

Seedlings Kindergarten

Admissions Policy

- As an Ofsted registered childminder setting we are restricted to the number and ages of children that we can care for at any one time.
- We are currently registered to care for a maximum of 12 children at any one time.
- We are happy to accept any child within our registered numbers and will not discriminate against children or their families for reasons such as race, religion, sex or ability.
- We are happy to accept children with special needs providing we feel we can provide them with the care they need without compromising the needs of the other children in our care. If your child has additional needs these will be discussed at the initial introductory meeting.
- All children will be welcomed into the setting and the other children will be encouraged to be welcoming also.
- A four-week settling in period, will be necessary in order to ascertain whether or not the setting is suitable for a new child.
- When taking on additional children we must take into consideration the children already in our care who are happy and settled.
- As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is for our own records as well as to confirm they have reached the eligible age for the free entitlements.
- A copy of this document may be retained. This will be stored securely and destroyed when there is no longer a good reason to keep the data.

Early Education is offered to families 36 weeks of the year. The funded hours can be claimed (to the maximum available) on the following days:

- Mondays – 7
- Tuesdays – 7
- Wednesdays – 7
- Thursdays – 7

SEND

- We aim to follow the requirements of the EYFS (2017) and provide an inclusive environment for all children and their families.
- We are required to comply with the requirements of the 'Equalities Act 2010' and the 'Special Educational Needs Code of Practice 2015'.
- We will monitor and review the progress and development of all children. However, where a child appears to be behind expected levels of development or where a child's progress gives cause for concern we will adopt a graduated approach with 4 stages of action: Assess, Plan, Do & Review.
- We will work in partnership with parents and provide information on how we are supporting their child's development and will seek consent to request support from outside agencies where necessary.
- We have a responsibility to identify groups of disadvantaged children who attend our setting and will apply for additional funding available locally, if families meet certain criteria. We will use this funding to ensure support is in place to improve children's outcomes.
- We will work with the local authority via the 'SEN Local Offer' to ensure information is available locally to parents, to ensure they are able to make choices about the right childcare provision for their child with SEN.
- We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund, and any locally available funding streams with a view to submitting a claim/application to support and improve their outcomes.
- We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parent's working hours.

If you have any concerns regarding our admissions policy please do not hesitate to contact us.

