

## Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

## Admissions

### Policy statement

Nagila is part of Edgware & Hendon Reform Synagogue. It is open to members and non-members of the Synagogue, who have at least one Jewish parent.

It is our intention to make our pre-school genuinely accessible to children and families from all sections of the local Jewish community.

### Procedures

- We ensure that the existence of the pre-school is widely known in the local community.
- We arrange our waiting list in order of date of birth. In addition, our policy may take into account:
  - the age of the child, with priority given to children who are eligible for the funded entitlement – including eligible two-year-old children;
  - the length of time on the waiting list;
  - The following priorities are also taken into account when offering places:
    - Members of Edgware and Hendon Reform Synagogue.
    - Members of other Progressive synagogues.
    - Siblings of former Nagila children.
    - Children transitioning from Bookie Babes.
    - the capacity of the setting to meet the individual needs of the child.
- We offer funded places in accordance with the Code of Practice for ... and any local conditions in place at the time.
- we will keep a place vacant, if this is financially viable, in order to accommodate emergency admissions
- we will describe the pre-school and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders, and
- people from all cultural, ethnic and social groups, with and without disabilities
- We ensure that 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.
- We/I] share and widely promote [our/my] Valuing Diversity and Promoting Equality Policy.
- we consult with families about the opening times of the pre-school to avoid excluding anyone
- we try to be flexible about attendance patterns so as to accommodate the needs of individual children and families
- we will continue to consult local parents to ensure that the group goes on meeting the changing needs of the local community.

This policy was adopted by \_\_\_\_\_ (name of provider)

On \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the provider \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair, director or owner) \_\_\_\_\_