

09 Childcare practice procedures

09.1 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 such as Braille on request. Where a family's first language is not one spoken by Pre-school staff, we will encourage them to bring someone with them to interpret.
- Children with disabilities are supported to take part 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.
- Parents/carers can apply to join the Pre-school's waiting list by calling 020 3609 7557 or completing the waiting list form on the Pre-school's website and submitting it by e-mail.
- We arrange our waiting lists in date of birth order. We have four waiting lists running concurrently: one for siblings of children at Parkside Primary School, one for children who are eligible for 15-hours disadvantaged funding, one for children eligible for 15/30-hours working families funding and one for fee-paying children.
- We take in children throughout the year, as places become available. From the Summer term we will only start children that will return to preschool in September.
- We work with in partnership with Parkside Nursery and are able to accommodate a maximum of twenty, three and four-year-old children with an entitlement to 30-hours funding.
- Children are admitted from the four waiting lists in date of birth order, but in addition account will be taken of the following:
 - Looked after Children
 - Siblings of children at Parkside Primary School
 - the age of the child
 - the vicinity of the home to the setting
 - the capacity of the setting to meet the individual needs of the child
 - where there are exceptional family or individual circumstances, which will be considered on an individual or case by case basis
 - where a child has a pre-existing Education Health Care Plan (EHCP) that identifies attendance at a local pre-school will be particularly beneficial to the child's development

- Funded places are offered in accordance with the Early Years Entitlements: Local Authority Funding Operational Guide (DfE 2025 - 26) and any local conditions in place at the time.
- The setting and its practices are welcoming to fathers, mothers, other relations and carers and childminders.
- Families are provided with a copy of the Pre-school's Privacy Notice for Parents.
- 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 Pre-school's Promoting Inclusion, Equality and Valuing Diversity Policy is shared and widely promoted to all.

Admissions

- Once a child has been offered a place the parent/carer will be invited to visit the Pre-school.
- Once a childcare place has been offered the relevant paperwork is given to the parent to complete. Forms to complete include:
 - Parental Declaration – Online. This must be completed before the child starts.
 - Admission form - contains personal information about the child and family that must be completed in full prior to the child commencing.
 - Home Pre-school Agreement
 - Privacy Notice

Children with SEND

- The manager will 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 notional budget, then an application for SEN inclusion funding will be made, if applicable.
- 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 access to the setting. If a child's needs determine that adjustments need to be made, the manager 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 will check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager will 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 will support the family in their application. More information can be found at www.gov.uk/disability-living-allowance-children/how-to-claim.

- Preparation for admitting a child with SEND will be made in a reasonable amount of time and any delay in the child starting is scrutinised by the setting manager 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 Safeguarding Lead 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: local authority funding operational guide 2025 to 2026 - GOV.UK](#)

This policy was adopted at a meeting of	Parkside Pre-School
Held on	May 2025
Date to be reviewed	July 2027
Signed on behalf of the management committee	
Name of signatory	Amanda Hooker
Role of signatory (e.g. chair/owner)	Chair of Management Committee