

09 Early Years Practice Procedures

09.01 Waiting list and admissions

Our Aim

We aim to make our setting welcoming, fair, and accessible for all children and families.

Accessibility & Information

- The setting is widely advertised in places accessible to all sections of the community.
- Information is provided in plain English, both written and spoken.
- Upon request, information can be shared in different community languages or alternative formats.
- Children with disabilities are supported from the moment they join the waiting list, and reasonable adjustments are made so they can fully participate.

Waiting List

- Arranged mainly in birth order but may also consider:
 - Age of the child, with priority to children eligible for free entitlement
 - Length of time on the waiting list
 - Proximity of home to the setting
 - Siblings already attending
 - The setting's ability to meet the child's individual needs
- Funded places follow local and national guidance (Early Years Entitlements).
- Where financially viable, we keep a place vacant for emergency admissions.

Welcoming & Inclusive Practice

- Fathers, mothers, other relatives, carers, and childminders are all welcome.
- We encourage positive regard for differences, including:
 - Gender
 - Family structure
 - Class or background
 - Religion or ethnicity

- English language ability
- Children's individual circumstances are monitored to ensure no accidental discrimination.
- Equality procedures are shared and promoted widely.

Admissions Process

Once a place is offered:

1. Paperwork is completed by the setting manager or deputy and parents/carers before the child starts.
2. Forms include:
 - Privacy Notice (07.1a) – explains what personal data is collected, why, and how it is protected.
 - Terms & Conditions (09.1d) – rules for the provision of early education and childcare.
 - Registration Form (09.1c) – collects child and family information, to be completed before the child starts.
3. A Family account is set up for each child, including permissions for parents/carers.

Children with SEND

- The manager assesses the child's needs at registration.
- If needs exceed the core budget, SEN inclusion funding is requested immediately.
- Children with identified SEND are offered a place like any other child.
- Start dates may be adjusted for safety, well-being, and accessibility.
- Adjustments may include:
 - Risk assessments
 - Staff training
 - Health care plans
- Families may receive support to claim Disability Access Fund (DAF) if eligible.
- Families and relevant agencies are regularly updated during preparation for the child starting.

Safeguarding & Child Protection

- If a child is or has been involved with social care, the designated safeguarding lead contacts the relevant agency.
- Parents/carers are advised on how to access the setting's policies and procedures.

Further Guidance

- Early Years Entitlements Guidance (September 2024) – Local authority and national guidance on early education and childcare expansion.