

Pre-school Learning Alliance Children's Centre Procedures

CC11 Standard Admissions and Waiting List Policy

CC11.1 Admissions and Waiting List

Pre-school Learning Alliance centres are accessible to children and families from all sections of the local and wider community. 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.

Links to Every Child Matters

Enjoying and achieving

Making a positive contribution

Achieving economic well-being

- The centre is widely advertised in places accessible to all sections of the community
- Information about the centre is accessible, using simple Plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- The centre and its services are welcoming and make it clear that fathers, mothers, other relations and carers, including childminders are all welcome.
- The centre 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.
- Children and parents with disabilities are supported to take full part in all activities within the centre
- The gender and ethnic background (where parents specify this information) of families attending the centre is monitored on the registration form, to ensure that no accidental or unintentional discrimination is taking place
- The promoting inclusion, equality and valuing diversity policy is shared and promoted to all.
- Where the number of families wanting places at children's centre activity services exceeds the number of places available a waiting list is operated using clear criteria for allocation of places.

Over subscribed children's centre activities or services.

The Pre-school Learning Alliance endeavours to ensure that the services provided by each of its children's centres widens participation amongst the particular groups identified in the past as having been excluded from mainstream services. The Pre-school Learning Alliance will support and encourage so that the children of these particular groups benefit from engaging in the children's centre services.

Criteria for oversubscribed services.

- Family must be a resident in the children's centre area.
- Family identified as in need by a partner/professional agency.
- Earliest date that families have made contact to book onto the service.

In some cases where a service is aimed at a particular learning outcome priority will be given to families from the particular groups that have in the past been excluded from mainstream services.

These particular groups are;

- Fathers
- Teenage Parents
- Minority Ethnic Families
- Disabled Children
- Disabled Parents
- Partners and families of Prisoners
- Parents with drug or alcohol problems
- Families in temporary accommodation.

Background reference

Sure Start Children's Centre Practice Guidance ref SSCC-PRACT2006.