



## 09 Childcare 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.
- The waiting list is arranged in birth order and in addition may take into account the following:
  - the age of the child with priority being given to children eligible for the free entitlement
  - length of time on the waiting list
  - the vicinity of the home to the setting
  - siblings already attending the setting
  - the capacity of the setting to meet the individual needs of the child
- 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 setting are monitored 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 the Friary Preschool 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 Failure to comply may result in the provision of a place being withdrawn.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**

Applications for Friary Preschool will be considered in the following order of priority:

1. Baptised Catholic Children who the Admissions Committee of the Friary Preschool consider at their discretion to have exceptional social or medical needs. This is considered on the basis of written documentation submitted with the registration form.
2. Baptised Catholic Children who live within the Catholic Parish of Crawley.
3. Baptised Catholic Children who live in Catholic Parishes within the Crawley Deanery.
4. Baptised Christian Children who the Admissions Committee of the preschool consider at their discretion to have exceptional social or medical needs. This is considered on the basis of written documentation submitted with the registration form.
5. Other Baptised Christian Children who live within the Catholic Parish of Crawley
6. Other children whose Parents or Carers wish them to attend the Preschool.

## **Oversubscription Criteria:**

When we have more applications for an intake than place available, the following oversubscription criteria will be applied.

1. Those applicants who have a sibling currently attending Friary Pre-School or have previously attended Friary Pre-School.
2. If there still remain more applicants than available places then priority will be given to the applicants living closest to the Pre-School. Distance from the Pre-School to the residence of the applicant is to be measured by a straight line.

Friary Pre-School is an important part of the Church's Mission in Crawley serving the needs of Catholic families living within the Crawley Parish. It provides high quality care and education for children below statutory school age within a Christian setting. The gospel values of: love, kindness, forgiveness, understanding and tolerance are promoted through relationships with all those involved in the Pre-School. Baptised Catholic children are given priority when allocating places to the Pre-School. Admission is open to non-Catholic families, if places are available, and they are warmly welcome to apply.

**Please be aware that attending Friary Pre-School does not guarantee your child a place at either St Francis of Assisi Catholic Primary School or Our Lady Queen of Heaven Catholic Primary School. Parents and carers must contact the above schools for information about their admissions procedures.**

Once a childcare 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:

- 07.1a 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.
- 09.1d Childcare terms and conditions - govern the basis by which we provide childcare.
- 09.1c Childcare 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)

**Signed by Fr Raymond Tumba, OSA**

**Date: 1 September 2021**

**Friary Preschool**