**Busy Bodies Child Care Centre Ltd**

**Admissions Policy**

This setting will provide a warm, welcome and appropriate learning opportunity which is genuinely accessible to children and families from all sections of the local community through open, fair and clearly communicated procedures.

**Procedure**

**Waiting list and admissions criteria**

* Arrange our waiting list in order of date, name put down and date of birth. Children can start as soon as they are 20 months old.
* Children receiving the free education vouchers will be guaranteed their place and will be offered the correct amount of sessions according to the government guidelines.
* The after school can only have 16 children at any one time and therefore the spaces will be given on a first come first serve basis.
* We would like to make it clear that we welcome fathers and mothers, other relations and other carers, including childminders and people from all cultural, ethnic ,religious and social groups, with and without disabilities.
* Monitor the gender and ethnic background of the children joining the setting to ensure no accidental discrimination is taking place.
* Make our equality of opportunities policy widely known.
* Your child will have a key person after we have established who the child has made the strongest relationship with.
* Your child is required to attend for at least 2 hours in any one session once a week.
* Parents/carers are advised to bring their child for a couple of taster sessions where they leave their child with us for an hour to get settled in.
* We are flexible about attendance patterns so as to accommodate the needs of individual children and their families
* We ensure that the existence of the setting is widely known in all local communities by keeping the database information up to date via advertisements, posters and flyers.

**Documentation and records**

* Parents / carers will be asked to complete a registration form and consent forms and these will be stored securely in a locked cabinet. Information sort will include the child’s full name, date of birth, name and address of both parents / carers and emergency contact details. Details of the child’s dietary needs are also recorded and shared appropriately with members of staff.
* Free entitlement to the early years provision: information such as your child’s date of birth, address and ethnic background will be recorded and sent to the local authority.

This policy and procedure will be reviewed annually.

Updated on ………………………………………….. By …………………………………………………………..

This policy has been read, understood and signed by all the staff.

Signed ……………………………………………. Signed………………………………………………………..

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