

## **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.

### **12.1**

#### **ADMISSIONS**

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 cater for students between the age of two to five years old.
- Most students will have a diagnosis of language/communication difficulty and/or autistic spectrum disorder.
- The criteria for admission is based upon assessment of the needs of each student matching the specialist provision we offer and not upon a specific diagnosis.
- The places will usually be allocated on a first come first served basis – using the date on which the child was added to the Waiting List.
- Local authority funding may be available for students through an Education and Health Care Plan (EHCP).
- Students may attend between four and five sessions per week. The minimum number of sessions a child can attend is four. Each session is three hours long.
- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form.
- We arrange our waiting list in first come first served basis. In addition, our policy may take into account:
  - siblings already attending the setting
- We describe our setting and its practices in terms that make it clear that it welcomes fathers, mothers, other relations and carers.
- We describe our setting and its practices in terms of how it treats each student 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 monitor the gender and ethnic background of children joining our setting to ensure that our intake is representative of social diversity.
- We make our *Valuing Diversity and Promoting Equality* policy widely known.
- 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 setting that provides stability for all the children.