

# SHIRLEY CHILDREN'S CENTRE ADMISSIONS POLICY

This policy links with the following:

- Partnership with Parents and the Local Community
- Code of Conduct
- Complaints Policy
- Data Registration Leaflet
- Family Trips and Offsite Activities
- Fire Procedure Guidelines
- Health and Safety Policy

Document control

Amendment History

<b>Version/Issue Number</b>	<b>Date</b>	<b>Author</b>	<b>Remarks/Reason for change</b>	<b>Review Date</b>
1	October 2014	Eyullahemaye Henry-Miller	To be ratified by the governing body	October 2015
2	October 2015	Eyullahemaye Henry-Miller	Review	October 2016
3	October 2016	Eyullahemaye Henry-Miller	Review	October 2017
4	October 2017	Yvonne Charalambous	Review	October 2018
5	October 2018	Nicky Cook & Katie Coomber	Review	October 2019
6	November 2019	Katie Coomber	Reviewed	November 2020

## Admissions Policy

### 1. **Statement of intent/policy statement**

Shirley Children's Centre is accessible to children and families from across 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 families.

### 2. **Aim/purpose**

Shirley Children's Centre will:

- endeavour to ensure that it operates in an inclusive manner which enables all families to access its services.
- have regard for the needs of parents who are vulnerable, have additional needs or who are looking to get back into work or training.
- work in partnership with the Local Authority and other agencies to ensure that provision is accessible to all sections of the community.
- ensure that services are widely advertised and information is accessible to all sections of the community.
- ensure that where a number of families wanting a place at a children's centre activity exceeds the number of places available clear criteria is used for allocation of places.

### 3. **Oversubscribed Children's Centre Activities and Services**

Shirley Children's Centre endeavours to ensure that the services provided widen participation amongst any particular groups identified as having been excluded from mainstream services. Shirley Children's Centre will support and encourage so that the children and families of these particular groups benefit from engaging in services.

Where the number of families wanting a place at a particular children's centre activity exceeds the number of places available, a waiting list is operated using clear criteria for allocation of places that is communicated clearly to the wider community and partners.

Where the number of families wanting a place at a particular children's centre activity exceeds the number of places available at each session over a period of 6 months or more, the children's centre will use the criteria for oversubscribed places. Any criteria used will be communicated clearly to the wider community and partners giving families ample notice of any changes to activities or services.

#### **Criteria for oversubscribed services**

- Families must be resident in the children's centre area
- Families must be registered with the children's centre
- LSOA 1130 will be given priority
- Families 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:

- Families living in LSOA 1130
- Families claiming out of work benefits focusing on LSOA 1130
- Children living in low income households focusing on LSOA 1130
- Families with a Level 4 qualification or above focussing on LSOA 1130
- Families eligible for the 2 year old offer focussing on LSOA 1130

#### 4. Scope

This policy applies to everyone at the centre including staff, volunteers, families and visitors. 'Staff' includes both those employed by the council as well as those who provide services for the centre, as part of a multi-agency framework. This also applies to staff from the statutory and non-statutory sector; the latter includes private, voluntary and independent groups.

#### 4. Legal context

This policy is covered by:

- The Early Years EYFS framework April 2018: **Positive Relationships, Enabling Environments**
- Statutory Guidance: Working Together to Safeguard Children 2018
- Children's Centre Practice Guidance 2013
- Governance Guidance for Sure Start Children's Centres and extended schools 2007
- The Childcare Act 2006
- The Children Acts 2004, Adoption and Children Act 2002
- Every Child Matters 2004; Outcome: **Make a positive contribution**
- GDPR 2018
- Freedom of Information Act 2014
- Human Rights Act 1998
- The Gender Equality Act 2007
- The Duty to Promote Community Cohesion 2007
- The Disability Equality Duty 2006
- Disability Discrimination Act 1995
- Every Child Matters: change for children 2004. Outcomes: **Be healthy, Stay safe, Enjoy and achieve**

#### 5. Mandatory systems and procedures

- Any information regarding events (e.g. parent forums and open days) and/or changes affecting the centre will be clearly displayed on notice boards, on the children's centre website, by text message to registered families and in appropriate languages where possible

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- Parents are encouraged to attend the parents' forum, where they can share any concerns, compliments or other views of Shirley Children's Centre and its services.
- Parents are invited to complete an annual questionnaire. This can provide valuable feedback on how to improve the centre's services and on the quality of service provision
- All staff will promote a climate of openness and dialogue with families and are available to speak to parents on a daily basis or when they attend sessions with their child/ren
- There is a clear complaints policy and procedure available to any parent/carer. If appropriate, a neutral person acting as a third party can assist the parent/carer in making a complaint against the centre
- A private room can be used if a parent/carer needs a confidential place to discuss concerns and issues
- All information for parents will be presented in an appropriate manner
- Any information disclosed to staff from parents/carers can only be shared with parental consent, unless it is in relation to Child Protection/safeguarding children
- All centre policies are reviewed in line with the children's centre policy review cycle
- The centre will provide a comfortable environment which will always be appropriate to the activity
- When parents/carers are new to a group, staff will always make the effort to provide the relevant introductions to other families.

**6. Implementation, methods information**

- This policy will be promoted in all relevant publicity for the centre and also in any contracts that may be used with families

**7. Self evaluation form (SEF) and annual conversation**

- This will be monitored on an annual basis with the Advisory Board.

**8. Monitoring and reviewing**

- It is the responsibility of the Children's Centre Manager to monitor and review the effectiveness of all policies relating to the centre
- The Children's Centre Manager will review and update this policy in line with the children's centre policy review cycle
- The Children's Centre Manager will update and amend this policy in line with any emerging government legislation or Croydon Council guidance

**For further information please contact:**

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It is intended that by adopting this policy and keeping staff, volunteers, families and the management committee informed/trained and up-to-date with procedures, the centre can avoid the need for complaints. However, the Children's Centre Manager is the first point of contact should any queries arise over this policy and its related procedures.

### **Policy Endorsement**

This policy is agreed and signed by Forest Academy School