

Admissions Policy



It is our intention to make Bridgwater and Taunton College Childcare Centre 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.

- 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, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille. We will provide translated written materials where language needs of families suggest this is required and will endeavour to access an interpreter.
- We arrange our waiting list by the date of arrival of the application form at the centre. In addition, our policy may take into account the following:
 - The availability of requested days and times
 - The need for emergency care
 - The need to place siblings together
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, 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 it enables 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 Valuing Diversity and Promoting Equality Policy widely known.
- 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.
- We make exception for children to come in after their starting time if the parents in request this but they will be charged from the beginning of their session. We aim to have all children in before 10am in order to settle the children ready for lunch.
- Afternoon Sessions begin at 1.00pm.

Addendum

** If anyone becomes unwell with the most common symptoms of coronavirus in an education or childcare setting, they must be sent home and advised to follow the COVID-19: Guidance for households with coronavirus infection <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>. Up to date information about the virus can be found here.

Children have now been welcomed back into the setting. Children stay within their age group bubbles with the same staff.

As government guidance is updated we will continue to adapt our admissions policy and will keep parent/carers updated via email/social media.

As per government guidelines, in order to maintain social distancing and keep children in smaller groups with the same staff, should a lockdown occur again we may need to stagger children back to the setting and look at capping numbers. We will communicate all of this to you as part of our nursery return plan and Covid-19 Risk assessment. This will involve only asking specific groups of children to return first, if this happens we will continue to keep in touch with any children that are staying at home via social media/Emails and link them to helpful advice and activities. We will continue to communicate with you as government guidelines change.

Reviewed Date: Sept 2020

Review Date: Dec 2020

Authorised by: