

## **Safeguarding and Welfare Requirement: Information and Records**

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.

## **10.2 Admissions**

### **Policy statement**

It is our intention to make Little Fingers Pre-school accessible to and inclusive of 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.

### **Key Facts**

In Hampshire, an academic year is from 1st September to 31st August. Children usually start Primary School Reception Class in the September of the academic year in which they turn 5.

Little Fingers Pre-school provides care for children aged 2 years old to almost 5 years old.

Early Years Education (EYE) funding scheme is provided from the Government via the County Council. Every child is eligible for up to 15 hours funded per week for 38 weeks a year from the term after their child turns 3.

From September 2017, the government provided an additional 15 free hours to working parents of 3 and 4 year olds. To qualify for the additional 15 hours of free childcare, each parent (or the sole parent in a single parent family) will need to earn, on average, the equivalent of 16 hours on the national minimum wage per week, (currently £111 per week for those aged 21 or over), and no more than £100,000 per year. A couple both working with an annual household income of £199,998 would be eligible if each, i.e. both parent earns just under £100,000. (In a couple if one parent earns over this threshold they are not eligible. In a couple if one parent earns less than the minimum equivalent of 16 hours on national minimum/living wage they are not eligible). Self-employed parents and those on zero-hours contracts will be eligible if they meet the average earnings threshold as defined by Her Majesty's Revenue and Customs (HMRC).

We take children who are eligible for Funded 2's free places. Families can find out if their child is eligible for funding on the Hampshire County Council website.

At Little Fingers, a pre-school child (turns 4 years old during the academic year) may reserve anything between 5 - 15 hours initially. Once everyone on the waiting list has been offered these 15 hours, you can pay for more hours if available. A child must attend a minimum of 2 sessions on 2 different days, no fewer than 5 hours per week, as we have found this to be detrimental to the child's ability to form relationships and settle into the group. Where there is availability for the option of full days for the younger children, we will let parents know in order of position on the waiting list and offer accordingly

By government policy, you can share your EYE hours between two settings (which can mean Little Fingers and another pre-school, day nursery, maintained nursery school or class, or registered childminder).

## **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, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- We are sympathetic to the need for emergency admissions (referred via social care or health visitor where appropriate). We keep a place vacant, if this is financially viable.
- We arrange our waiting list in birth order. In addition, our policy takes into account:
  - the age of the child, with priority given to children who are eligible for the free entitlement – including eligible two year old children;
  - particular circumstances affecting the family;
  - the length of time on the waiting list;
  - whether any siblings already attend the setting; and
  - the capacity of the setting to meet the individual needs of the child.
  - the vicinity of the home to the setting;
- We offer funded places in accordance with the Code of Practice for Hampshire County Council and any local conditions in place at the time.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our 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.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.
- 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.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

## **Older Children**

Little Fingers Pre-school is registered to take children up to the age of 5. According to government policy, at the management's discretion in consultation with parents and supporting professionals where appropriate, we may accept a child who could otherwise start Reception in September for a full-time position until their 5th birthday. We may also accept a 'summer born child' (DOB between 1st April and 31st August), who has decelerated their start in Reception until the following year.

## **Notification**

- Parents may register their interest in a place at Little Fingers Pre-school at any time. There is a non-refundable administration fee of £50 for this service. In the event that we are unable to offer any sessions, the £50 will be refunded. Information and application forms are available from the pre-school or by email [adminoffice.lfpreschool@btinternet.com](mailto:adminoffice.lfpreschool@btinternet.com) or by telephoning 01264 737735. The administrator aims to acknowledge receipt of the registering an interest form within two weeks (during term time). This is not a commitment to either take or to offer a place, but simply places the child's name on the waiting list.
- Emails or letters to families, either offering or refusing places for their children, will be sent out according to the child's place on our list. Please note that Little Fingers Pre-school's priority is to provide Early Years Education funded places. There is no appeal process and the management's decision is final.
- Any offer requires a response from the family, either accepting or declining the place, by a deadline. Offers will be made by email where possible. If no response is received by the deadline, the administrator will attempt to make one phone call to the family. If no written response is received within 48 hours, regardless of whether the administrator has managed to contact the family, the child's place on the waiting list may be forfeited.

## **Waiting Lists**

We cannot hold spaces (for example for a summer birthday). We do not allow families to pay to hold spaces because this discriminates against those who cannot pay. Not getting a place due to having a later birthday does not affect pre-school entry, which is based on date of registration and not date of birth except in that the children are all in their year before school. We will not discuss another family's registration with other families. The management and administrator make every effort to be fair and to accommodate as many children and their families' wishes and needs as possible and to inform them of decision promptly. Even so, it is not possible to satisfy everyone. In all cases, the management's decision is final.

## **School Admission**

Please note that Little Fingers Pre-school is an independent community pre-school and a member of the Pre-school Learning Alliance. We cooperate with local primary school's but are not a part of any school. Admission to Little Fingers Pre-school does not in any way increase a child's chances of admission to local primary school's, which have their own admissions policy. All parents/carers need to complete a separate application by early January in their child's pre-school year for a school place the following September; the application form can be obtained from your chosen primary school's office.

This policy was adopted by

Little Fingers Pre-school

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On

Date to be reviewed

March 2022

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Signed on behalf of the provider

Name of signatory

Carolyn Coleman

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Role of signatory (e.g. chair, director or owner)

Chair

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## 10.2 Admissions

### COVID-19 Addendum

*It is advised that settings develop their admissions policy/form and then ask parents sign up to this.*

Children who are symptom free or have completed the required isolation period, can attend pre-school. Families are asked to inform pre-school if they, the child or anyone in their household/support bubble or childcare bubble has any symptoms and to follow the COVID-19 guidance.

Shielding advice for children that are clinically extremely vulnerable (CEV) has been paused nationally from 31 March 2021. All CEV children can now attend pre-school unless they are one of the very small number of children under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Children who live with someone who is CEV should continue to attend pre-school now as normal.

We will provide parents with clear communication regarding the role they play in the safe operating procedures and all measures being taken to ensure the safety of their children and themselves.

If anyone in the setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow COVID-19 guidance for households with possible or confirmed coronavirus (COVID-19) infection. This sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for **10** days from when the symptomatic person first had symptoms.

(Please also see sickness policy addendum).

When a child develops symptoms compatible with coronavirus, they should be sent home. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.

Settings should ask parents, carers and staff to inform them immediately of the results of the test:

If someone tests negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating.

If someone tests positive, they should follow [Stay at home: guidance for households](#) with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household/support bubble or childcare bubble should continue self-isolating for the full 10 days.

Positive tests will be reported to Ofsted.

If settings have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, settings may have an outbreak, and must contact their local health protection team who will be able to advise if additional action is required.

***Information regarding the symptom of coronavirus a loss of, or change in, your normal sense of taste or smell (anosmia) – It will be very difficult to recognise this symptom in young children and they often go off food and drink for many reasons including when teething. It is advised that if a child does refuse food/drink at nursery you inform parents in the usual way and ask them to monitor this alongside any other coronavirus symptoms.***

The isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a lateral flow device (LFD) or polymerase chain reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating, they will need to restart the 10 day isolation period and book a test.

If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.

This policy was adopted by	Little Fingers Pre-school
On	
Date to be reviewed	March 2022
Signed on behalf of the provider	
Name of signatory	Carolyn Coleman
Role of signatory (e.g. chair, director or owner)	Chair