

## 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 children are met.

### Admissions

#### Policy statement

It is our intention to make our setting 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 setting through open, fair and clearly communicated procedures.

#### Procedures

- We ensure that Greasby Infant School Pre-School is widely advertised in places accessible to all sections of the community.
- We ensure that information about our pre-school is accessible and provided in written and spoken form.
- We will provide translated written materials where language needs of families suggest this is required.
- We arrange our waiting list following to the Local Authority admission arrangements taking into account the following:
  - the needs of Looked After Children
  - siblings already attending the Pre-School, Greasby Infant School or Greasby Junior School
  - first come, first served
- the vicinity of the home to the Pre-School
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe Greasby Infant 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 how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.
- We describe how our practices enable children and/or parents with disabilities to take part in the life of the Pre-School making our Valuing Diversity and Promoting Equality Policy widely known.

This policy was adopted at a meeting of	Greasby Infant School	<i>(name of provider)</i>
Held on	27.2.20	<i>(date)</i>
Date to be reviewed	Feb 22	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Mrs N Milford	
Role of signatory (e.g. chair, director or owner)	Chair of Staffing & Finance committee	

## **Greasby Infant School Pre-School Admission Criteria**

Greasby Infant School Pre-school is managed by Greasby Infant School and its Governing Body. All children aged 3 years by 31<sup>st</sup> August in any given year will be considered for a pre-school place that would begin in September.

We are able to offer 15 places in our morning session; 15 places in lunch club and 15 places in the afternoon sessions. We hold computerised waiting lists for these places.

If there are more applications than there are places available, then eligibility will be determined in accordance with the following scheme of priorities and in order of application on the waiting list:

- Children in care, and children who were in care but have been adopted or are subject to a residency order or special guardianship order (“previously in care”)
- Then children who live in Greasby and Frankby in the following priority order:
  1. Children who already have older brothers or sisters (including half or step siblings living in the same household) at the school when they are due to start. We will also treat a brother or sister at Greasby Junior School as a sibling.
  2. Children in the schools catchment zone in order of application.
    - If places remain available they will be allocated in order of application.