



The Burrow Policies and Procedures



3. Our Community

The Burrow is committed to Safeguarding and Promoting the Welfare of Children and Young People and expects all staff, students and volunteers to do the same. Safeguarding children is everyone's responsibility.

3.5 Admissions

Policy statement

The Burrow welcomes children and families from all sections of the local community, and we aim to ensure our setting is accessible to all, through open, fair and clearly communicated admission procedures.

Procedures

- We ensure that the existence of our setting is widely advertised in places available to all sections of the community
- We ensure that information about our setting is accessible, using simple plain English, and, where appropriate, provided in different community languages and in other formats on request
- We arrange our waiting list on a first-come first-served basis, and according to date of birth. In addition, our policy may consider:
 - the age of the child
 - the length of time on the waiting list
 - whether any siblings already attend the setting
 - the capacity of the setting to meet the individual needs of the child
- Parents are made aware of our fees, and structure of funded hours, prior to registration, through our **Prospectus App 3.5a**, our website www.theburrownursery.co.uk, and on parent tours
- We offer funded places in accordance with current government schemes, the Surrey Provider Agreement and any local conditions in place at the time
- We have a limited number of fully funded places available for vulnerable and disadvantaged children, and families in financial need
- We may keep a place vacant, if this is financially viable, to accommodate an emergency admission
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome
- Our setting and its practices operate in a way that encourages positive regard for, and understanding and tolerance of, differences, whether gender, family structure, class, ability, background, religion, ethnicity or competence in spoken English
- We support children and/or parents with disabilities to take full part in all activities within our setting wherever possible

- We monitor the needs and background of children joining our setting via our **Final Registration Form (App 1.3a)**, to ensure that no accidental or unintentional discrimination is taking place
- We share and promote our Valuing Diversity and Promoting Equality Policy
- We consult with families about the opening times of our setting to ensure that, where possible, we accommodate a broad range of families' needs
- Where possible we offer some flexibility 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
- We ensure parents are aware of these and all other aspects of our nursery policies and procedures through our induction process and our **'Welcome to The Burrow' App 1.2b** information booklet for parents, which includes our Terms and Conditions
- Failure to comply with our Terms and Conditions may ultimately result in the provision of a place being withdrawn.

Signed: *L.B. Mee*

Name: Lynn Mee

On behalf of The Burrow Nursery