



ADMISSIONS POLICY

25/1/19



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Introduction to policy

This policy is available on request from the Scarning Pre School's office. We also inform parents and carers about this policy when their children join our setting.

The managers should ensure that the Admissions policy is:

- Publicly available for parents and carers to view online on our Scarning Pre School website.
- Available to all staff in a communal folder in the staff room and make them aware that they are available to view on our website.

PRODUCTION AND REVISION OF POLICY

Scarning Pre School's committee and managers provide the staff with the opportunity to contribute to the administration policies. We consult staff on proposed changes to the policies and seek their opinions, knowledge and views on how arrangements could be further strengthened.

As a setting we follow the guidance from the DfE by:

- Providing policies to parents via the Pre School website and paper copies, which are kept in the office and are available on request
- Available to all staff in a communal folder in the staff room and make them aware that they are available to view on our website.
- taking feedback from staff and outside agencies throughout the year to inform revisions of the policy and practice and when new legislation arises

This policy is reviewed by the Committee on an annual basis.

This policy was last reviewed and agreed by the settings committee on

Signature Chairperson Date:



Admissions

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

- 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, in written and spoken form and if necessary, we will try to provide information in Braille, through British Sign Language. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
- We arrange our waiting list in birth order. In addition, our policy takes into account the following:
 - the vicinity of the home to the setting; starting with the Scarning and Wendling area.
 - we keep a place vacant, if this is financially viable, to accommodate an emergency admission
- We describe our setting and its practices in terms that make it clear, that we welcome both fathers and mothers, and other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard for their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from EAL (English as an Additional Language).
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We make our Equal Opportunities Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.
- 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.



Pricing Policy

At Scarning Pre School, we believe in good communication with all our parents and staff. We set our prices and charges in consultation with customers, with regard to the quality we are providing and to maintain our sustainability.

Scarning Pre School is registered with Norfolk County Council as an approved provider to offer the Early Education funding entitlement for 2 and/or 3 and 4 year olds and has agreed to meet the conditions of the current Early Education and Childcare Statutory Guidance for Local Authorities (March 2018).

At Scarning Pre School parents /carers are not required to pay any fees for the free entitlement. Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality and flexible childcare. It does not cover the cost of meals, consumables, additional hours or additional services. Additional hours and services will be charged at the current hourly rate where hours are not funded as Early Education by the Local Authority. Parents will not be charged a “top-up” fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

Early Education is currently offered to families 38 weeks of the year. The funded hours can be claimed–

- Mon – [7.30am-4.15pm]
- Tues – [7.30am-4.15pm]
- Wed – [7.30am-4.15pm]
- Thur – [7.30am-4.15pm]
- Fri – [7.30am-4.15pm]

Scarning Pre School does not impose conditions on parent/carers wishing to access the funded entitlement.

There is no obligation or expectation of additional services in order to receive the free entitlement. The following additional charges will be applied to everyone who accesses a place at the pre school whether taking up the free entitlement or not.

- A deposit of £5.00 per session booked over 1 week will fall before the end of the half term if a child has the free entitlement, or donated to the pre school fundraising.



The deposit will not be returned where a place is no longer required.

- Payment in full will be charged where a parent/carer wishes to ensure their childcare arrangement is secured during a long absence when the setting would normally be open for business (during a period of long absence it is usually not possible to claim funding)

Each parent/carer receives an electronic invoice clearly showing the services being charged for and the hours they have received free of charge for the Early Education place.

Extra hours (either due to parental choice or for hours exceeding the maximum available per claim period) are charged at our current rates for 2, 3 & 4 year olds.

All eligible 3 and 4 year old children are entitled to claim up to 15 hours of free Early Years Education subject to availability of spaces. Eligible families may be entitled to claim up to 30 hours of funded Early Years education from September 2017, dependent on available spaces.

If we are unable to offer the full entitlement, we advise parents of session availability in order that they may make an informed choice about their childcare arrangements.

Accepted payment methods: Childcare vouchers / bank transfer and cash.

Detailed receipts will be issued for all cash and cheque payments.

1. An invoice is issued during the first week for sessions booked for that half term. Payment of fees should be made every half term within 14 days of receiving an invoice.
2. If fees are not paid on time, the pre school will notify the parent/carer in writing and request payment at the earliest opportunity.
3. Fees remain payable on all sessions booked whether or not your child attends the pre school and this includes sessions missed through holiday or sickness.
4. Fees for the term are payable when the parent/carer fails to return their government funding application form by the stated date and the pre school is therefore unable to claim that child's monies for the term.

The following charges apply whether taking a free entitlement place or an unfunded space:



- cost of meals and snacks [£2.04 for the school meal of the day or £2.64 for a jacket potato or packed lunch prepared by Scarning Primary School's kitchen. Families are able to supply their own if they prefer
- mid-session snacks are provided free of charge
- breakfast is 50p per session

Parents who choose to order a meal rather than provide their own will be charged at the current school meal rate. Payment is invoiced monthly.

