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| Name of Policy: | **Admissions Policy** |
| Name of Setting: | **Busy Bees Pre-School** |
| Overall Aim of Statement: | * To make our pre-school genuinely accessible to children and families from all sections of the local community.
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| Specific Objectives/ Statements and Procedures for how you will achieve each one: | ADVERTISING* Ensure that the existence of the pre-school is widely known throughout the local community. Place notices advertising pre-school places in all sections of the community.

VISITWhen a parent comes to look round our setting they are given the following:* An information pack containing:
	+ A letter with more information regarding session times, fees etc.
	+ More information about our setting
	+ Explanation of “learning through play”
	+ An application form

PLACES* Places are allocated on a first-come-first serve basis on receipt of the application form.
* We ask that a minimum of 2 sessions are taken on different days as this helps to settle the child more quickly and enables their key person to track their progress more effectively.
* Once a child is over 2 years of age, we only hold spaces for one term. This is so we are able to offer places to children who have an immediate need.

 * Once a session is full we start a waiting list and contact parents once a place becomes available on their chosen days.
* We will register 40 children before starting a waiting list for new starters.

WAITING LISTPriority is given to:* Looked after children.
* Those children living within the catchment area covered by Pannal Primary School.
* Children who are not accessing any other childcare/attending another setting.
* Length of time on the waiting list (Children who have been on the waiting list for 12 months or more must be considered when looking at attending figures in the coming Autumn term)

 * Children with special needs will be considered on an individual basis and all efforts will be made to accommodate them in a confidential and unbiased manner.

STARTING BUSY BEES* A welcome pack will be sent out to each parent prior to their child starting at Busy Bees. This pack contains the useful information (below) including a consent form and data protection letter.
	+ A welcome letter to the parents
	+ A welcome letter to the child
	+ A letter from the committee
	+ Admissions form
	+ Consent form and privacy/data protection notice
	+ Funding form (if applicable)
	+ Policies and procedure agreement form
	+ Starting Point forms/ All About Me booklet

 All forms come back to Busy Bees prior to the children  starting.* Monitor the gender and ethnic background of children joining the group to ensure that no discrimination is taking place.
* Describe the pre-school and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders and people from all cultural, ethnic, religious and social groups, with or without disabilities.
* Collect information to ensure that there are no gaps in children’s life histories and will therefore lead to better safety and protection of children.

**We will include at the beginning of the admission form:**The relationship between a child’s parents and a setting is crucial to the child’s well being. The welfare, safety and protection of your child are at the heart of everything we do. To enable us to make the best provision for your child we are officially required to ask for information to be provided to us. Please understand that there are sound reasons why we are required to ask these questions. We want to help your child to keep safe, it is not just that we are being curious. Thank you for your co-operation.**Questions which are on the admission form:*** Current name of child
* Any previous names and ‘also known as
* Current address
* Any previous addresses
* Names and contact details of persons with whom the child normally lives
* Names and contact details of all persons with parental responsibility (if different from above)
* Emergency contact details (if different from above)
* Name and contact details of G.P.
* Details of any persons authorised to collect the child from setting (if different from above)
* Names and roles of any professionals who have contact with the child/family and their contact details
* Any relevant court orders in place including those which affect any person’s access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)

Is there any information from these orders that our setting  needs to be aware of which will help us to care for your child? * If the child is or has been on the Child Protection Register
* Any other factors which may impact on the safety and welfare of the child
* Details of any previous and/or additional settings the child is attended
* Details of any additional needs the child may have
* I give permission for staff to seek any records or evidence of any orders etc. including agreement for change of name, from a previous setting.
* Signature
* Is there any further information you would like to share with us which will assist us to make your child’s stay with us a happy and positive time?

**Holiday Club*** Parents sign their child up for holiday club
* All parents are issued with a booking form and a holiday club admissions form which gathers all the information staff need for the club and this is listed above.
* If the child does not already attend the pre-school then all the above will be distributed to the parent before the child attends.
* If a child attends the holiday club who currently attends the pre-school then their information is passed onto the current holiday staff who also work within the pre-school.
* This is kept in the holiday club file.
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| Useful websites | [www.ofsted.gov.uk](http://www.ofsted.gov.uk) [www.dcs.gov.uk](http://www.dcs.gov.uk) [www.everychildmattrs.gov.uk](http://www.everychildmattrs.gov.uk) www.safeguardingchildren.co.uk |
| References to other relevant policies: | SEN Policy / / Inclusion / Behaviour / Complaints / Partnership with Parents |
| Policy Monitoring and Evaluation Information: | Staff And Chairperson |
| Signature | R Lily |
| Review Date and next review due date: Reviewed 23 Jan 2015 – next review Jan 16 |