

# Administration

## Admissions and Registration

### Policy Statement

It is Mr Bee's intention to make our Centres 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 endeavour to ensure that children are happy and content during their time at the centre. To facilitate this, we ask that parents bring their child for a visit prior to registration. We work in partnership with parents in order to settle their child and ask parents to take a full and active part in their child's development while at the Centre.

### Admissions:

- The Admissions policy is issued to all families and can be found in our New Starter Information booklet which forms part of our welcome pack. An e-copy is also available at [www.mrbeefscentre.co.uk](http://www.mrbeefscentre.co.uk).
- We ensure that the existence of our Centres are widely advertised in places accessible to all sections of the community through the Norfolk County Council's Children's Information Services, local children's centres and businesses, as well as the Mr. Bee's website ([www.mrbeefscentre.co.uk](http://www.mrbeefscentre.co.uk)).
- 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, or through British Sign Language. We will endeavour to provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
- We arrange our waiting list on a first come first placed basis. Our policy will take into account the following:
  - Childcare for families experiencing difficulties and additional family needs.
  - Children already attending who require additional sessions.
  - A sibling of a child already attending the setting.
- **We offer funded places in accordance with the Code of Practice for Norfolk County Council and any local conditions in place at the time.**

- Our Centres and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our Centres 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.(see Valuing Diversity and Equal Opportunity Policy).
- We aim to include children and/or parents with disabilities to take part in the life at our Centres. Please refer to the SEND policy concerning the SEND support on offer to children and how we support families to choose the right Centre for their child with SEND.
- 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 submit a claim/application to support and improve their outcomes.
- We monitor the needs and background of children joining [our/my] 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 consider the needs of families when we review opening times of our Centres to ensure we accommodate a broad range of family need, if financially feasible.
- 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 keep a place vacant, if this is financially viable, to accommodate an emergency admission.

## Registration

- When contact is made by a family, an expression of interest is completed and the child will be entered onto our waiting list.
- An appointment is made to look around and introduce child to the setting.
- The Centre Lead/Lead Practitioner will arrange with parents a time and date for a free one-hour taster sessions which involves parent spending time with their child in the room (Stay and Play).
- Once a decision has been made to start at the Centre, parents are provided with a Welcome Pack which contains all the paperwork necessary to register a child at the Centre and create an account on Family, our cloud based nursery management software.
- As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements (if applicable). A copy of the document will be

retained, stored securely and destroyed when there is no longer a good reason to keep the data (refer to [Children's Records and Retention of Records Guidance](#)).

- [Children who are five and under are required to attend taster sessions to support with settling into nursery and](#) the Centre Lead/Lead Practitioner will arrange a home visit or pre-start visits at the centre (see Key Person and Settling in policy). This will provide an opportunity to complete the first pages of the learning story with parents, discuss starting points, collect some photos of family and familiar things to bring into the nursery and go over and assist with relevant paperwork within the welcome pack.
- After the home visit, [we offer a 'Lone Visit' which again is](#) a free one hour taster session with parents leaving the room/building to see how well child settles.
- At both taster sessions, parents can spend time with the key person and complete the remaining pages of the child's learning story while the child explores the nursery. This also provides an opportunity to ensure registration documentation has been returned.
- After the Lone Visit, the child starts nursery and parents should have a well established bond with staff at the nursery. Some children may take longer to settle in for example children who have not previously spent time away from home, children who have had a period of absence and therefore the parent may need to be on hand to settle them (see Role of the Key Person and Settling in policy) – in this event a plan for settling in will be discussed between the Key Person and parent.
- In most cases, a child will settle relatively quickly with the support of their key person, but if a child becomes distressed and/or their behaviour becomes so challenging that it is impacting on their own safety, the safety of other children or staff members, it may be necessary for attendance to temporarily stop while the settling in process is reviewed and or a Behaviour Management Risk Assessment Plan is put in place (see Achieving Positive Behaviour policy).
- A six-week review takes place with Centre Lead/Lead Practitioner to receive feedback on their experiences at Mr Bee's with registering and settling in their child. This information will be shared at a Childcare Development meeting which will provide Mr. Bee's an opportunity to reflect on practice and make changes where necessary (see Policy Review policy).

### Early Years Educational Funding

- Provision has been made at each centre for parents to access two, three and four-year old funding to support the needs of their individual families (refer to Charging policy) as follows:

- A restriction on the number of thirty hour places available has been put into place to ensure our Valuing Equality and Diversity policy is maintained as well as remain financially sustainable.
- Each centre will have a maximum of fifteen places reserved for thirty hours funding and each of these places will be allocated on a first come first placed basis, initially to eligible children who are already attending the centre pre-September for 30 hours or more.
- Early Education is offered within the national parameters: –
  - i. no session to be longer than 10 hours;
  - ii. no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register);
  - iii. not before 6.00am or after 8.00pm;
  - iv. a maximum of two sites in a single day.
- Early Education is offered to families 51 weeks of the year at our North Lynn and Springwood Centres and 39 weeks of the year at our St Augustine’s Centre. The funded hours can be claimed (to the maximum available):

	Springwood All Year	St Augustine’s Term Time Only	North Lynn All Year
Monday	7 am – 6 pm	9 am – 3:30 pm	7:30 am – 6 pm
Tuesday	7 am – 6 pm	9 am – 3:30 pm	7:30 am – 6 pm
Wednesday	7 am – 6 pm	9 am – 3:30 pm	7:30 am – 6 pm
Thursday	7 am – 6 pm	9 am – 3:30 pm	7:30 am – 6 pm
Friday	7 am – 6 pm	9 am – 3:30 pm	7:30 am – 6 pm

- Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to Karen Gibbons.

**Further Guidance:**

- <http://www.rnib.org.uk/livingwithsightloss/readingwriting/braille/Pages/braille.aspx> for support with information for Braille.
- <http://www.newburypark.redbridge.sch.uk/langofmonth/> for support with language and pronunciation.
- Mr Bee's Keeping Children Safe in Early Years Education Leaflet
- Mr Bee's Retention of Records Guidance

**Linked Policies:**

- Registration
- Supporting Children with SEND
- Valuing Diversity and Equal Opportunity
- Charging Policy
- Role of the Key Person and Settling in
- Achieving Positive Behaviour
- Making a Complaint
- Policy Review
- Children's Records

**Forms:**

- Welcome Pack, including:
  - Registration Details
  - Terms and Conditions
  - General Parent Consents
  - Use of Image Consent
  - On-line Code of Conduct Parent/Carer Agreement
- Six week review questionnaire
- Childcare Privacy Notice 2018
- ICT Code of Conduct for Out of School Children

Adopted: 6.11.2009  
Last Reviewed: 17.5.2019  
Next Review: July 2021

**Re: Admissions and Registration**

This policy was reviewed at a meeting of	Mr. Bee's Family Centre
Held on	17 <sup>th</sup> May 2019
Date to be reviewed	July 2021

Signed on behalf of the Board of Trustees:

Name of signatory	Jeanette Nowrung
Role of signatory (e.g. chair/owner)	Trustee

Centre Lead's Signature: \_\_\_\_\_