

## 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.

### 10.1 Admissions

#### Policy statement

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 aim to ensure that the existence of our setting is advertised in places accessible to all sections of the community.
- We arrange our waiting list in order of registration. Our policy prioritises the following:
  - the vicinity of the home in the parish of the setting;
  - Looked after children (including adopted) and
  - siblings having already attending the setting.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.
- We describe how our practices enable children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group and make our Valuing Diversity and Promoting Equality Policy widely known.
- 2 year olds are offered 2 morning sessions per week
- 3/4 year olds are offered a maximum of 6 sessions per week, depending on current availability. The year before children start reception class they are offered up to 3 Swan sessions per week (3 full days), if available.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- Detailed information about our Admissions policy and waiting list is found on our website.

This policy was adopted at a meeting of

Cobham Community Pre-School *(name of provider)*

Held on

January 2024 *(date)*

To be reviewed

January 2026

Signed on behalf of the provider

Name of signatory

Kate Rose

Role of signatory (e.g. chair, director or owner)

Committee Chair