



Admissions Policy

Policy statement

- To ensure that there is a fair and equal procedure in place for offering places.
- To make our setting more accessible to children and families from all sections of the community.
- To ensure families have clear information regarding the admissions process.
- To be clear about the settling in process. Please read the section 'Settling in Process'.
- To be clear about how we ensure a good transition from home or from one setting to another.

Policy

Our main intake of children is in September. At this point we are usually 'full' and therefore unable to offer a start date later in the year unless children stop attending at which point we will work through the waiting list for places in order.

September places are allocated according to our admissions policy. A waiting list is operated and we work through this waiting list in order of our priorities which are listed below. However, on occasion, we may need to give priority consideration to the availability of days which match the needs of the business (see section 'Meeting the needs of the business').

- Siblings of children who attend Out There Kindergarten
- Looked after children and Social Service referrals
- 2 year old funded children
- Children eligible for Early Years Pupil Premium
- Children in the priority postcode area who do not have access to a garden
- Priority Postcode Area

Brislington

- BS2 0
- BS3 5
- BS3 5
- BS4 1
- BS4 2

- BS4 3
- BS4 4
- BS5 8
- BS5 9

Stapleton

- BS5 0
- BS5 6
- BS5 7
- BS5 8
- BS5 9
- BS15 1
- BS16 1
- BS16 2
- BS16 3

- Children outside of the priority postcode area who do not have access to a garden at home

If places become available throughout the year we offer them first to our current parents who may require additional days and then in priority order as listed above.

Our admissions policy is regularly reviewed and updated to meet the needs of the business and the community we serve. We reserve the right to make changes in order to achieve our objectives.

Further Information

The setting is open to any child in the Bristol area but more specifically for children and parents in the surrounding areas to the Kindergartens (currently BS4 and BS16)

We ensure that information about our setting is widely advertised in places accessible to all sections of the local community.

No child shall receive less favourable treatment on the grounds of race, colour, ethnic or national origin, religious belief, family status or disability.

For a child to attend the setting, they must be aged between 2 and 5 years old. This will need confirming on the online registration form.

Rising three years olds

We have limited space for 2 year olds who are almost 3. A child is a rising 3 year old if they turn 3 within the term they start. For example, they start in September but turn 3 in December. Children younger than 32 months (2 years and 8 months) will not be able to attend unless by special arrangement with the manager.

We encourage parents of 'funded' 2 year olds to apply for Spring 'in year places' if any become available. We do this by liaising with Bristol City Council and their Funded Two Year Old liaison officer. If you think you might be eligible for a funded two year old place please apply via the website link.

<https://parent.bristol.gov.uk/web/portal/pages/parents/freechildcare>

Attendance

Children are required to attend for a minimum of 2 days a week. We have found that children who attend more than one day a week are much quicker to settle, build better relationships with adults and children and get the most out of it.

Meeting the needs of the business

We will work through the waiting lists in order and according to our admissions policy up to the point that we have particular days that need filling. Priority will be given to those whose requirements match the needs of the business.

SEN and disabilities

We aim to be an inclusive setting. However, there may be occasions when, in order to determine whether the setting can meet the needs of the child, a child-specific risk assessment must be done prior to the child starting. Where the outcome of the risk assessment is that the safety of the child or the group is put significantly at risk we will need to consider additional support (see below). **This may be done by inviting the child into the setting and observing them and by arranging a home visit.**

Where the SEN is known - If additional support is required for a child to attend the setting, e.g. a support worker or if a child has medication needs, the scheme will work with the parents/ carers and other relevant

professionals prior to admission and will aim to accommodate individual needs.

Where there is a concern about SEN – If, after meeting with the child and parents at the ‘all about me’ meeting, we have concerns about the child we will monitor them closely during their settling in period. We will speak with parents about our concerns and decide together how best to move forward in terms of what support we can offer.

Ensuring a good transition

This can be supported by making sure parents attend the see and play sessions, attend the ‘all about me’ meeting, follow the settling-in procedure and being open and honest with the key person. Where possible, we will obtain transfer records and speak with external agencies who have already had time to get to know the child.

Visits to the setting

We do not

1:1 meeting/All about me

This meeting will be arranged for a date and time prior to your child starting. It takes place the week before we start back after the summer break. You will be informed by the setting manager of when your meeting is arranged for. It is very important that both parents and children attend.

Settling in period

The settling in period lasts for three weeks. During these three weeks, children attend for a series of shorter days leading up to doing a full day (approx. 8:00-15:20). Please see the parent handbook on the parents page on the website and our [settling in policy](#).

Home Visits

If requested by you, we are happy to do a home visit. Equally, we may also request a home visit to see the child in their home environment.

See notes in the appendix for home visits.

Permissions

Parents/carers must have completed an up to date online registration form. This includes permissions. These permissions will be checked at the 'all about me' meeting. Children cannot start without having full parental permission to go on local trips and take part in typical forest school activities such as mud sliding and tree climbing.

This policy will be reviewed annually.

This policy was adopted by: Out There Kindergarten	Date: May 2017
Reviewed: July 2023	Signed: Jenny Brough

To be reviewed:	
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July 2024

Appendix

Guidance for Home visits

Where staff members conduct home visits, this is done at the manager's discretion and the following health and safety considerations apply:

- Prior to a home visit the key person and manager undertake a risk assessment that is specific to the visit being undertaken.
- Members of staff normally do home visits in pairs – usually the manager/deputy manager with the key person.
- Each home visit is recorded in the diary with the name and address of the family being visited, prior to the visit taking place.
- Staff alert an agreed contact person in the setting when they are leaving to do the home visit and advise on their expected time of return.
- If there is any reason for staff to feel concerned about entering premises, they do not do so, for example, if a parent appears drunk.
- Members of staff carry a mobile phone when going out on a home visit.
- If during a visit staff feel extremely threatened or in danger, they will make an excuse and leave immediately. If felt necessary they will call 999 to ask for emergency assistance.
- If staff do not return from the home visit at the designated time, the contact person attempts to phone them and continues to do so until they make contact.
- If no contact is made after a reasonable amount of time has passed, the contact person rings the police.

