

09 Early years practice procedures

09.1 Waiting list and admissions

We aim to ensure that all sections of the community receive accessible information, and that our admissions procedures are fair, clear and open to all parents who apply for a place.

- We promote the existence of our setting in places accessible to all sections of the community and on social media platforms.
- Information about the setting is accessible, using plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- Children with disabilities are supported to take full part in all activities within the setting and the setting makes reasonable adjustments to ensure that this will be the case from the time the child is placed on the waiting list.
- The waiting list is arranged in birth order and in addition may consider the following:
 - the age of the child with priority being given to children eligible for the free entitlement
 - length of time on the waiting list
 - siblings already attending the setting
 - the capacity of the setting to meet the individual needs of the child
- Funded places are offered in accordance with the Early Years Entitlements: Operational Guidance for local authorities and providers (DfE) and any local conditions in place at the time,
- Emergency admissions are considered on a 1:1 basis.
- The setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers and childminders are all welcome.
- The 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 monitor the needs and background of children joining our setting on the Registration form/funding form to ensure that no accidental or unintentional discrimination is taking place.
- Section 05 Equality procedures **are** shared via our website and widely promoted to all.
- Places are provided in accordance with our funding agreement issued to every parent when the child takes up their place. Failure to comply may result in the provision of a place being withdrawn.

Admissions

- Once an early education and childcare place has been offered the relevant paperwork is completed by parents/carers and reviewed by a setting manager will review paperwork before the child starts. Forms completed include:
 - Privacy Notice - explains what personal data we collect, why we collect it, how we use it, the control parent/carers have over their personal data and the procedures we have in place to protect it.
 - Permissions
 - Funding Form
 - Funding agreement
 - Early education and childcare registration form - contains personal information about the child and family that must be completed in full prior to the child commencing.

Children with SEND

- The manager must seek to determine an accurate assessment of a child's needs at registration. If the child's needs cannot be met from within the setting's core budget, then an application for SEN inclusion funding must be made immediately following the graduated response.
- Children with identified SEND must be offered a place when one becomes available as with any other child. However, the start date for children with more complex SEND will be determined by the preparations made to ensure the child's safety, well-being and accessibility in the setting. If a child's needs determine that adjustments need to be made, the manager must outline a realistic timeframe for completion, detailing the nature of adjustments e.g. risk assessment, staff training, health care plan and all other adjustments required. The child's safety at all times is paramount.
- At the time of registration, the manager must check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager must ask for evidence to enable them to claim the Disability Access Fund directly from the local authority. If the family is eligible but not in receipt of the allowance, the setting manager will support the family in their application. More information can be found at www.gov.uk/disability-living-allowance-children/how-to-claim.
- Preparation for admitting a child with SEND must be made in a reasonable amount of time and any delay in the child starting is scrutinised by the setting manager to avoid discrimination and negative impact on the child and family. During the preparation period the family and relevant agencies and the local authority must be regularly updated on the progress of the preparations.

Safeguarding/child protection

If information is provided by the parents/carers that a child who is starting at the setting is currently, or was involved with social care, the designated safeguarding lead will contact the agency to seek further clarification.

Parents/carers are advised on how to access the setting's policies and procedures.

Setting Contact Details

St Clements Nursery

22 Ashley Close

Bournemouth

BH1 4PE

Telephone number: 01202 391505

Website: stclementspreschool.co.uk

Ofsted registration EY2537718

We operate term time only, Monday-Friday from 8am-5pm.

You will need to complete our Application to join form to be added to our waiting lists, furthermore, parents are advised to access our website for essential information. Upon Registration paperwork is completed.

Funding and Fees

15 hours per week of Universal funding is available for all children from the term following their 3rd birthday.

Up to 30 hours of Funding is available for Working Families for children from 9 months old. A code must be obtained within the timeframes to be eligible. This must be applied through the following website: [Best Start in Life - Best Start in Life](#)

We accept 15 hours of 2-year-old funding for families receiving certain benefits.

For families who wish to self-fund their child's place or purchase additional hours, the hourly rate is available on our Price list which is reviewed annually. **Fees are payable in advance.**

Meals, snacks and consumables are charged for. Please see our Price List. Information regarding fees is emailed to all parents. Paper copies are available on request. **Fees are payable in advance.**

Please note: It is essential for all parent/carers 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.