

## Administration

## Admissions

### Policy Statement

It is Mr Bee's intention to make our Centres 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

- The Admissions policy is issued to all families and can be found in our New Starter Information booklet which forms part of our welcome pack. An e-copy is also available at [www.mrbeefscentre.co.uk](http://www.mrbeefscentre.co.uk).
- We ensure that the existence of our Centres are widely advertised in places accessible to all sections of the community through the Norfolk County Council's Children's Information Services, local children's centres and businesses, as well as the Mr. Bee's website ([www.mrbeefscentre.co.uk](http://www.mrbeefscentre.co.uk)).
- We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will endeavour to 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 on a first come first placed basis. Our policy will take into account the following:
  - Childcare for families experiencing difficulties and additional family needs.
  - Children already attending who require additional sessions.
  - A sibling of a child already attending the setting.
- We aim to treat each child and their family equally, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language (see Valuing Diversity and Equal Opportunity Policy).

Adopted: 6.11.2009  
Last Reviewed: 4.8.2017  
Next Review: May 2019

- We aim to include children and/or parents with disabilities to take part in the life at our Centres. Please refer to the SEND policy concerning the SEND support on offer to children and how we support families to choose the right Centre for their child with SEND.
- We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.
- We consider the needs of families when we review opening times of our Centres to ensure we accommodate a broad range of family need, if financially feasible.
- We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.
- Provision has been made at each centre for parents to access two, three and four-year old funding to support the needs of their individual families (refer to Charging policy).
- A restriction on the number of thirty hour places available has been put into place to ensure our Valuing Equality and Diversity policy is maintained as well as remain financially sustainable.
- Each centre will have a maximum of fifteen places reserved for thirty hours funding and each of these places will be allocated on a first come first placed basis, initially to eligible children who are already attending the centre pre-September for 30 hours or more.
- Early Education is offered within the national parameters: –
  - i. no session to be longer than 10 hours;
  - ii. no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register);
  - iii. not before 6.00am or after 8.00pm;
  - iv. a maximum of two sites in a single day.
- Early Education is offered to families 51 weeks of the year at our North Lynn and Springwood Centres and 39 weeks of the year at our St Augustine's Centre. The funded hours can be claimed (to the maximum available):

	Springwood All Year	St Augustine's Term Time Only	North Lynn All Year
Monday	7 am – 6 pm	9 am – 3:30 pm	7:30 am – 6 pm
Tuesday	7 am – 6 pm	9 am – 3:30 pm	7:30 am – 6 pm
Wednesday	7 am – 6 pm	9 am – 3:30 pm	7:30 am – 6 pm
Thursday	7 am – 6 pm	9 am – 3:30 pm	7:30 am – 6 pm
Friday	7 am – 6 pm	9 am – 3:30 pm	7:30 am – 6 pm

- Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare

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Statutory guidance for local authorities), a complaint can be submitted directly to Karen Gibbons or Sue Kirk.

**Further Guidance:**

- <http://www.rnib.org.uk/livingwithsightloss/readingwriting/braille/Pages/braille.aspx> for support with information for Braille.
- <http://www.newburypark.redbridge.sch.uk/langofmonth/> for support with language and pronunciation.

**Linked Policies:**

- Registration
- Supporting Children with SEND
- Valuing Diversity and Equal Opportunity
- Charging Policy

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**Re: Admissions**

This policy was reviewed at a meeting of	Mr. Bee's Family Centre	name of setting
Held on	4 <sup>th</sup> August 2017	(date)
Date to be reviewed	May 2019	(date)
Signed on behalf of the Board of Trustees:	<hr/>	
Name of signatory	Jeanette Nowrung	
Role of signatory (e.g. chair/owner)	Trustee	
Centre Lead's Signature:	<hr/>	

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