

# **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 children and families in the local community. Admissions are managed fairly, transparently and consistently in line with the Equality Act 2010, the EYFS statutory framework for group and school-based providers effective 1 September 2026, the SEND Code of Practice and current London Borough of Bromley funded early education requirements. We promote equality of opportunity, make reasonable adjustments and seek to remove barriers to participation.

### **Admissions Procedures**

This policy has been reviewed against the EYFS statutory framework effective 1 September 2026 and DfE early education and childcare statutory guidance valid from 1 April 2026, together with current London Borough of Bromley funding and SEND arrangements.

### **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**

The published admissions criteria are applied consistently and records of offers, refusals and waiting-list decisions are retained appropriately. Criteria are reviewed to ensure they do not directly or indirectly discriminate against children or families with protected characteristics or create avoidable barriers for disadvantaged families.

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

- **Eligibility for Government-funded Early Education**
  - Eligible children receiving the 2-year-old entitlement for families receiving additional support
  - Universal entitlement for all eligible 3- and 4-year-olds (570 hours a year, commonly 15 hours a week over 38 weeks)
  - Working Families Entitlement for eligible children from 9 months old up to school age, in accordance with the current eligibility rules and valid eligibility code
  - Any current Bromley-administered early years funding or inclusion arrangements for which the child is eligible

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- **Age of the Child**

Places may be allocated with regard to the ages the setting is registered and staffed to care for, available session patterns and the ability to maintain statutory ratios. Age must not be used in a way that unlawfully discriminates.

- **Length of Time on the Waiting List**

- **Proximity to the Setting**

Where demand exceeds available places, proximity may be used as a published tie-break criterion if applied consistently and lawfully.

- **Siblings**

Sibling attendance may be used as a published priority criterion where applied consistently and lawfully.

- **Children with SEND, disabilities or medical needs**

A child will not be refused or deprioritised simply because they have SEND, a disability, medical needs, are not toilet trained or require reasonable adjustments. We work with parents and relevant professionals to identify support, make reasonable adjustments and seek appropriate Bromley inclusion support/funding where applicable.

All decisions follow lawful, non-discriminatory practice.

### **Funded Entitlements**

#### **Current funded-entitlement position**

Bromley currently administers the universal 3- and 4-year-old entitlement, the 2-year-old entitlement for eligible families receiving additional support, and the Working Families Entitlement for eligible children from 9 months old. Eligibility, start dates, grace periods and codes are checked in accordance with current DfE and Bromley rules.

Where a child moves between Bromley providers, funding follows the child and claims are ended/started in line with Bromley funding procedures. A child should not ordinarily start at a new setting during a Working Families Entitlement grace period unless Bromley confirms exceptional circumstances.

A deposit will not be required where a family is taking only funded entitlement hours and no additional privately purchased time, in line with current Bromley guidance. Any permitted deposit for additional/private provision is explained clearly.

- We offer funded places in accordance with the current London Borough of Bromley Free Early Education Grant Agreement/Provider Agreement, DfE statutory guidance and the conditions in force at the time. Funded hours are free at the point of delivery and are not conditional on parents purchasing additional hours, meals, consumables or services.
- Parents receive clear written information about the funded-hours pattern offered, eligibility/code requirements where relevant, any deposit or fees for privately purchased hours, and all optional charges. Optional extras must be genuinely optional and an alternative must be available where a parent does not wish to purchase them. The setting publishes its funded admissions offer and optional charges as required by Bromley arrangements.

### **Equality, Diversity and Inclusion**

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Children with SEND are supported through inclusive ordinarily available provision and reasonable adjustments. Where appropriate, and with parental agreement where required, the setting may seek advice from Bromley Early Years Inclusion Team/Area SENCO and consider relevant support such as SEN Inclusion Funding or Disability Access Fund eligibility.

- 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 for disabled children and parents under the Equality Act 2010 and follow the SEND Code of Practice. A diagnosis is not required before reasonable adjustments or appropriate SEND support are considered.
- 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**

Before admission or at the earliest opportunity, parents are asked for the child's legal name and date of birth, parent/carer details, more than two emergency contact numbers where possible, persons authorised to collect, relevant parental responsibility/court-order information, medical/allergy/SEND information, home language and any other information necessary for safe care and an effective transition. Information is handled in accordance with data-protection and safeguarding requirements.

Admission must not be made conditional on a child being toilet trained. Individual toileting, intimate-care, medical and accessibility needs are planned safely and inclusively.

- Admissions are managed with children's welfare and safeguarding at the centre, in accordance with the EYFS 2026 and the setting's safeguarding procedures. Information needed to keep a child safe, meet medical/allergy needs, arrange emergency contacts and support SEND is obtained before or promptly on admission and kept up to date.
- Parents/carers must complete the Registration Form and agree to the setting's Terms and Conditions before a place is confirmed.
- Any decision to suspend or withdraw a place is made lawfully, proportionately and in accordance with the Terms and Conditions, safeguarding duties, equality law and the rules

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governing funded entitlements. Non-payment of optional extras must not be used to deny a child their funded entitlement.

### **Legal framework and current guidance**

- Equality Act 2010
- Children and Families Act 2014 and SEND Code of Practice: 0 to 25 years
- EYFS statutory framework for group and school-based providers (DfE, effective 1 September 2026)
- DfE Early education and childcare statutory guidance for local authorities (valid from 1 April 2026)
- London Borough of Bromley Free Early Education funding guidance, Provider/Grant Agreement and childcare directory requirements
- Bromley SEND Local Offer, Ordinarily Available Provision and Early Years Inclusion Team guidance