, other relations and carers including childminders.
* We make our equal opportunities policy widely known and available.
* We consult with families about the opening times of the preschool to avoid excluding anyone.
* We are flexible about attendance patterns to accommodate the needs of individual children and families.
* Application/admissions forms are required in every instance. Assistance is available to complete the form if required.

Allocation of spaces

* Spaces are offered firstly to the cohort of children due to start the next reception year. Parents/carers will be contacted in order of when we received the application form and available spaces allocated. Whilst we endeavour to contact parents/carers before allocating the next space, if this is not possible we may allocate space and move on to the next person. Where possible we will try to accommodate request of days and spaces. However, if this is not possible (when available spaces have been allocated) we will allocate as near as possible to the requested sessions.
* Once the next reception year cohort waiting list has been exhausted we will allocate remaining spaces to children remaining on our waiting list in date of birth order, oldest first, regardless of when we received the application form or how long they have been on the waiting list.
* We may take into account siblings who already attend the setting, where financially viable.
* Children residing in the Southampton Local Authority area at point of admission will be allocated spaces before children in other Local Authorities.
* Older Children Ladybirds Preschools are registered to take children up to the age of 5. We do not guarantee spaces for children to continue in preschool when they have been given a due date for starting the school reception year. However, in exceptional circumstances we may accept a child who could otherwise start Reception in September for up to a full-time position until their 5th birthday. This is entirely at the management’s discretion in consultation with parents and supporting professionals where appropriate.
* We welcome parents/carerswishing to visit the preschool and encourage them to bring their child(ren) with them. Upon visiting, to ensure our children’s security and safeguarding we require ID to be provided for all adults before entering the preschool. In addition we require that mobile phones and recording devices are stored in the preschool office during the visit, or not brought into the setting.

|  |  |  |
| --- | --- | --- |
| Document ID- | Policy adopted at meeting – Oct 2017 | Reviewed by : Ladybirds Directors |
| Dates reviewed | April 2020 |  |
| Oct 2017 | March 2024 |  |
| March 2019 |  |  |