

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.

Admissions

This policy was adopted by the St George's Board of Directors held on

Date: 01 SEPTEMBER 2020

Date of Next Review: SEPTEMBER 2021

Signed on behalf of St George's: 

Name of Signatory: ADRIAN CASWELL

Role of Signatory: CHAIRMAN

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 St. George's Childcare is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- We arrange our waiting list on a first come first served basis. In addition, our policy may take into account:
 - the age of the child, with priority given to children who are eligible for the funded entitlement – including eligible two year old children;
 - the length of time on the waiting list;
 - whether any siblings already attend the setting; and
 - the capacity of the setting to meet the individual needs of the child.
- We offer funded places in accordance with the Provider Agreement with Kent County Council and any local conditions in place at the time.
- Free entitlement is available to all children the term after their third birthday. We offer 15 free hours and the extended entitlement up to 30 free hours (the 30 free hours is limited to ten children in Little Dragons) and

the extended entitlement must be applied for at www.childcarechoices.gov.uk by the parent/carer. This is for 5 hours out of 5 and half hour sessions in nursery. The additional half hour is charged at the current fee structure and 3 free hours in Little Dragons sessions.

- In the After School Club, seating on the minibus governs the number of children attending and location of the school determines which schools are included.
- A place in the Nursery or Little Dragons does not guarantee a place in the After School Club. This must be applied for separately and spaces are limited.
- Holiday club bookings are on a first come first served basis and limited by numbers. Payment is due in full at the time of booking.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our 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.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.
- 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.
- We record the gender, **first language** and ethnic background of children joining the setting.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.