



Woodham Mortimer Pre-School

Brookhead Farm, Maldon Road, Woodham Mortimer, Maldon, Essex, CM9 6GP.

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Registered Charity No: 1060526 DfE / OFSTED No: EY474255 PSLA Membership No: 20167

Information and Records

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all the children are met.

ADMISSIONS AND ATTENDANCE POLICY

POLICY STATEMENT

It is our intention to make our Pre-School 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 Pre-School 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, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language or how to get an interpreter. We will provide translated written materials where language needs of families suggest this is required as well as information on how to access an interpreter (EMTAS – 01268 531291 or at your local library)
- ◆ We arrange our waiting list and allocate places in the following order:
 1. children whose legal position makes them priority admissions
 2. children with a sibling at the pre-school
 3. birth order
- ◆ We keep a place vacant, if this is financially viable, to accommodate an emergency admission
- ◆ We describe our Pre-School and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders
- ◆ We describe our Pre-School and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language
- ◆ We describe our Pre-School and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the Pre-School

- ◆ We are asked by Essex County Council to monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity. Parents are asked to complete a form when their child starts
- ◆ We make our Valuing Diversity and Promoting Equality Policy widely known
- ◆ We consult with families in our annual questionnaire about the opening times of the Pre-School to ensure we accommodate a broad range of family 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 Pre-School that provides stability for all the children. Where possible we will offer 'pay and play' facilities for those who would like to attend an extra session and where possible, will accommodate parents who wish to change the days of the sessions attended by their child / children
- ◆ If a child does not arrive by 9.30am for the morning session and by 12.30pm for the afternoon session, the Pre-School will assume that they will not be attending that session. Staff will then have the opportunity to offer that session to another child for a 'pay and play' session
- ◆ We provide a clear and accessible Fees and Funding Policy. Any queries regarding fees and funding should be made to the Pre-School's Treasurer.
- ◆ We telephone any parents / carers who have a child on the waiting list as soon as a place becomes available
- ◆ We ensure wherever possible that we have a balanced intake of boys and girls in the Pre-School

This Policy was adopted at a meeting of the Woodham Mortimer Pre-School Committee

Date of Meeting

Next Review Date

**Signed on Behalf of Woodham
Mortimer Pre-School**

Name of Signatory

Role of Signatory

**Chairperson – Woodham Mortimer Pre-School
Committee**
