

# **Admissions Policy**

## **Stondon Stompers take children from their 2<sup>nd</sup> Birthday**

Stompers aims are:

- To operate according to open, fair, and clearly communicated admissions criteria which is open to all parents who apply for a place.
- To ensure that our admissions criteria comply with our Equal Opportunities Policy.

### **Admissions Criteria**

The waiting list is arranged in birth order per term/academic year and in addition takes into account the following:

- any child considered as vulnerable, this includes children who are assessed under section 17 of the Child Act 1989, including children who have a child in need plan, a child protection plan, a looked after child, have a Education, Health Care Plan. This list is not exhaustive.

- The vicinity of the child's home to the setting
- 3 and 4 year old government funded
- 2 year disadvantaged funding (proof of eligibility will need to be provided)
- Length of time on the waiting list
- Other 2 year olds (working parent funding and fee paying children)
- The capacity of the setting to meet the individual needs of the child

Where possible, we will try to accommodate any current Stompers session changes over new starters, unless a start date has been confirmed for the new starter.

To enquire about a place, please click the link to complete the enquiry form

[Enquiry Form](#)

We will then put your child's name on the waiting list for the term that you would like them to start. Please note, that is not a guarantee of a space.

We will offer you a time to visit the setting to have a look around and ask any questions you have. Please make sure you bring your child with you.

A follow up e mail will be sent to you to see if you would like to remain on the waiting list following your visit.

A term before their ideal start date, we will contact you with the sessions we are able to offer. This will ideally match what you have put on your enquiry form or e mailed us to amend since completing the form but please note there are no guarantees.

### **Admissions**

- Once a childcare place has been offered the parents /carers are required to complete relevant paperwork namely a registration form where a contract is signed. Confirmation of the space, booking and start date will be issued. This information is then held regarding the child.

## Children with SEND

- The manager / SENDCo 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 as soon as possible.
- Children with identified SEND must be offered a place when one becomes available in line with our admission criteria. 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 / SENDCo 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 and best interests of the child, at all times is paramount. Stompers may need to cap the number of SEND child we can accommodate based on individual needs and staffing.
- At the time of registration, the manager / SENDCo must check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager / SENDCo 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 / SENDCo will support the family in their application. More information can be found at [www.gov.uk/disability-living-allowance-children/how-to-claim](http://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 / SENDCo 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.