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Early years practice procedures

**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.

Frimley Green Pre-School is registered to take children from 2 to 5 years of age with the optimum starting age 2 ½ years old.

We invite parents/carers to make an appointment to view the setting with their child.

The setting is widely advertised in places accessible to all sections of the community.

* Information about the setting is accessible, using plain English, in written and spoken form and, where appropriate, 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.
* If there are not enough spaces available for the sessions that have been requested, a waiting list is arranged. Our waiting list may consider the following:
* the age of the child with priority being given to children eligible for the free entitlement
* the number of two-year-old children already in our cohort (generally 4 x 2-year-olds)
* length of time on the waiting list
* the vicinity of the home to the setting
* siblings already attending the setting
* the capacity of the setting to meet the individual needs of the child
* Funded places are offered in accordance with the Early Years Entitlements: Operational Guidance for local authorities and providers (DfE) 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.
* The needs and individual circumstances of children joining the setting are monitored on 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.
* Equality procedures are shared and widely promoted to all. These can be found on our website and at the setting.
* Places are provided in accordance with 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.
* Frimley Green Pre-School will take up to a maximum of 26 children per morning session. The number is lower for children attending the full day.
* Due to staff: children ratios, two-year-olds may only attend the morning session.
* Frimley Green Pre-School can lower the maximum number of children that they will take if required to meet the needs of its existing cohort. For example, enhanced staff: children ratios to support children requiring specialist/additional support, the number of two-year-olds in attendance. The pre-school will then increase back to the maximum limit as they feel able.

**Admissions**

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

# 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.

# Early education and childcare terms and conditions - govern the basis by which we provide early education and childcare. This must be returned as confirmation that you have accepted the space.

* Early education and childcare 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 SENCo 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.
* At the time of registration, the supervisor/SENCo must check to see if a child’s family is in receipt of Disability Living Allowance, if so, the supervisor 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 SENCo will support the family in their application. 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/carers that a child who is starting at the setting is currently, or was involved with social care, the designated safeguarding lead will contact the agency to seek further clarification.

The Designated Safeguarding Lead will arrange a meeting with the social worker and the family to determine an accurate assessment of the child’s needs at registration.

Parents/carers are advised on how to access the setting’s policies and procedures.

**Requests for extra sessions/change of existing sessions**

* Requests must be made in writing or via email to the Supervisor or Admin Officer.
* If extra sessions cannot be offered immediately, a record of requests will be kept and the parent/guardian notified if the session becomes available.

**Consumable Fee**

The £20 consumable fee is non-refundable and paid after acceptance of a space at the setting. The consumable fee will provide a pre-school polo shirt for your child. Whilst the consumable fee is voluntary, it contributes to extra activities e.g., visiting farms, visiting dance teachers, visiting musical activities, animal handling experiences, parties, and children’s Christmas presents. It also contributes to any additional consumables your child may use at pre-school including but not exclusively extra snack foods, extra hygiene products, and outings.

**General information**

Under general circumstances, the pre-school will offer a minimum of two sessions per week per child (e.g. two morning sessions).

Please be aware that we are a popular pre-school and whilst we endeavor to meet parents’ requirements, this is not always possible.

Parents/carers must not canvas the Admin Officer, staff, or committee for spaces.

The decision of the Admin Officer / Supervisor is final.

The government’s free funding entitlement is an entitlement for your child’s funding and is not an entitlement to attend the setting.

Once a space has been accepted, please note that we require at least half a term’s notice if you decide not to attend. If no notice is given, sessions will be invoiced.

**Further guidance**

Early Years Entitlements: September 2024 early education and childcare entitlements expansion – Local authority system guidance [September 2024 early education and childcare entitlements expansion](https://assets.publishing.service.gov.uk/media/6605551b91a320001182b1bb/September_24_early_education_and_childcare_entitlements_expansion.pdf)