

## **Admissions Policy**

### **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.

Little Poppies offer flexible hours to accommodate the family's needs. Our intake is a mixture of both FEEE funded and non funded places. Our 'big group' (the year before a child starts reception) is capped at 18 children (this is subject to change) the rest of our spaces are on a first come first served basis.

### **Procedures**

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- Children with disabilities are supported to take full part in all activities within the setting and the setting makes reasonable adjustments to ensure that this will be the case from the time the child is placed on the waiting list.
- The waiting list is arranged in birth order and in addition may consider the following:
  - the age of the child with priority being given to children eligible for the free entitlement. (Our Big Group is capped at 18)
  - length of time on the waiting list
  - the vicinity of the home to the setting
  - siblings already attending the setting
  - the capacity of the setting to meet the individual needs of the child
- We offer funded places in accordance with the Code of Practice for Derby City Council and any local conditions in place at the time. Additional childcare hours on top of FEEE are not mandatory and parents can opt out of purchasing additional childcare hours, not just meals and consumable charges.
- 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 of difference and ability - whether gender, family structure, class, 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.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.

- 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.

## **Admissions**

- Once an early education and childcare place has been offered the relevant paperwork is completed by the setting manager or deputy before the child starts and filed on the child's personal file. Forms completed include:
  - Parental Contract for Funded Early Education Entitlement (FEEE) Form
  - A contract, showing days and hours attending and the weekly amount owed
  - Childcare Registration Form - contains personal information about the child and family that must be completed in full prior to the child commencing.
  - All About Me Form – Filled in with the child's Keyworker and parents/carers.
  - Plus policies and procedures and consent forms

## **Children with SEND**

- The manager must seek to determine an accurate assessment of a child's needs at registration. If the child's needs cannot be met from within the setting's core budget, then an application for SEN inclusion funding must be made immediately.
- Children with identified SEND must be offered a place when one becomes available as with any other child. However, the start date for children with more complex SEND will be determined by the preparations made to ensure the child's safety, well-being and accessibility in the setting. If a child's needs determine that adjustments need to be made, the manager must outline a realistic timeframe for completion, detailing the nature of adjustments e.g. risk assessment, staff training, health care plan and all other adjustments required. The child's safety at all times is paramount.
- At the time of registration, the manager must check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager must ask for evidence to enable them to claim the Disability Access Fund directly from the local authority. If the family is eligible but not in receipt of the allowance, the setting manager will support the family in their application. More information can be found at [www.gov.uk/disability-living-allowance-children/how-to-claim](http://www.gov.uk/disability-living-allowance-children/how-to-claim).
- Preparation for admitting a child with SEND must be made in a reasonable amount of time and any delay in the child starting is scrutinised by the setting manager to avoid discrimination and negative impact on the child and family. During the preparation period the family and relevant agencies and the local authority
- must be regularly updated on the progress of the preparations.

## **Safeguarding/child protection**

If information is provided by the parents/carers that a child who is starting at the setting is currently, or was involved with social care, the designated safeguarding lead will contact the agency to seek further clarification.

## **Notice Period**

One months notice is required to leave the setting or to reduce contracted hours.

Parents/carers are advised on how to access the setting's policies and procedures.

## **Early Years**

Entitlements: [https://assets.publishing.service.gov.uk/media/6605551b91a320001182b1bb/September\\_24\\_early\\_education\\_and\\_childcare\\_entitlements\\_expansion.pdf](https://assets.publishing.service.gov.uk/media/6605551b91a320001182b1bb/September_24_early_education_and_childcare_entitlements_expansion.pdf) [September 2025 early education and childcare entitlements expansion - local authority system guidance](#)