



## ADMISSIONS POLICY

### Statement of intent:

We strive to make sure that our pre-school is accessible to all those children and families from Wateringbury, Teston and surrounding villages who wish to attend our setting.

### Aim:

We aim to do this by ensuring that our admissions policy is open, fair and clearly communicated to all local families.

### Methods:

To achieve this aim we operate the following Admissions Policy:

1. We advertise in the village magazines of Teston, Wateringbury, Nettlestead and Kings Hill. Other advertising includes posters in local libraries, doctor's surgeries and village halls. From time to time we also circulate advertising flyers.
2. On initial contact we positively encourage parents/carers and their children to visit the pre-school prior to registration to find out more about the care we provide. If requested, a home visit may also be arranged and the manager/deputy manager will ask another member of staff to join them.
3. Upon receipt of a completed registration form – **See Appendix 2**, £30 (payable by cash, cheque or BACS transfer) will be required to cover the registration fee and pre-school t-shirt, which will be given out on the child's first day with us. A child is then placed on our waiting list.
4. Our waiting list is prioritised by date of birth but this is no guarantee of a place. If the pre-school is oversubscribed, priority will then be given to children who currently have siblings at the pre-school followed by children who have been on our list the longest.
5. We are registered to care for children from the age of 2 years – school age.
6. Initially, to help with the settling in process we recommend that children attend two morning sessions and then, if additional sessions are requested, we will provide them whenever possible. Every three year old (from the term after their 3<sup>rd</sup> birthday) is entitled to up to 15 hours of free education funding a week, in accordance with the Department of Education regulations, subject to availability of places. Parents who wish to take up more than 15 hours can do so at their own personal cost and again subject to availability of places. *See our Fee's Policy*
7. For those eligible, we are able to offer 6 places only under the 30 hour scheme subject to availability. These will be offered on a first come first served basis. Please speak to the Deputy Manager for current availability.
8. We offer Funding for 2 year olds (FF2) places for those entitled. The criteria are set by Kent County Council. Leaflets available from Manager or details can be found on Kent.gov.uk website or by visiting a local children's centre.

9. Notwithstanding all of the above, we appreciate that individual children and families often have different needs and we therefore try to adopt a sensible and flexible approach to meeting those individual needs, depending on availability of places at the time.

## **REGISTRATION**

At the time of registering to go on our waiting list, we ask parents for the following information - **See Appendix 2:**

- Child's full name, gender, address and date of birth;
- Name, address and contact numbers for every parent and/or carer;
- Confirmation of who the child normally lives with and the address;
- Child's doctor and telephone number;
- Child's health visitor and telephone number;
- Any days that the child cannot attend pre-school
- Details of immunisations and allergies;
- How the parent heard about the pre-school;
- Any other information which may help the child to settle at pre-school;
- Preferred start date
- Ethnicity, religious and cultural information (Optional)
- Parent/Carer's signature and date.

When a place becomes available at the pre-school, we then seek the following information and consents from parents/carers – **See Appendix 3:**

- Emergency contacts;
- Consent for emergency medical advice and treatment;
- Legal contacts;
- Notice agreement for leaving the pre-school;
- Special dietary requirements/preferences/allergies;
- Collection of child details;
- Special health requirements and medicines;
- Sun safety;
- Filming and photography permission;
- Consent to consult a Specialist Teacher/Special Educational Needs;
- 2 simple "evidence me" – permission and email for this app. to record observations;
- Information on whether the child was premature;
- Data Protection – consent to retain personal information;
- Copy of child's birth certificate.

## **LEGAL CONTACT**

The Pre-school need to know who has 'Legal Contact' for each child in our care. This is to ensure that we have all relevant information such as who is and who is not allowed contact with your child, how often, and on what terms. It will also enable us to safeguard and promote the welfare of your child and accommodate individual family circumstances.

**Refer also to:**

**SETTLING IN POLICY**  
**FEES POLICY**  
**HEALTH, HYGIENE AND SAFETY POLICY (collection/non collection of children)**

## **APPENDIX 4**

### **What is a Contact Order?**

A Contact order is made where there is conflict between the parties and they cannot reach agreement, for example, about whom a child should see, and how often. The court must **only** make an order where they consider it would be better for the child to do so rather than making no order at all.

A Contact Order under section 8 of the Children Act 1989 requires the person with whom the child lives with to allow the child to have contact with the person named in the order. (This was formerly known as "Access".)

It is possible that there may be more than one Contact Order made in respect of your child and if this is the case then we need to have the details of all Orders in place.

### **Who is entitled to contact?**

It is not just parents who can have contact. Grandparents, aunts and uncles, siblings, a step-parent who has treated the child as 'a child of the family' can all apply for an Order. In fact anyone who has had a close relationship with a child, has been significant in the child or young person's life or has had the child live with them for at least three years can apply, even a family friend.

### **Type of contact**

Contact can be 'direct', in other words face-to-face contact, or it may be 'indirect', such as telephone conversations, emails and letters, presents or exchange of cards. There could also be 'supervised' contact, where another person is always present or 'staying' contact, where the child will stay overnight.

The court may also make a contact order directing that there should be **no** contact between a child and a named person.

### **Contact arrangements**

Some orders will be very specific as to times, dates and arrangements for contact; other orders will be more open with detailed arrangements to be made between the parties by agreement.

### **How long does the Order last?**

The order will last until the child / young person reaches the age of 16, or until the Court decides the order is no longer necessary

### **What the setting requires**

If your child is the subject of a Contact Order, we will need to see the original order to make sure we have all relevant and accurate information.

As already stated, there may be occasions when a court order is made preventing a person from having access to any information on your child, or contact with them. If this is the case, we must see a copy of the order and a solicitor's letter will not be sufficient.

If we do not have a copy of any orders in place then the setting, once it has been clarified that the person is who they say there are, cannot prevent anyone with parental responsibility from collecting the child unless Children Social Services and/or the Police state otherwise.

**What the setting is not able to do**

Neither the setting nor the staff are able to accommodate any contact arrangements and will not get drawn into any parental disputes. The child's welfare is our paramount concern and the setting will remain a neutral space.