

Safeguarding and Welfare Requirement: Information and Records

Little Explorers Nursery acknowledges, 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.



50.0 Admissions policy

Updated: August 2024

Review: November 2025

Little Explorers Nursery Policy statement

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

As part of the registration process, parents/carers will be required to provide documentation to evidence; their child's date of birth and parent responsibility. This is to confirm they have reached the eligible age for the free entitlements and parent/carer have the legal responsibility to register the child into our setting. We do not retain a copy, however, we reserve the right to request the details again at a later date. Parents will also need to fully complete our welcome pack registration forms before child(ren) can take up their place.

Early education is offered within the national parameters:

- No session to be longer than 10 hours
- No minimum session length (subject to the requirement of registration on the Ofsted Early Years Register)
- Not before 6.00am or after 8.00pm
- A maximum of two sites in a single day

At Little Explorers

- We issue both 'The Admission and Charging Policy' to all families at the point of our registration process. A copy is available upon request or available to view in setting.

- Early Education is offered to families over 39 weeks of the year, in line with Norfolk County Council's School Term Dates. (*We offer Educational holiday clubs throughout the rest of the year, which is privately funded by parents/carers*). Please note this runs based on the demand of the number of children wishing to take up a place.
- Government funded hours entitlement can be for up to 15 or 30 hours. You can find out full information on the following website; Norfolk County Council – Funded early years education and childcare for either 2 year olds, 3 and 4 year olds.
- The funded hours can be claimed (to the maximum available, subject to availability).

Monday	– 8.00am to 4.00pm
Tuesday	– 8.00am to 4.00pm
Wednesday	– 8.00am to 4.00pm
Thursday	– 8.00am to 4.00pm
Friday	– 8.00am to 4.00pm
- We will work with parents and carers to ensure that as far as possible the hours/sessions that can be taken are convenient for parent's working hours.
- Our main sessions start at 9.00am or 12.00pm. If you are late and cannot make the 9.00am session, we then ask you to bring your child in for their next booked in session if it is 12.00pm on the same day providing they are booked in all day or if not to come at the start of their next booked in session. This is due to not disrupting staff ratio's and the running of setting. Taking staff away from session unplanned could lead to well-being and safety of the running of the nursery being affected.

Waiting list and admissions

We aim to ensure that all sections of the community receive accessible information, and that our admissions procedures are fair, clear and open to all parents who apply for a place.

- The setting is widely advertised in places accessible to all sections of the community.
- Information about the setting is accessible, using plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- Children with disabilities are supported to take full part in all activities within the setting and the setting makes reasonable adjustments to ensure that this will be the case from the time the child is placed on the waiting list.
- The waiting list is arranged based on first come first served:
- Funded places are offered in accordance with the Early Years Entitlements: Operational Guidance for local authorities and providers (DfE 2024) and any local conditions in place at the time,
- Where it is financially viable to do so, a place is kept vacant for an emergency admission.

- The setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers and childminders are all welcome.
- The setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability, whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- The needs and individual circumstances of children joining the setting and that reasonable adjustments are made as required.
- Equality procedures is shared and widely promoted to all.
- Places are provided in accordance with our policies and early education terms and conditions issued to every parent when the child takes up their place. Failure to comply may result in the provision of a place being withdrawn.

Admissions

- Once a childcare and early education place has been offered the relevant paperwork is completed by the setting manager or supervisor before the child starts and filed on the child's personal file. Forms completed include:
 - Privacy notice - explains what personal data we collect, why we collect it, how we use it, the control parent/carers have over their personal data and the procedures we have in place to protect it.
 - Childcare and early education terms and conditions - govern the basis by which we provide childcare and early education.
 - Childcare and early education registration form - contains personal information about the child and family that must be completed in full prior to the child commencing.

2 year old places

- We offer places to all 2 year old children. Families accepting a 2 year old funded place will be able to claim the entitlement until their child(ren) is/are eligible for either the 3 and 4 year old funding universal entitlement or working parent entitlement.

Children with SEND

- All staff will seek to determine an accurate assessment of all child's needs at registration. If the child's needs cannot be met from within the setting's core budget, then an application for SEN inclusion funding must be made immediately.

