

GREAT AYCLIFFE TOWN COUNCIL
ST. OSWALD'S PRE-SCHOOL

ADMISSIONS

POLICY AND PROCEDURE

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.

It is our intention to make our Pre-School accessible to all children and families from all sections of the local community. We aim to ensure that all families have access to the Pre-Schools through open, fair and clearly communicated procedures.

Early Years Foundation Stage themes and commitments

A Unique Child	Positive Relationships	Enabling Environment	Learning and Development
1.2 Inclusive Practice	2.1 Respecting each other	3.3 The learning Environment 3.4 The wider Context	

- We ensure that the existence of our Pre-Schools is widely advertised in places accessible to all sections of the community, such as the local free paper, the Library, Doctor's surgeries and also on the Town Council's website and social media platforms.
- We ensure that the information about our Pre-Schools is accessible, in written and spoken form, and in more than one language if appropriate.
- Parents are given a copy of this policy, when they show an interest in a place.
- We arrange our waiting list in how we receive an application; therefore the length of time a child's name is on the waiting list is irrelevant.
- The Pre-Schools are run on a private / voluntary basis and we do not have catchment areas, and all children are welcomed.
- We describe the Pre-Schools and our practices in terms that make it clear that we welcome both fathers and mothers, other relations and other carers including childminders.
- We describe the Pre-school and our practices in terms of how we treat 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 the Pre-Schools and our practices in terms of how we enable children and / or parents with disabilities to take part in Pre-school life.
- We make our Valuing Diversity and promoting Equality Policy known to all parents and carers.
- If a child has any medical or physical issues that have already been identified, meetings are held with the parents and any outside professionals to ensure we meet the needs of the individual child.
- Visits are arranged for the child and their parents prior to commencement at the Pre-School as per our 'The role of the Key Person and Settling in' Policy. We offer parents settling in sessions and tailor these to the child's needs.

This Policy was written in 1999

Last review / update October 2024

All Pre-School staff and the Manager are involved in the writing, updating and reviewing of this Policy.