

## 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.



### 10.1 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 information about our setting is accessible, in written and spoken form. and, where appropriate, in more than one language.
- We arrange our waiting list in birth order. In addition, our policy may take into account the following:
  - the vicinity of the home to the setting; and
  - siblings already attending the setting.
- We describe our setting and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and carers, including child minders, and people from all cultural, ethnic, religious and social groups, with or without disabilities.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Equal Opportunities Policy widely known.
- 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.
- Planning for the September intake should take place during the first week of February.
- The Management Committee may take into consideration any special circumstances when allocating spaces. All enquiries regarding admissions will be directed through the Playgroup Leader and if anyone is unhappy with the decision regarding sessions for their child, they have the right to appeal to the Management Committee.
- We reserve the right to reallocate sessions to another child if we have not received confirmation of acceptance of a child's place at Playgroup six weeks after the date of the confirmation of sessions letter that is sent to Parents/Carers.

## **30-Hour funding**

- Parents will be able to access the 30-hour entitlement if they (each, in dual-parent families) earn at least the equivalent of 16 hours per week at the national living wage – or national minimum wage for those aged under 25 and earn less than £100,000 per year.
- The minimum threshold is based on money earned, not hours worked – so if a parent works for 10 hours per week but still earns the equivalent of 16 hours at national minimum or living wage, they will be eligible for the 30-hour offer. Self-employed parents on zero-hours contracts and those on sick or parental leave are also eligible. The additional funded hours will also be available where one parent is employed but the other has substantial caring responsibilities or is disabled. In cases where parents are separated, eligibility applies to the parent with whom the child ‘normally lives’. Where the parent of a child has a ‘partner’ – i.e. a person to whom they are married, have a civil partnership, or live with, the eligibility criteria also applies to that partner.

## **Determining eligibility**

- Parents will be able to apply for the 30-hour scheme (as well as the tax-free childcare scheme) through a joint online application developed by HMRC, which includes an eligibility checking system.
- Once parents successfully apply online, they will be given a code which they can then present to their chosen provider(s).
- Providers can then use the eligibility checking system to check that the code is valid, and if it is, book that parent’s place.
- If they have no places available, providers are expected to refer parents to the local authority who can look to find alternative providers.
- Parents will be expected to reconfirm their eligibility every three months. Any parents who provide false information about their eligibility can be fined between £300 and £3000.

## **Changing circumstances**

- If a parent’s circumstances change and they become eligible for the 30-hour offer, local authorities are expected to secure a funded place for their child or children “as soon as is reasonably practicable” during the term they become eligible and no later than the start of the next term.
- If a parent’s circumstances change and they become ineligible for the 30-hour offer, local authorities will be required to continue funding their place for a ‘grace period’, which will be the same across the country. The length of grace period has not yet been confirmed by the government. This grace period will be automatically administered through the eligibility checking system.
- Any child who is no longer eligible for the 30-hour offer will still be eligible for the universal 15-hour free entitlement offer. If they had previously been taking up their 30-hour place at more than one provider, their parent can either choose the provider they want to continue to take up their 15-hour place with, or continue to split their 15-hour entitlement between these providers.

## **Lunch Club**

Foundry Lane Community Playgroup offers Lunch Club everyday which runs from 11.30am – 12.30pm at a cost of £4.60 per session. Lunch Club can be incorporated into a full day session or added to end of the morning or start of the afternoon sessions (depending on availability). Priority will be given to children attending a full day. A packed lunch will need to be provided.

Foundry Lane Community Playgroup regards snack time and lunch time as an important part of the Playgroup day. We will use the Lunch Club to help children to develop independence and social skills by encouraging them to sit at a table, chat and have fun with their friends and staff whilst eating their lunch. Staff will also help children to develop good table manners and an understanding of healthy eating. Lunch Club is good preparation for older children who will be staying for lunch at primary school.

At the start of Lunch Club, children will be supervised to go to the toilet and wash their hands. The children will then eat their packed lunches together, supervised by members of staff. Please send the lunch in a named chilled lunch bag. The food will not be refrigerated at Playgroup, but will be placed in a designated area until lunch time. The Playgroup cannot reheat hot meals so please send a picnic style lunch. To continue with the Playgroup's healthy eating policy, we would be grateful if you could supply your child with a healthy packed lunch with **no fizzy drinks, sweets, nuts and limited chocolate products**. Any items containing nuts will be removed from the lunch box and returned to the parents at the end of the session. There will be the opportunity for the children to play inside once they have finished their lunch.

## **Other useful Pre-school Learning Alliance publications**

- Seasonal Hello Posters (2006)

