

Safeguarding and Welfare Requirement: Information and Records

Admissions

Policy statement

Our setting is committed to providing an inclusive, safe, and welcoming environment that is accessible to all children and families within the local community. In line with the Equality Act 2010, the EYFS Statutory Framework (2024), and Ofsted expectations for 2025, we aim to ensure that admissions are fair, transparent, and consistently applied. We are committed to promoting equality of opportunity and removing barriers to participation so that every child can access high-quality early education.

Admissions Procedures

Accessibility and Promotion

- We ensure our setting is widely advertised in community locations, online platforms, and through local authority information channels within the London Borough of Bromley.
- All promotional and admissions information is available in clear, plain English and can be provided in alternative languages, large print, audio, or digital formats upon request.
- Staff offer verbal explanation and support with applications for families who require assistance with literacy, language, or accessibility needs.

Fair and Transparent Waiting List Management

Our waiting list is operated fairly and consistently. Priority is determined using the following criteria:

- **Eligibility for Government-funded Early Education**
 - Eligible two-year-old children
 - Universal 15 hours (3-4 years)
 - 30 hours extended entitlement (where applicable)
 - Any Bromley-specific funded programmes in place at the time
- **Age of the Child**

Places are allocated to ensure balanced age groups and appropriate staffing ratios.
- **Length of Time on the Waiting List**
- **Proximity to the Setting**

Families living within the immediate local area may be prioritised to support community access.
- **Siblings**

Priority is given to children who already have a sibling attending the setting.
- **Ability of the Setting to Meet the Child's Needs**

We assess this in partnership with parents and relevant professionals to ensure safe and appropriate care.

All decisions follow lawful, non-discriminatory practice.

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Funded Entitlements

- We offer funded places in accordance with London Borough of Bromley's Provider Agreement, the Department for Education (DfE) requirements, and any local conditions in force at the time.
- Parents will receive clear written information about entitlement, funding rules, and any additional charges that may apply.

Equality, Diversity and Inclusion

- Our setting welcomes fathers, mothers, carers, guardians, kinship carers, and all family structures.
- We actively promote equality, inclusion and positive regard for differences in gender, family structure, socio-economic background, ethnicity, culture, religion, home language, and additional needs.
- We make reasonable adjustments to support children and parents with disabilities in line with the Special Educational Needs and Disability (SEND) Code of Practice (2015).
- We closely monitor admissions data to ensure no groups are unintentionally excluded or disadvantaged.
- Our Valuing Diversity and Promoting Equality Policy is shared with all families and promoted across our setting.

Meeting the Needs of Children and Families

- We consult with families regarding opening hours and patterns of provision to ensure accessibility for a broad range of childcare needs.
- We aim to offer flexible attendance patterns where possible, provided they do not compromise children's routine, safety, or the stability of the setting.
- Staff work collaboratively with parents to plan smooth transitions, settling-in sessions, and support strategies tailored to each child.

Safeguarding and Compliance

- All admissions are managed with the child's best interests as the central principle, in accordance with Ofsted expectations and EYFS safeguarding requirements.
- Parents/carers must complete the Registration Form and agree to the setting's Terms and Conditions before a place is confirmed.
- Failure to adhere to the agreed Terms and Conditions, including payment of any applicable fees, may result in the withdrawal of a place.