



### **Mission Statement**

*"A Caring Christian Family Where We Grow Together"*

## **EYFS CHILD PLACEMENT PROCEDURE**

**Effective Date:** 01/04/2017

**Review Date:** September 2024 Annual

<b>Review Date</b>	<b>Signed Head Teacher</b>	<b>Signed Director RCSAT</b>
08/09/2018	<i>J. L. J. J.</i>	<i>P. B. B.</i>
13/09/2019	<i>J. L. J. J.</i>	<i>P. B. B.</i>
15/10/2020	<i>J. M. Badger</i>	<i>P. B. B.</i>
30/09/2021	<i>J. M. Badger</i>	<i>P. B. B.</i>
30/09/2022	<i>J. M. Badger</i>	<i>P. B. B.</i>
18/03/2024	<i>J. M. Badger</i>	<i>P. B. B.</i>

Persons Responsible for Policy:	Executive Headteacher RCSAT
Approval Date	01/04/2017
Signed:	Director RCSAT



Signed:	Executive Headteacher RCSAT
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## 1. Legislation

- 1.1. This procedure complies with all current legislation.

## 2. Responsibilities for Implementing the Procedure

- 2.1. The Executive Headteacher shall have overall responsibility for the implementation of this Procedure and shall ensure that all aspects of the procedure are managed appropriately.
- 2.2. To facilitate this, the Executive Headteacher has designated named staff and governors to manage aspects of this procedure, including co-ordination, governance overview and daily checks, reporting any issues to the Executive Headteacher.
- 2.3. The named persons are detailed in Appendix 1 of the procedure.
- 2.4. The object of this procedure defines the agreed principles to ensure that children are placed appropriately within the EYFS setting.
- 2.5. Staff shall conform to this procedure.

## 3. Admission Arrangements

- 3.1. If requests for admission exceed the number of places available, a child shall be placed on a waiting list if a suitable place is not immediately available.
- 3.2. The waiting list shall include contact details for the parent/carer.
- 3.3. Whilst on the waiting list, staff shall contact the parent/carer to determine whether they are still interested in a place and to provide an indication of when a place may become available.
- 3.4. Staff shall advise parents/carers on how to contact the Nursery, using the contact details in Appendix 1.
- 3.5. Staff shall advise prospective parents/carers that they should notify the nursery as soon as they make alternative childcare arrangements and no longer require a place.
- 3.6. Once the Nursery/School staff is aware that a place is going to become available, the parents/carers at the top of the list with a child of the correct age for the vacancy shall be offered that place. Usually this will be some weeks or months in advance of the place becoming available.
- 3.7. Places shall be offered on the following basis:
- 3.7.1. First priority shall be given to Children who are looked after by the state (LAC),
  - 3.7.2. Second priority shall be given to parents/carers with children who are on a TAF or Early Help
  - 3.7.3. Third priority shall be given to children with siblings in the school,
  - 3.7.4. Fourth priority shall be given to any other children.
- 3.8. Parents/carers who take up part-time places shall provide precise information of the days when they wish to bring their child to the nursery.
- 3.9. Once a child has been allocated a place on an agreed basis, parents/carers shall be expected to adhere to these arrangements.

## 4. Record Keeping

- 4.1. The following records are kept in the school office:
- 4.1.1. Waiting list with contact details.
  - 4.1.2. Each update shall be retained for two years.



**Appendix 1****RESPONSIBILITIES**

Area of Responsibility	Person Responsible
Overall responsibility	Executive Headteacher
Co-ordinator in School - Bunbury	Principal of School
Co-ordinator in School – St Oswald's	Principal of School
Co-ordinator in School – Warmingham	Principal of School
Governor	Achievement Director

