



Administration

Admissions

Policy Statement

It is our intention to make our setting 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

- We ensure that the existence of our setting is widely advertised in places accessible to the whole community.
- We ensure that information about our setting is accessible, in written and spoken form. Where necessary, we will try to provide information in a translated written form where language needs of families suggest this is required, as well as access to an interpreter.
- We arrange our waiting list in birth order. In addition our policy may take into account the following:
 - the vicinity of the home to the setting;
 - Siblings already attending the setting. and
 - The number of children, in each age band, already on our registers, so as to ensure any one classroom is not over registered.
- We use shortened sessions for 2-year-old children during their first two to four weeks.
- We monitor 2-year-old children to ensure they are emotionally ready to join our setting and where we feel they are not entirely ready would suggest a later start date.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We make it clear that we welcome fathers and mothers, other relations and other carers, including child-minders.
- We treat each child and their family as individuals, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how we enable children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Equal Opportunities Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

Child Records and Emergency Contact Information

As part of our admissions process, Busy Bee Preschool securely collects and maintains essential information to support each child's safety, wellbeing, and development. This includes:

- Child's full name, date of birth, and home address
- Health and medical needs, including allergies and dietary requirements
- Developmental information and learning needs
- Family circumstances relevant to care and safeguarding
- Details of other professionals involved (e.g., health visitors, social workers, speech and language therapists)

All records are stored securely in line with data protection legislation and are accessible only to authorised staff.

We require a minimum of **three emergency contacts** for each child. These must include:

- Full name and relationship to the child
- Up-to-date phone numbers and permission to collect the child if needed

In the event of an emergency, we will:

1. Attempt to contact the primary carer first
2. If unavailable, contact the second and third listed individuals in order
3. If no contacts can be reached and the child requires urgent care, we will follow our safeguarding and medical procedures, including contacting emergency services if necessary

It is the parent/carers' responsibility to ensure contact details are kept up to date. We review emergency contact information regularly and will request updates as needed.

This policy was adopted at a meeting of

Held on

Date to be reviewed

Busy Bee Preschools

11/11/2025

01/09/2026

Tina Yeates
