



## Childcare practice procedures

### 10.2 Waiting list and admissions

We aim to ensure that all sections of the community receive accessible information, and that our admissions procedures are fair, clear and open to all parents who apply for a place.

- The setting is widely advertised in places accessible to all sections of the community.
- Information about the setting is accessible, using 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 engage fully 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 application order and may consider the following:
  - the age of the child with priority being given to children eligible for the free entitlement
  - 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
- Funded places are offered in accordance with the Early Years Entitlements: Operational Guidance for local authorities and providers (DfE) and any local conditions in place at the time,
- Where it is financially viable to do so, a place is kept vacant for an emergency admission.
- The setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers and childminders are all welcome.
- The 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.
- The needs and individual circumstances of children joining the setting are monitored on the Family app, to ensure that no accidental or unintentional discrimination is taking place and that reasonable adjustments are made as required.

- Section 9.1 Promoting inclusion equality and valuing diversity, procedures are shared and widely promoted to all.
- Places are provided in accordance with 10.4 Childcare and Early Education Terms and Conditions provided to every parent/carer when the child takes up their place, parents acknowledge this through our Famly app. Failure to comply may result in the provision of a place being withdrawn.
  - We will contact you as soon as possible to offer you a place. We will include details of the sessions we are able to offer. We are unable to guarantee specific sessions but will try to accommodate parental requests wherever possible.
  - The offer of a place for your child will be held for one week. If we haven't received confirmation of your acceptance by this time, we will offer the place to the next child on our waiting list. This will result in your child returning to the bottom of our waiting list unless you inform us you no longer require a space. If we are full to the maximum capacity in every session and therefore unable to offer your child any sessions at all, your child will remain on the waiting list until such time where we are able to offer a session. Please note that you if you are offered a place, but for any reason you decline the offer, your child will be put back to the bottom of our waiting list or removed upon your request.
  - Confirmation of your acceptance can only be made in writing either by email or post.
  - Children aged between 9 months - 2 years must attend a minimum of two sessions per week, (over two days), and children aged between 3 - 5 years must attend a minimum of fifteen hours per week not including wrap around care, so that the key person is able to more effectively support the child's learning and development.

## **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 online personal file. Forms completed include:
  - Child's profile on Famly app - contains personal information about the child and family that must be completed in full prior to the child starting.
  - Permission for Famly app

### **Forms that must be shown before your child can start:**

- Birth Certificate
- Red Health Book

## Children with SEND

- The manager's 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's 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's must check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager's 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's 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's to avoid discrimination and negative impact on the child and family. During a 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 that a child who is starting at the setting is currently, or has had involvement with social care, the designated person will contact the agency to seek further clarification.

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

## Further guidance

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](#)

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Adopted by

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