

10.2 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
- Early Education is offered with the national parameters-
 - No session to be longer than 10 hours
 - No minimum session length (subject to the parameters of registration on the Ofsted Early Years Register)
 - Not before 6.00am or after 8.00pm
 - A maximum of two sites in a single day
- We offer funded places in accordance with the Government legislated conditions in place at the time for 39 weeks of the year and funded hours can be claimed (to the maximum available) (2.26) –

Funded hours can be claimed -

- Monday – Thursday 8.30am – 3.00pm – max 6.5 hours per day
- Friday 8.30am – 11.30am – max 3 hours

There are 21 fully funded places for families, these sessions are available –

- Monday – Thursday 8.30am – 3.00pm – max 6.5 hours per day
- Friday 8.30am – 11.30am – max 3 hours

Places are offered as morning only 8.30-11.30am or afternoon 12-3pm – each 3 hours or all day sessions as above (6.5hrs).

These places are limited and will be offered to families who are unable to pay any consumable charges and are –

- Receiving some form of government help

- We will work with parents to ensure that as far as possible the hours/sessions that can be taken as funded provision are convenient for parents' working hours (2.51)
- We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. This will be in partnership with families and consent will be sought prior to submitting a claim/application. (2.37).
- 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.
- Bobtails has made a Flourish Pledge, which means we are working together with the local authority to make Flourish the shared ambition of everyone working to improve the lives of children and young people in Norfolk (2.30).
- The needs and individual circumstances of children joining the setting are monitored on Snettisham Bobtails early education registration form, 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 Snettisham Bobtails early education 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

- Once an early education and childcare place has been offered the relevant paperwork is completed by the setting administrator before the child starts and filed on the child's personal file. Forms completed include (2.27):
 - 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.
 - Snettisham Bobtails Pre-school Early education and childcare Terms and Conditions - govern the basis by which we provide early education and childcare.
 - Snettisham Bobtails Pre-School Early education and childcare registration form - contains personal information about the child and family that must be completed in full prior to the child commencing.

As part of the registration process, parents/carers will be required to provide documentation to evidence

their child's date of birth. This is to confirm they have reached the eligible age for the funded entitlement. A copy will not be retained but may be requested again later by the local authority for audit or fraud investigation purposes (2.14).

- Early Years Funding Entitlement Parent/Carer Claim Form

Children with SEND (2.35)

- The setting supervisor and administrator 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. We will follow the requirements of the Early Years Foundation Stage Statutory Framework to provide an inclusive environment for all children and their families, together with the requirements to comply with the Equalities Act and the Special Educational Needs and Disability Code of Practice.
- If a child's needs determine that adjustments need to be made, the administrator 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 administrator 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 administrator will support the family in their application. More information can be found at 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 administrator 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.
- Whilst at Bobtails we will monitor and review children's progress and development in partnership with families. Where a child appears to be behind expected levels of development or where a child's progress gives cause for concern a graduated approach will be adopted with 4 stages of action: Assess, Plan, Do & Review. We will provide information to families on how their child's development is being supported and in agreement, consent will be sought to apply for additional funding and request support from outside agencies where necessary.
- Bobtails will publish a contribution to the 'SEN Local Offer' in Norfolk. This is available on the Norfolk Community Directory to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN.

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](#)