



Safeguarding and Welfare Requirements: 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.

R1: Admissions Policy

Policy Statement

It is our intention to make The Cabin Pre-school genuinely 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

- Ensure that the existence of the Cabin pre-school is widely known in all communities. We will place notices advertising the pre-school in places where all sections of the community can see them, in more than one language if appropriate.
- Arrange our waiting lists in order of date of birth. In addition, our policy may take into account the following:
 - ~ Children with 2yr Funding
 - ~ The vicinity of the home to the setting; and
 - ~ Siblings already attending the setting
- Keep a place vacant, if this is financially viable, in order to accommodate emergency admissions.
- Describe the pre-school in terms which make it clear that it welcomes both father and mothers, other relations and other carers, including child-minders, and people from all cultural, ethnic, religious and social groups, with and without disabilities.
- Monitor the gender and ethnical background of children joining the group to ensure that no discrimination is taking place.
- Make our equal opportunities policy widely known.
- Consult with families about the opening times of the pre-school to avoid excluding anyone.
- Be flexible about attendance patterns so as to accommodate the needs of the individual children and families.

This policy was adopted at a meeting of the Pre School Committee	
Date of Meeting	01/03/2016
Signed on behalf of the Management Committee	H Baker
Role of Signatory (e.g Chairperson/owner)	Treasurer
Review Date	01/03/2017