

Childcare practice procedures

Waiting list and admissions

Burwell Early Learners CIO 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.
- Once an application form is received your child will be added to our wait list. The wait list is arranged in order of preferable start date provided by parents and within the relevant aged room.
- Funded places are offered in accordance with the Early Years Entitlements: Operational Guidance for local authorities and providers (DfE 2018) and any local conditions in place at the time, we accept universal 15 hour government funding for 2, 3 and 4 year olds the term after their second birthday if eligible or the term after their third birthday and require a count me in form to be completed.
- We accept the additional 15 hour funding on top of the universal funding for those that are eligible. Three and four year olds of working parents may be able to access an additional 570 hours free early education per year if they meet a certain criteria. For more information and to check eligibility, go to childcarechoices.gov.uk.
- If you are eligible, you will be directed to HMRC to apply and will be issued with an 11 digit code which you must provide to Burwell Early Learners. Burwell Early Learners will check the validity of the code before you take up your place. You will be reminded every 3 months by HMRC to confirm your details have not changed. The local authority will continue to make checks on the validity of codes and will let Burwell Early Learners know if your code is no longer valid. You will be granted a 'grace period' before your extended entitlement is no longer funded. In this case Burwell Early Learners will talk to you to discuss future arrangements.
- Failure to comply with terms and conditions may ultimately result in the provision of a place being removed.
- 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 are monitored on our child registration form, to ensure that no accidental or unintentional discrimination is taking place and that reasonable adjustments are made as required.
- Places are provided in accordance with our information form and 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 place has been offered the relevant paperwork must be completed in full before the child starts and filed on the child's personal file.

Allocation of Places for BEL

- Forms for September sessions will be provided for existing parents before summer half term.
- We will allocate by choice order e.g everyone's first choice then move onto everyone's second choice etc.
- Where applicable full days will be allocated as one choice.
- Those children held on the waitlist will then be offered any remaining spaces.
- For enquires throughout the year we will allocate sessions as spaces allow.

Children with SEND

- The manager must seek to determine an accurate assessment of a 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.
- At the time of registration, the manager must check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager must ask for evidence to enable them to claim the Disability Access Fund directly from the local authority. If the family is eligible but not in receipt of the allowance, the setting manager will support the family in their application. More information can be found at www.gov.uk/disability-living-allowance-children/how-to-claim.
- Preparation for admitting a child with SEND must be made in a reasonable amount of time and any delay in the child starting is scrutinised by the setting manager to avoid discrimination and negative impact on the child and family. During a preparation period the family and relevant agencies and the

local authority must be regularly updated on the progress of the preparations.

Safeguarding/child protection

If information is provided by the parents 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.

Further guidance

Early Years Entitlements: Operational guidance for local authorities and providers (DfE 2018)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/718181/

[Early_years_entitlements-operational_guidance.pdf](#)