

**General Welfare Requirement: Organisation**

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.



**Administration**

**Admissions**

**Policy statement**

We aim to make our setting accessible to all children and their families. We do not have a catchment area. We have a website with a wealth of information, which is updated regularly.

**EYFS key themes and commitments**

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	

**Procedures**

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community – this is usually through websites such as our own, Ofsted and ES County Council.
- We ensure that we provide information about our setting, where necessary obtaining translated written information, if required and when possible.

**We operate on a first come basis. Once families have visited us and completed a registration form, they will be placed on our register or waiting list (if we don't have a space on the day requested). If a child is eligible to start (2 years old) we will only hold a booked place for 1 term (as we normally have a waiting list). After this time we cannot guarantee this place.**

- We aim to keep a place vacant on every day, if this is financially viable, to accommodate an emergency admission such as a looked after child.
- Through policies, our web site and spoken word, we describe our setting and its practices in terms that make it clear that we welcome fathers and mothers, other relations and other carers, including childminders.
- We are fully inclusive and aim to meet all our children's individual needs that may arise from disability, cultural identity, special educational needs, social background, religion, ethnicity or from English being a newly acquired additional language or not spoken.

- We request that every child has a completed and signed registration form, giving permissions and vital information about each child.
- We are aware of the ethnic background of children joining the group and ensure that our environment and equipment are representational of social diversity.
- A list of all our policies is displayed on our parents' noticeboard (paper copies can be requested of all policies) and all policies are fully accessible on our website.
- 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.
- We are in receipt of EYEE funding for eligible two, three and four year olds. We offer funded hours if we have space and advise parents that they can share their free hours between us and other early years settings, so that they can claim their full entitlement.
- We allocate each family a Key Person so that they can be of continual support to the family throughout their time with us.

This Policy was reviewed by	Fiona Wilson - Supervisor
Adopted by	Rotherfield Village Pre-School Staff and Directors
Read and agreed by	
Date	February 2017
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