

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 at St Clements Pre school Ltd

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.

EYFS themes and principles underpinning policy and practice. (= Learning and Development)

A Unique Child (UC)	Positive Relationships (PR)	Enabling Environments (EE)
Every child is a unique child who is constantly learning & can be resilient ,capable ,confidant & self assured	Children learn to be strong and independent through positive relationships.	Children learn & develop well in enabling environments, in which their experiences respond to their individual needs & there is a strong partnership between practitioners & parents & carers.

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, we will try to provide the information in appropriate ways ensuring that no family feels excluded or unwelcome.
- We arrange our waiting list in birth/ age order ensuring we fulfil our obligation to have 25% of our intake for funded 2-year olds but may consider the following when oversubscribed.
 - The amount of time the child has been waiting for a place.
 - The vicinity of the home to the setting;
 - Siblings already attending the setting; and
 - 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 Bournemouth, Christchurch and Poole Council and any local conditions in place at the time.
- 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 both fathers and mothers, (even whilst estranged) other relations and other carers, including childminders are 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, special educational needs, disabilities, social background, religion, ethnicity or competence in spoken English.
- We support children and/or parents with disabilities to take full part in all activities within the 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 the setting to ensure we accommodate a broad range of families need.
- 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.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

Setting Contact details

For all St Clements enquires please phone 01202 391505 or email us at stclementspreschool@live.co.uk

Site and contact details

- St Clements Nursery, 22 Ashley Close, Bournemouth, BH1 4PE Tel 01202 391505 Ofsted registration EY2537718 (Previously EY458057) operate term time only, Monday-Friday (excluding Bank Holidays).
- St Clements Preschool at Iford, Scout Hut, Iford Lane, BH6 5NF Tel 07555043864 Ofsted registration EY2537716 (Previously EY546878) operate term time only, Monday-Thursday (excluding Bank Holidays).

You need to complete our Application to join form to be added to our waiting lists, furthermore, parents are advised to access our website for further essential information. Upon Registration and full paperwork being issued an administration fee of £25 is payable. This is non-refundable.

Fees

Early Years Educational funding will be made available for all eligible children following the term after their 2nd/3rd birthday. Please see Bournemouth, Christchurch and Poole Council website for an online checker for eligibility for 2-year-old funding or if you receive a Postcard informing you of your eligibility for 2-year-old funding please bring this into us to secure your place before the expiry date shown. To determine if you are eligible for 30 Hours funding for 3 or 4 year olds please see www.childcarechoices.gov.uk

Children not using the full 15/30 hours entitlement will be made aware that they can use these hours in an alternative setting. Non funded fees will be charged at £5.00 per hour, **this will be raising to £5.15 in September 2021.**

Birth certificates and proof of eligibility will be required.

From September 2019 we will be charging parents/carers Additional Services Charges. Children attending 15 hours per week of funded 3 and 4-year-old education will be required to pay £15 per week; children

attending 30 hours per week will be required to pay £30 per week. However, eligibility for waivers and/or concessions are available for families who have accessed 2-year-old funding and/or are entitled to Early Years Pupil Premium. All parents will be informed via email concerning fees upon application to join. Paper copies are available on request. (Prices correct as of September 2020).

Late Parent Fee

To ensure children feel safe and secure it is important that parents and careers collect their children promptly at the end of a session. For parents that are consistently late we have a "Late Parent Procedure" This procedure is available for all parents and a copy is always kept in the back of the "signing in" book with the "late register". Parents will be invoiced a late fee that is payable by the child's next session if they are continually late.

Please note: It is essential for all parents/careers to share new and essential information with the preschool to keep all legal paperwork and child information up to date at all times especially mobile telephone numbers.

This policy was discussed and agreed by

St Clements

Held during

Summer Term 2021

Date to be reviewed

Summer Term 2022

Signed on behalf of the Pre School

Name and role of signatory

Rachael Hills / Elaine King (Managers)
