



Cairndow Community Childcare Limited Policy no.3. **ADMISSIONS POLICY**

This policy was written in conjunction with staff and committee of Cairndow Community Childcare Ltd.

Cairndow Community Childcare aims to ensure that the admission of children is fair and responsive to the needs and preferences of individual children and their parents/carers.

The group complies with the Care Commission's registration requirements for children to be admitted.

The group aims to be accessible to all sections of the community. It

- Provides basic information to potential users (in more than one language where appropriate)
- Advertises and displays information about the group widely throughout the community
- Consults with families in order to accommodate their needs and to avoid excluding anyone
- Monitors and reviews the information regularly

WAITING LISTS

Cairndow Community Childcare aims to ensure a fair allocation of places at any given time allowing for age ranges, staffing and registration limits and recognition of its dependency on fees to function. Every effort will be made to accommodate requests for placements. Records of all applications for registration will be kept, a waiting list compiled and vacancies filled from this, drawing from the following categories:

- Band 1 – child in pre-school year
- Band 2 – Referral of a child classes as “at risk”
- Band 3 - children with Special Needs and referred by a Social Work department, referred by Psychological Services or by a Health Visitor
- Band 4 - children from working parents including single parents and siblings of those who are already attending the nursery.
- Band 5 - all children between the ages of 0-11 whose parents apply for placement with care being requested from the same provider.

If during Registration week there is an over subscription a ballot will then be carried as follows;

The remaining names from registration forms should be put to a ballot. This should be open to parents. Following the ballot the parents of the successful children should receive confirmation of allocation. Simultaneously the

registration forms of the unsuccessful children should be returned to Argyll & Bute Council who will contact them and offer the remaining choices available.

- Names can be placed on the waiting list at any time
- Names are arranged in order of date of birth and date of application for admission received
- The waiting list will be monitored to ensure that all sections of the community are being reached and to ensure no discrimination is taking place

On admission parents/carers of a child are;

- Given a copy of the Cairndow Community Childcare handbook
- Invited to discuss the admission of their child with a member of staff
- Asked to provide personal details and information about their child and themselves. Confidentiality of information will be respected
- Encouraged to become involved in the management and day to day running of the group

It is the responsibility of the staff and committee to monitor, evaluate and review the above arrangements and to adjust them according to need.