



## 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.

- ❖ The setting is widely advertised in places accessible to all sections of the community.
- ❖ 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.
- ❖ Children can start at Abinger Common Nursery from their 2nd birthday and/or older. They do not need to be potty trained.
- ❖ The waiting list is arranged in birth order and in addition may take into account the following:
  - Siblings of children already attending the Nursery.
  - Children living directly in the village of Abinger Common.
  - Children in their final Nursery year living in the villages surrounding Abinger Common at the time of entry.
  - FEET funded children
  - Children living in the villages surrounding Abinger Common at the time of entry.
  - Other applicants
- ❖ Funded places are offered in accordance with the Early Years Entitlements: Operational Guidance for local authorities and providers (DfE 2018) and any local conditions in place at the time,
- ❖ Where it is financially viable to do so, a place is kept vacant for an emergency admission.
- ❖ 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.
- ❖ The needs and individual circumstances of children joining the nursery are monitored on our Registration form, to ensure that no accidental or unintentional discrimination is taking place and that reasonable adjustments are made as required.

- ❖ Section 05 Equality procedures is shared and widely promoted to all.
- ❖ Places are provided in accordance with our terms and conditions 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 a childcare and early education place has been offered the relevant paperwork is completed by the setting manager or deputy before the child starts and filed on the child's personal file. 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.
  - Terms and conditions - govern the basis by which we provide childcare and early education.
  - 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.
- ❖ 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](http://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 a 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 that a child who is starting at the setting is currently, or has had involvement with social care, the designated person will contact the agency to seek further clarification.

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

## Further guidance

Early Years Entitlements: Operational guidance for local authorities and providers (DfE 2018)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/718181/Early\\_years\\_entitlements-operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/718181/Early_years_entitlements-operational_guidance.pdf)

This policy was adopted by	Abinger Common Nursery
On	August 2024
Date to be reviewed	August 2025
Signed on behalf of the provider	
Name of signatory	Mrs Emma Powell
Role of signatory (e.g. chair, director or owner)	Nursery Chair Person