



## **Information and Records**

### **10.2 Admissions**

#### **Safeguarding and Welfare Requirement: Information and Records**

Abbots Langley Pre-School must maintain records and obtain and share information to ensure the safe and efficient management of the Pre-School, and to help ensure the needs of all children are met.

### **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.

### **Procedures**

- We ensure that the existence of our Pre-School is widely advertised in places accessible to all sections of the community.
- We ensure that information about our Pre-School is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- We arrange our waiting list in a fair manner based on date of registration.
- We consult with parents/carers about the session times and lunch time club to give all parents/carers a choice of times that are available.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.

## *Abbots Langley Pre-School - Admissions Policy*

- We describe our Pre-School and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- Abbots Langley Pre-School 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 support children and/or parents with disabilities to take full part in all activities within Abbots Langley Pre-School.
- We monitor the needs and background of children joining Abbots Langley Pre-School on the Registration Pack, to ensure that no accidental or unintentional discrimination is taking place.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We consult with families about the opening times of the Pre-School to ensure we accommodate a broad range of families' needs.
- 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.

### **Other useful Pre-School Learning Alliance publications**

- Seasonal Hello Posters (2006)

This Policy was adopted at a meeting of Abbots Langley Pre-School held on	MARCH 2020
Date to be reviewed	MARCH 2022 OR SOONER IF CHANGES ARE REQUIRED
Provider	Pre-School Owner