

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

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, 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 by date of birth order in ascending order
- In addition, our policy may take into account:
 - the age of the child, with priority given to children who are eligible for the free entitlement – including eligible two year old children;
 - the capacity of the setting to meet the individual needs of the child.
- We offer funded places in accordance with the Code of Practice for Two and Three Year olds.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- 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 monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- 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 reserve the right to limit children's hours to 15 hours which is the Nursery Grant entitlement. This is to be fair to those waiting to join who may not get a place otherwise.
- Children will be offered a place at 2 years 4 months in the afternoon and 2 years 6 months in the morning when places are available. This will change when numbers are low. Ofsted allows us to take children from 2years so we will offer places accordingly.
- Fees should be paid in half termly in advance and parents who have not paid all their fees owed by the end of term will be referred to our committee. They may decide that the child will lose their place.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

This policy was adopted by	LGP	<i>(name of provider)</i>
On	June 2026	<i>(date)</i>
Date to be reviewed	annually	<i>(date)</i>
Signed on behalf of the provider	H Taylor	
Name of signatory	Hollie Taylor	
Role of signatory (e.g. chair, director or owner)	committee	