



Safeguarding and Welfare Requirement: Information and Records

10.2 Admissions

Policy statement

It is The Willow On The Farm's 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 we are accessible to all sections of the community by advertised in places accessible to all sections of the community such as
 - local GP surgeries,
 - Village newsletters,
 - Free Papers,
 - as well mums net,
 - Primary Times and Local newspapers .
- We ensure that information about our setting is accessible.
- When requested or if required we will provide the information in more than one language, Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
- We arrange our waiting list in birth order. In addition our policy will take into account the following:
 - Time on waiting list
 - Distance from home to the nursery
 - Siblings already attending the setting
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats 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 our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Equal Opportunities Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family 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.

This policy was adopted by

The Willow On The Farm Nursery

On

21 April 2017

Date to be reviewed

Annually See Front Cover

Drawn up on behalf of the provider by

Dawn Wilson-Fry

Deputy Manager