



## **Developing an Admissions Procedure**

Providers must take all necessary steps to keep children safe and well – **Statutory Framework for the Early Years Foundation Stage 2024 point 3.3 CM & GP**

### **The procedure should include:**

- Information about the setting in relation to admissions, i.e. the number of places the setting is registered for and the ages of the children, the times the setting runs from and to and the amount of time it is open throughout the year
- The amount of sessions available and how this is organised including those for children accessing the 2, 3 and 4 year old funding.
- If the setting has a waiting list, how this is managed and by whom ensuring that all children have fair entry and the procedure for admitting children from the waiting list, and how parents enter a child onto the waiting list.
- Whose role is it when contacting parents on the waiting list to offer a place, how this is recorded and stored.
- The information that is given to parents on admission to the setting and how throughout the child's time at the setting this information is kept up to date.
- The procedures the setting follows when admitting children with SEN, including pre-entry meetings.
- The types of information that is required from the parent on admission, who holds the responsibility for gathering this information and once received how this is filed. The types of information required on the child's registration forms prior to the child starting at the setting, i.e. parental responsibility, other professionals that may have links with the family or child, e.g. health visitor, social worker etc.
- The procedure the setting follows should a child be absent, how absences are recorded, the reasons for the absence and who holds the responsibility for monitoring this.
- If there are any circumstances where places will be kept open, i.e. for referrals from Social Care.
- How the setting adhere to the Equal Opportunities policy.

### **The procedure should be reviewed:**

- At least annually.
- The procedure needs to be signed by the registered person, include reviewed dates and the next review due date.
- If any changes are made to the procedure when reviewed the staff and/or parents need to be informed.

### **Links to other policies & procedures:**

- Working in Partnership with parents.
- Settling in
- Recording of Information
- Confidentiality
- Equal Opportunities

**This information is provided for guidance only. It is your responsibility to ensure that all statutory legal guidance is adhered to. Consideration needs to be given to any changes in legislation subsequent to the production of this information.**