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**10.1 Admissions**

**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 ensure the needs of all children are met.

**Policy Statement**

It is our intention to make Beech Tree Childcare 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.

At the initial show round, parents/carers are informed of our policies, pedagogy, funded entitlement, procedures and admission process with opportunities for them to ask questions about the services we provide. Just as we except that every child is unique, we also understand that each family has their own unique background, heritage and ideas. Therefore, we take steps to provide flexible care that is tailored to each family. We have a registration form which must be completed to secure a place at Beech Tree or on our waiting list.

Parents/carers are directed to the admissions page of our website, if they have any questions they forgot to ask. This page has a point of contact for any further questions, as well as an explanation of our settling in process, meals, fees, deposit, service charge and applying for free entitlement. Parents/carers are encouraged to contact us so we can support them in understanding and completing the contract.

**Procedures**

* We ensure that parents/carers are informed where our policies are kept and that policies can be digitally shared upon request. Additionally, informing them that policies will be available for viewing during open mornings, when a member of staff will be able to go over and explain them with the parent/carer.
* We ensure that the existence of Beech Tree Childcare is widely advertised in places accessible to all section of the community.
* We ensure that information about our setting is accessible, in written and spoken form.
* We arrange our waiting list on a first come first served basis.
* We keep a place vacant, if possible, to accommodate an emergency admission.
* We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
* We welcome all, irrespective of gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language.
* We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting, where reasonably possible.
* We monitor the gender and ethnic background of children joining the group.
* We make our Equal Opportunities Policy widely known.
* We are flexible about attendance patterns to accommodate the needs of individual children and families.

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