



Harvard Park Policies and Procedures:

Admissions

5. Admissions

Policy Statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community are welcome through an open-door policy and clearly communicated procedures.

Procedures

To achieve this aim, we operate the following admissions policy.

- We provide a comprehensive prospectus with all the information about both settings to give parents/carers an understanding on admission of the service we provide.
- We provide comprehensive information regarding early years entitlements and funding available to families and how to access these funds.
- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, using plain English in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- We arrange our waiting list on a first come, first serve basis according to their age or siblings already in the setting. Families will be asked to email their details into the relevant email address which will then be processed and added to our electronic waiting list. We ensure all details are correct by responding to the email so we can further contact the parents or carers of the child. We then destroy this information if contact is reached or cannot be made after several attempts.
- When contacting prospective parents/carers and children we take into consideration: the length of time a child has been on the waiting list, whether there are any siblings already attending the setting and the capacity of the setting to meet the individual needs of a child.
- We keep a place vacant, if this is financially viable, to accommodate and emergency admission.
- We describe our setting and its practices in terms that make it clear, that it welcomes fathers, mothers, other relations and carers including childminders.
- Our 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 describe our setting and its practices in terms of how it enables children and/or parents/carers with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the setting to ensure that our intake is representative of social diversity.
- We monitor the needs and background of children joining our setting on our Registration Form, to ensure that no accidental or unintentional discrimination is taking place.

- We make our policies relating to equal opportunities widely known as well as the Valuing Diversity and Promoting Inclusion and Equality policy.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family needs.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- We ensure to monitor attendance patterns of children individually to stay compliant with guidance surrounding funding and government grants.
- We ensure to monitor attendance patterns of children individually to stay compliant with guidance safeguarding and protecting young children.
- We do not discriminate against a child with disability or refuse entry to our setting because of any disability.
- We develop an action plan to ensure that people with disabilities can participate successfully in the services offered by the setting and in the curriculum offered.
- We offer funded places in accordance with the Code of Practice and any local conditions in place at the time.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Failure to comply with the terms and conditions may ultimately result in the setting of a place being withdrawn.

This policy was adjusted by Harvard Park.

Date meeting was held on 30/04/2026

Signed on behalf of the Directors and Proprietors

Nicki Saunders and Tracey Milstead