- Children with identified SEND must be offered a place when one becomes available as with any other child. However, the start date for children with more complex SEND will be determined by the preparations made to ensure the child's safety, well-being and accessibility in the setting. If a child's needs determine that adjustments need to be made, the manager must outline a realistic timeframe for completion, detailing the nature of adjustments e.g. risk assessment, staff training, health care plan and all other adjustments required. The child's safety at all times is paramount.

We are required to have arrangements in place to support children with special educational needs and/or disabilities (SEND). These arrangements should include a clear approach to identifying and responding to SEND.

This means we will -

- follow the requirements of the Early Years Foundation Stage Statutory Framework to provide an inclusive environment for all children and their families, together with the requirements to comply with the Equalities Act and the Special Educational Needs and Disability Code of Practice
- monitor and review children's progress and development in partnership with families. Where a child appears to be behind expected levels of development or where a child's progress gives cause for concern a graduated approach will be adopted with 4 stages of action: Assess, Plan, Do & Review
- provide information to families on how their child's development is being supported and in agreement, consent will be sought to apply for additional funding and request support from outside agencies where necessary
- utilise the SEN inclusion fund and Disability Access Fund to deliver effective support
- publish our contribution to the 'SEN Local Offer' in Norfolk. This is available on the Norfolk Community Directory and x to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN

Safeguarding/child protection

If information is provided by the parents/carer that a child who is starting at the setting is currently, or has had involvement with social care, the designated person will contact the agency to seek further clarification.

Parents are advised on how to access the setting's policies and procedures.

Working in partnership with Parents and Carers

We will work in partnership with parents, carers, childcare providers, the local authority, and other organisations to improve provision and outcomes for children in their setting. Where required we will seek parent / carer consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulations.

Our setting has made a Flourish Pledge, which means we are working together with the local authority to make Flourish the shared ambition of everyone working to improve the lives of children and young people in Norfolk.

To ensure a smooth transition for the child, we will work closely with families to discuss and agree how a child's overall care will work in practice where an entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting.

Additional support & finances to improve Children outcomes

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. This will be in partnership with families and consent will be sought prior to submitting a claim/application.

Government Funded and Non-funded hours

- See the Charging Policy as a guide to charges for non-funded hours

Further guidance

- Early Education and Childcare Statutory Guidance for Local Authorities (2024)
- Early Years Entitlements: Operational Guidance for Local Authorities and Providers (2024)

Little Explorers Forest

School Nursery



This policy was adopted by

On

18.08.2024

Date to be reviewed

18.11.2025

Signed by provider

G. Lee

Name of signatory

Gillian Lee, B.A. Hons

Role of signatory

Childcare Provider

Staff Signature/Printed: _____ Date: _____

Staff Signature/Printed: _____ Date: _____

Staff Signature/Printed: _____ Date: _____

Staff Signature/Printed: _____ Date: _____

Staff Signature/Printed: _____ Date: _____

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[Statutory framework for the early years foundation stage, published April 2017, p.31-32]

Nmj 3.68. Providers must maintain records and obtain and share information (with parents and carers, other professionals working with the child, the police, social services and Ofsted, as appropriate) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met. Providers must enable a regular two-way flow of information with parents and/or carers, and between providers, if a child is attending more than one setting. If requested, providers should incorporate parents' and/or carers' comments into children's records.

3.69. Records must be easily accessible and available (with prior agreement from Ofsted, these may be kept securely off the premises). Confidential information and records about staff and children must be held securely and only accessible and available to those who have a right or professional need to see them. Providers must be aware of their responsibilities under the Data Protection Act (DPA) 1998 and where relevant the Freedom of Information Act 2000.

3.70. Providers must ensure that all staff understand the need to protect the privacy of the children in their care as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality. Parents and/or carers must be given access to all records about their child, provided that no relevant exemptions apply to their disclosure under the DPA.

3.71. Records relating to individual children must be retained for a reasonable period of time after they have left the provision.

3.72. Providers must record the following information for each child in their care: full name; date of birth; name and address of every parent and/or carer who is known to the provider (and information about any other person who has parental responsibility for the child); which parent(s) and/or carer(s) the child normally lives with; and emergency contact details for parents and/or carers.