



Waiting list and admissions

Chard NNI & Schools Out is a setting which is accessible to children and families from all sections of the local and wider community. We aim to ensure that all members of the community receive accessible information, and that our admissions procedures are fair, clear and open to all parents who apply for places.

- The setting is widely advertised in places accessible to all sections of the community.
- Information about the setting 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.
- The waiting list is arranged in a first come first served basis.
- Funded places are offered in accordance with the code of practice for Early Years Education Entitlement 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 mothers, fathers, other relations and carers, including childminders are all welcome.
- The setting and its practices operate in a way that encourages positive regard for gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- Children with additional needs are supported to take full part in all activities within the setting.
- The needs and background of children joining the setting are monitored on the registration form, to ensure that no accidental or unintentional discrimination is taking place.
- The equal opportunities policy is shared and widely promoted to all.
- Places are provided in accordance with the terms and conditions issued to every parent when the child takes up a place at the setting.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.
- We will be mindful of balancing children's needs and the needs of the business.

Children with SEND

- 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.
- 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 will be made.

- At the time of registration, the Manager will check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager will 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 Manager will support the family in their application.
- 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 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.

Admissions

- Once a childcare place has been offered the relevant paperwork is completed and collected by the nursery Manager and a full induction procedure will start.

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 and induction of our involvement.

