**Admissions Policy**

The Buckland Beehive are committed to taking positive action to eliminate discrimination in all areas of its work. Therefore, we welcome all children and families regardless of their background, culture or ability.

When applying for a place at the Buckland Beehive we will endeavour to accommodate requests as quickly as possible. If there is a waiting list then a family will be given a place as soon as one becomes available. Places will be allocated in order of written application.

Before a child attends the Buckland Beehive the parents/carers must complete and sign the Registration Form.

This gives the setting vital information, such as:

* Name, home address and date of birth of the child
* Name the child likes to be known by
* Starting date and the number of sessions needed each week
* Arrangements for paying fees
* Arrangements for collecting the child
* Name, address and telephone number of child’s doctor
* Information about special diets or allergies
* Illness and inoculation details
* Parental consents on emergency procedures
* Consent for photography for monitoring, advertising and evaluating
* Consent to take part in off-site activities
* Information about who has legal contact with, and parental responsibility for the child.
* All information is treated in the strictest of confidence, please refer to our Privacy Notice.

At the Buckland Beehive each child has a Learning Journal which is used to plot their learning and development throughout their stay at the preschool. This will be handed to the parents when the child leaves as an informal record including photographs and art work.

The Buckland Beehive is also required to complete a transition document when a child leaves the preschool for Primary school. This gives the Reception teacher a clear picture of each individual child’s ability and progress, and any special requirements a child may need prior to starting school.

All personal information is kept and shared within the framework of the General Data Protection Regulations (GDPR) (2018). Refer to the Buckland Beehive Privacy Notice for further details.

Signed by the Pre-school Manager, Jane Beard:…………………………………….

Date:………………………………………………….

Date Written: June 2017

Due for Revision: August 2019

Read by:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Signature | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |