

Admissions Policy

Scope of this Policy

Our role in providing outstanding care for children alongside their families means that we must gain relevant information prior to confirming a child's admission to our centres. Gathering key information about a child's medical needs, background, and where relevant additional needs, ensures that we do everything possible to meet children's individual needs and to keep them safe, happy and developing.

Our policies use the term parents and carers for those who have parental responsibility, and the use of the plural does not assume that a child will always have two parents. We also recognise that in some circumstances the Local Authority or other individuals as deemed by the courts may have special guardianship of a child.

Legal Requirements

This policy is based on but is not limited to, the law and guidance detailed below: -

- The Children Act 1989
- United Nations Convention on the Rights of the Child 1991
- The Equality Act 2010
- Special Educational Needs and Disability Code of Practice: 0 to 25 years 2015
- Education (Additional Support for Learning) Act: Scotland 2009
- Additional Learning Needs and Education Tribunal Act 2018: Wales

Our values

Our vision is to give every child the best start in life. This is achieved by supporting the delivery of the highest standards of quality childcare whilst ensuring that we are an integral part of parents support network.

Care - We take care very seriously

Quality - We maintain the highest standards in care and safety and provide exceptional early years education

Service - We provide exceptional service and are integral to supporting parents bringing up children

Value - Our people are valued and we provide outstanding value for our families



Who is this Policy aimed at?

This policy is applicable to all Busy Bees employees who work in centres, office environments and remotely in the UK. The word “we” refers to Busy Bees and the word “you” refers to employees.

Your responsibility under this policy

You must take time to read and understand the principles and expectations in this policy. If you don't understand what is expected of you, you must seek clarification from your Centre Director.

Meeting your commitment to this policy

Gathering important and relevant information about a child and family prior to offering a place is essential to ensuring the child and their family's needs can be met. You must follow all of the procedures outlined within the Admissions procedures flow chart document, whilst being respectful of the family and any sensitive issues that may arise.

You must gain information about any medical or additional needs a child may have, as well as an overview of their background and any areas of support a family may require. All information must be considered and where necessary reasonable adjustments may need to be made to meet a child's needs, including gaining relevant insurance.

This may involve support from your Area Director, Quality Advisor, Safety Advisor and the SEND/ASL/ALN Helpdesk, along with any outside agencies currently involved with the child or family.

If you currently cannot accommodate a place for a child due to lack of availability, you must place them on a waiting list and update parents regularly with current and upcoming availability, based on the following criteria:

- You must consider internal room moves first, based on the individual needs of children
- You must give priority to existing families wishing to increase their sessions, or siblings of children who currently attend the centre
- You must allocate places based on booking dates and then children's starting dates
- You must review the allocation of Funded Entitlement places available termly

- You must consider whether priority will need to be given to a child based on extenuating circumstances that are affecting their welfare

You must ensure you receive a fully completed application form from prospective parents, and that all relevant details are gathered and stored within the child's file. Where applicable to your individual centre you must collect a registration fee, and if eligible for Government Funding the parents must sign a copy of the Local Authority Parental Contract clearly stating the hours their child attends.

We recommend that all children attend a number of shorter introductory sessions, to support the smooth transition into the centre. You will agree these with the parent in advance of the child's start date. Prior to entry, you must take a copy of the child's birth certificate, alongside photo ID of the legal parent/guardian. You must store these copies securely and ensure they are destroyed when there is no longer a valid reason to keep the data.

See Also

Admissions procedures flow chart

Reasonable Adjustment Admissions procedure flow chart

Equal Opportunity Policy

Behaviour Management Policy

Behaviour management Procedure

Supporting Behaviour Policies – England, Scotland, Wales

Data Protection Policy

This policy was last reviewed in: March 2021

Signed: Cheryl Creaser - Chief Executive Officer