



## **St Bede's Childcare Ltd**

### **Admissions Policy**

#### **EYFS Legal Requirement:**

Providers must ensure equality of opportunity and support children's individual needs. (EYFS 2024)

#### **Policy Statement**

St Bede's Childcare is committed to providing inclusive, accessible childcare for all children. We operate an **open and fair admissions process**, ensuring that no child or family is discriminated against.

We work in line with:

- **Equality Act 2010**
- **SEND Code of Practice (2015)**
- Local Authority funding requirements

#### **Equality and Inclusion**

We will:

- Offer places **fairly and without discrimination**
- Make **reasonable adjustments** to support children with SEND
- Promote inclusion for all children and families
- Work in partnership with parents/carers and external agencies

#### **Allocation of Places**

Places are offered subject to availability of spaces, staffing ratios, and the setting's ability to meet individual needs safely.

Where demand exceeds available places, the following criteria will be applied in priority order:

1. **Looked After Children and Previously Looked After Children**  
(including those adopted or subject to special guardianship)
2. **Children in need / children receiving additional support**  
(including SEND and children eligible for 2-year-old funding)
3. **Children with exceptional medical or social needs**  
(supported by relevant professional evidence)
4. **Siblings of children already attending the setting**  
(including step or foster siblings living at the same address)
5. **Date of application** (waiting list order)



### **Waiting List**

- Children who cannot be offered a place immediately will be added to a **waiting list**
- Places will be offered in line with the criteria above
- Parents/carers will be contacted when a suitable place becomes available

### **Funded Places**

We offer government-funded places where eligible, including:

- 2-year-old funding
- 15 and 30-hour funded places

Places will be allocated in line with Local Authority guidance.

### **Admissions Process**

- Parents/carers will complete a registration form
- Required documentation may include:
  - Proof of identity
  - Emergency contact details
  - Medical information
- A **settling-in process** will be arranged to support the child's transition into the setting

### **Safeguarding**

- The safety and wellbeing of children is our priority
- The setting reserves the right to delay or refuse a place if:
  - The child's needs cannot be met safely
  - Required information is not provided

All decisions will be made in line with safeguarding and welfare requirements.

### **Appeals**

If a parent/carers is unhappy with a decision:

- An appeal can be made in writing to the **Childcare Directors**
- A response will be provided within **14 days**
- All decisions will be made fairly and transparently



### **Monitoring and Review**

- The Manager will monitor admissions to ensure fairness and consistency
- This policy will be reviewed annually