

General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

Administration

Admissions : Term time

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 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, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We try to provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
- 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 our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in all aspects of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We arrange our waiting list in order of date of birth. Where 2 children have the same date of birth they will be placed on the waiting list by date of application.
- We will support and advise parents on any funding which may be available to support the cost of a place.
- We have a total of up to 90 places available during our morning (9am-12) and afternoon (1pm-4) sessions.
- For children aged 3 to 5 years, our adult:child ratio is at least the minimum requirement of 1:8

- For children aged 2 years, our adult:child ratio is at least the minimum requirement of 1:4
- The total number of places in our extended care sessions are currently:
 - 12 places in breakfast club (8am-9)
 - 32 places in lunch time (12-1pm)
 - 12 places in teatime club (4pm-6)

The number of extended care places are monitored and reviewed according to demand, any health and safety limitations and financial viability and sustainability.

Adult:child ratios are strictly maintained.
- Priority will be given to:
 - A child or family with a professionally identified special need or disability
 - Children who are already on the term time preschool roll who require a change of and/or additional sessions, or who move into a different funding stream
 - 2, 3 and 4 year olds who are eligible for the 'Free Early Education Entitlement' (FEEE)
- 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. Where possible, we will allocate places in accordance with parents and carers wishes.
- When places are available, an offer letter and information pack is sent to the parent's address. The offer letter details the days and times being offered, the child's enrolment day, the child's register group (Ladybird, Giraffe or Dinosaur, depending on the age of the child), any fee charges and useful information regarding settling in, care routines, policies etc. An acceptance form is also included and must be returned by the date shown to accept the place.

This policy was adopted at a meeting of		name of setting
Held on		(date)
Date to be reviewed		(date)
Signed on behalf of the management committee		
Name of signatory		
Role of signatory (e.g. chair/owner)		