System for Non-Payment of Fees

1. Start of Half Term – an invoice for half termly fees is issued.
2. If 14 days late, a reminder is sent to parent/carer.
3. If 28 days late, a second reminder is sent to parent/carer.
4. If after 28 days the fees still remain outstanding, the committee reserves the right to issue a formal warning to the parent/carer. Management inform them that the continued late payment will result in their child's place at pre school being forfeited. A £10 weekly late fee will be applied until payment is complete.
5. On the 28th day, if a payment plan has not been agreed, the pre school will be forced to terminate the child's place. The pre school may also start proceedings with the small claims court to recover unpaid fees.

All parents/ carers are encouraged to speak to the pre school manager or deputy if they have any queries about the fee policy, or if they are likely to have any difficulty in making a payment on time.

Scarning Pre School has a notice period of 4 weeks, as per our terms and conditions, to support changes to family circumstances. Please see our terms and conditions for full details.

Guidance –

- Early Education and Childcare Statutory Guidance for Local Authorities - March 2017
- Early years Entitlements: Operational Guidance For Local Authorities and Providers - April 2017



Transitions

At Scarning Pre School we view transition as a process not an event. Transition is like a journey and takes time, preparation and planning. Adults can help a child's journey into new surroundings by supporting them before, during and after the transition occurs. Parents and practitioners need to work together, sharing information they have about the child and what support he or she may need.

With this in mind our aim is to help children and families gain the knowledge and skills to make change a positive experience by:

- helping the children to become resilient and capable
- preparing children and families for transition by listening to concerns and providing information and reassurance
- planning activities and sharing information between children, families, our setting, other settings and schools to provide continuity of knowledge and care for each child

Transition Procedures

In order to ensure positive transitions we will: -

- encourage parents to share important details about children's previous experiences via the "all about me books" when children first start at pre school
- allocate a key person in advance that parents and children can get to know and form a relationship with
- allow flexibility with a staggered transition period when settling in so that the process is something children and families feel they have a real say in
- offer stay and play sessions, invite families to events including open evenings, fundraisers, transition mornings, home visits
- routinely be aware of building each child's resilience and confidence to enable them to approach changes positively. This may include staggering the length of time and frequency of sessions the child attends
- share information via Tapestry Learning Journey, informal chats, home visits as well as transfer reports for children joining us or moving on to other settings or on to school



- provide additional support for those children with, for example, Special Educational Needs or EAL via Early Years Transfer Forms and Transition Inclusion Support Meetings

General Data Protection Regulation Policy

Scarning Pre School is required to collect personal information from its employees, trustees, children, parents, and visitors. It is also necessary to process information so that staff can be recruited and paid, activities organised and legal obligations to funding bodies adhered to.

We intend to meet all the requirements of the Data Protection Act 1998 (the Act) and the General Data Protection Regulations 2018 when collecting, storing, and destroying personal data.

To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this Scarning Pre School must comply with the Data Protection Principles which are set out in the Data Protection Act 1998. In summary these state that personal data must be:

- obtained and processed fairly and lawfully
- obtained for a specified and lawful purpose and not processed in any manner incompatible with that purpose; adequate, relevant, and not excessive for that purpose
- accurate and kept up to date
- not kept for longer than is necessary
- processed in accordance with the data subject's rights
- kept safe from unauthorised access, accidental loss, or destruction
- not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.

All Scarning Pre School staff and volunteers who process or use any personal information must ensure that they follow these principles always.

To this end Scarning Pre School has adopted this Data Protection Policy.

Notification of Data Held and Processed

All employees, trustees, parents, visitors, and other members of the public have the right to:

- know what information Scarning Pre School holds and processes about them and why
- know how to gain access to it



- know how to keep it up to date;
- know what Scarning Pre School is doing to comply with its obligations under the Act.

The Data Controller and the Designated Data Controllers

Scarning Pre School, as a registered charity is the Data Controller under the Act, and the organisation is therefore ultimately responsible for implementation. However, Designated Data Controllers will deal with day to day matters.

Scarning Pre School's Designated Data Controller is:

Stuart Lee

Telephone: 0800 0862018

Email: dpo@dataprotection.education

Personal Information

Personal Information is defined as any details relating to a living, identifiable individual.

Within Scarning Pre School this relates to employees; attending children and their families; trustees; professional visitors; and some members of the public e.g. job applicants. We need to ensure that the information gained from everyone is kept securely and to the appropriate level of confidentiality.

The personal information collected from individuals could include:

- Their name
- Address
- Email address
- Telephone numbers-including those of emergency contacts
- Date of birth
- Medical information
- National Insurance number
- DBS numbers
- Observations of children's progress (Tapestry)
- Children's reports, preschool or from outside professionals.
- Photographs
- Family medical history when necessary

Scarning Pre School stores personal information to comply with the statutory framework (EYFS 2017); to deliver services to our families e.g. government funding and to employ suitable people for our setting.



Processing of Personal Information

All staff and volunteers who process or use any personal information are responsible for ensuring that:

- Any personal information which they hold is kept securely;
- Personal Information is not disclosed either orally or in writing or otherwise to any unauthorised third party.

