



Bishop Cornish Education Centre
Ofsted Registration No: EY397520



Admissions and Settling Policy

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 wish to go on our waiting list and would like their child to have a place at our setting.

- Information about the setting is accessible on our website or via phone call or email directly to the setting. This is provided in English, however where appropriate, support to families with English not as their first language will be given to the best of our abilities and done so on an individual case basis to meet the needs of a specific family.
- The waiting list is arranged in order of which the child was placed on it and the term in which parents request them to start is taken into account (places cannot be left unfilled for a long period of time), and in addition may take into account any of the following:
 - the age of the child e.g. a 2-year-old getting an offer ahead of a 3-year-old who has been on waiting list longer if a 2-year place becomes available first
 - length of time on the waiting list
 - sessions requested by parent and setting availability
 - siblings already attending the setting
 - the capacity of the setting to meet the individual needs of the child (all our children's safety and emotional and physical well being and development is at the centre of all we do)
- A place may be kept vacant for an emergency admission where this is appropriate
- 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 setting are recorded on a registration form, to ensure that no accidental or unintentional discrimination is taking place and that reasonable adjustments are made as required.

Admissions

- Once a childcare and early education place has been offered the relevant paperwork is given to parents to fill in and then returned for processing by the setting manager or deputy before the child starts.

Forms include:

- registration form - contains personal information about the child and family that must be completed in full prior to the child commencing.
- Tapestry consent form
- Sessions booking form
- Funding form (where relevant)

Once parents are set up on tapestry, information packs are sent out and videos and photos about the setting and staff are sent to help the child settle. Parents are asked for any information they feel will help us settle and care for their child.

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 will 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 and communicate with parents and other professionals as needed. The child's safety and that of all children in the setting is

paramount.

- The Manager will ask if the parent is entitled to Disability Living Allowance for their child. DAF will be discussed and an application made if relevant proof is provided to the setting to help support the child.

Safeguarding/child protection

If information is provided by the parents that a child who is starting at the setting is currently, or has been involved 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.

Settling in

To help new children settle into preschool, a home visit and/or a short settling session at pre school is offered. The settling session may involve the parent staying if the parent feels this would be beneficial, or there may be a need for the parent to stay to make sure ratios are maintained. In busier starting periods like September, a settling session can be offered for the September before the child starts their full hours. (settling sessions are not offered in July due to demand). Staggered starts can also be discussed with the manager where relevant and beneficial to the child.

Reduced sessions (where the place is kept) can also be offered to help support the transition to preschool.

At Bishop Cornish Pre School we believe it is not a 'one plan fits all' regarding settling procedures and this will be based on each individual child and their family.

Further guidance

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