



Early Learning and Childcare Centre

## **ADMISSIONS POLICY**

The Care Inspectorate's Health and Social Care Standards inform the standard of practice expected of Ferryfield's staff, when following this policy they are adhering to:

### **Standard 1: I experience high quality care and support that is right for me.**

#### Dignity and respect

1.1 – I am accepted and valued whatever my needs, ability, gender, age, faith, mental health status, race, background or sexual orientation.

1.2 – My human rights are protected and promoted and I experience no discrimination

#### Compassion

1.8 – If I experience care and support in a group, the overall size and composition of that group is right for me.

### **Standard 3: I have confidence in the people who support and care for me.**

#### Wellbeing

3.20 – I am protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibilities.

Ferryfield aims to ensure that the admission of children is fair, equitable and responsive, as far as possible, to the needs and preferences of individual children and their parents / carers. No child will be excluded or disadvantaged because of ethnicity, culture, religious beliefs, language, family background, special needs, disability, gender or ability.

- Ferryfield is registered with Social Care and Social Work Improvement Scotland (SCSWIS) to accommodate up to 24 pre-school children per session.
- Only children that are aged between two and not yet attending school will be enrolled at Ferryfield. (During school holiday periods this can be extended to 8 years old.)
- Membership of Ferryfield is open; however the main area of benefit is Cupar and the surrounding villages / area.

Ferryfield aims to be accessible to all sections of the community and will:

- Provide basic information about Ferryfield to potential users.
- Advertise and display information about Ferryfield as widely as possible throughout the community.
- Consult with families in order to accommodate their needs, to prevent exclusion.
- Monitor and review available information regularly.

Castlehill, Cupar, Fife, KY15 4HA  
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Scottish Charity Number SCO02153

## Waiting List

- Names can be placed on the waiting list at any time by completing an Enquiry Form.
- Places are allocated according to date of birth and the date the Enquiry Form is received.
- Priority will always be given to children in their ante-pre school or pre school year.
- Children referred to Ferryfield who have been identified as having a particular need may also be given priority.
- The Management Committee may, if finances allow, instruct that a place be kept free for emergency admissions.
- The waiting list will be monitored to ensure non-discriminatory practice.

## Admission

- Parents / carers will be advised of their child's allocated place and start date by letter or Email.
- A Parents information pack giving details of Ferryfield is normally given out with Enquiry Forms. Further copies can be issued on request.
- Parents / carers will be able to discuss their child's admission with the Manager or the Chairperson.
- Allocation of places is the responsibility of the Manager.
- Registration Forms containing personal information about families will be kept on the premises.
- Following the advice of Early Years Scotland, all information regarding children will be kept in Ferryfield for at least 10 years.
- After this time all documents will be destroyed, so that personal information is unreadable.
- Confidentiality will be respected and information will not be shared with other parties without prior permission, unless there is a Child Protection concern.
- All personal information that is kept by Ferryfield, adheres to the General Data Protection Regulations (2018).

Adopted by the Committee .....

Date .....

August 2019

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