Staff and volunteers should note that unauthorised disclosure will usually be a disciplinary matter and may be considered gross misconduct in some cases.

Personal information should be:

- kept in a locked filing cabinet; or
- in a locked cupboard; or
- if it is computerised, be password protected;
- kept on a storage device which is itself kept securely in locked office.

Conversations and Meetings

Information of a personal or confidential nature should not be discussed in a public area, in front of anyone that is not an employee of the Pre School. Pre School employees should be aware of confidentiality always when discussions are taking place, either distancing themselves from the conversation if it does not concern them, or, ensuring that their discussion is not overheard by others. All staff should respect the confidential nature of any information inadvertently overheard.

When meetings are being recorded it is important that only relevant information is written down.

This must be carried out using the correct forms provided by the Pre School, notes must be written legibly and coherently. Written notes are then to be stored in a locked cupboard. Written meeting minutes are to be kept permanently.

Collecting Information

Whenever information is collected about people, they should be informed why the information is being collected, who will be able to access it and to what purposes it will be used. The individual concerned must agree that he or she understands and gives permission for the declared processing to take place, or it must be necessary for the legitimate business of the pre school.

Sensitive Information

Sensitive information is defined by the Act as that relating to ethnicity, political opinions, religious beliefs, trade union membership, physical or mental health, sexuality, criminal proceedings or convictions. The person about whom this data is being kept must give explicit consent to the processing of such data, except where the data processing is required by law for employment purposes or to protect the vital interests of the person or a third party.

Disposal of Confidential Material

Sensitive material should be shredded as soon as it is no longer needed; following retention guidelines and statutory requirements. Care should be taken to delete information from the tablets or the computer hard drive if they are to be disposed of.

Staff Responsibilities

All staff are responsible for checking that any information they provide to Scarning Pre School in connection with their employment is accurate and up to date. Staff have the right



to access any personal data that is being kept about them, either on computer or in manual filing systems. Staff should be aware of and follow this policy and seek further guidance where necessary.

Duty to Disclose Information

There is a legal duty to disclose certain information, namely, information about: child abuse, which will be disclosed to social services, or drug trafficking, money laundering or acts of terrorism or treason, which will be disclosed to the police.

Retention of Data

Scarning Pre School takes care to only store personal information that is necessary.

Personal information is kept for the period requested following guidelines from the Preschool Learning Alliance and Data Protection England. These retention periods are either recommended or statutory.

Stored information is filed and locked away within the building.

Once the retention period has lapsed, the information is destroyed.

All the undertakings above are subject to the paramount commitment of the setting, which is to the safety and well-being of the child. Please also see our Safeguarding Children and Child Protection policy.

We are registered with the Information Commissioners Office, the UK's independent authority that upholds information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

Children's records

Policy Statement

There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the General Data Protection Regulation and the Human Rights Act.

This policy and procedure is taken in conjunction with the Confidentiality Policy and our procedures for information sharing.

Procedures

We keep two kinds of records on children attending our setting:

Tapestry online learning journal developmental records

- These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports.
- These are kept within the setting and can be accessed, and contributed to, by staff, the child and the child's parents. These are locked away at the end of day.



Personal records

- These include registration and admission forms, signed consent forms, and correspondence concerning the child or family. Also reports or minutes from meetings concerning the child from other agencies, ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child. (Such as developmental concerns or child protection matters).
- Parents have access, in accordance with our Client Access to Records policy, to the files and records of their own children but do not have access to information about any other child.
- Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- We retain children's records for six years after they have left the setting. These are kept in a secure place.

Other records

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students undertaking recognised qualifications and training, are advised of our confidentiality policy and are required to respect it.

Provider records

Policy Statement

We keep records for the purpose of maintaining our business. These include:

- Records pertaining to our registration.
- Financial records pertaining to income and expenditure.
- Risk assessments.
- Employment records of staff.

Our records are regarded as confidential on the basis of sensitivity of information. With regard to employment records, these are maintained with regard to the framework of the General Data Protection Regulation and the Human Rights Act.

This policy and procedure are taken in conjunction with the Confidentiality and Client Access to Records policy and Information Sharing policy.

Procedures

- All records are the responsibility of the setting committee who ensures they are kept securely.



- All records are kept in an orderly way in files and filing is kept up-to-date.
- Financial records are kept up-to-date for audit purposes.
- Health and safety records are maintained; these include risk assessments, details of checks or inspections and guidance etc.
- Our Ofsted registration certificate is displayed.
- Our Public Liability insurance certificate is displayed.
- All our employment and staff records are kept securely and confidentially.

Legal framework included in Admissions policy

- The Equality Act (2010)
- Children Act (2004)
- General Data Protection Regulation (2018)
- Human Rights Act (2000)
- Early Education and Childcare Statutory Guidance for Local Authorities (2018)

This policy was adopted by Scarning Pre School on 1st November 2018 (date)

Signed _____ Date: _____

Role of signatory _____

This policy to be reviewed on _____ (date)

This organisation is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment