

## Highway Farm Activity Centre

A policy is a description of the setting's aims & commitment.

A procedure is a description of the way in which a setting goes about a particular activity or process. Either may be reviewed at any time

Policy title	Admissions
Policy date written/author (please see bottom of policy for review dates)	01/10/2021 Jane Neill (Last reviewed Oct 2024)

It is our intention to make Little Explorers accessible to all children and families from all sections of the community. When offering a place, we will not discriminate against any child or their family on the grounds of gender, sexuality, disability, race, religion, colour or creed. We will take into account:

- Availability of spaces taking into account staff to child ratios, the age of the child, registration and business requirements.
- Priority will be given to those who have been on the waiting list the longest.
- The ability of the setting to provide the facilities for the welfare of the child.
- Children who are siblings of those already with us.
- Children will attend for a minimum of 2 morning sessions or 2 full days per week.
- Priority will be given to children who use Little Explorers as their main setting before offering places to children attending dual settings.

Children born between September and the end of March can start at the beginning of the academic year, or after Christmas, in the term in which they turn 3 years old. Children born after Easter will start in the September after they turn 3 years old. Places for children who are still 2 years old when they start will be limited to a maximum of 2 children per class per day.

### Registration

Initial contact with parents is usually by email to provisionally add their child's name to the waiting list. They will then be advised to arrange an appointment to visit the setting or attend an open day. At the initial visit parents are shown around the whole setting with the focus being on deciding if it is the appropriate setting for the child. Information is shared on fees, session times, staffing, policies, daily routines, expectations and what parents

will need to provide for their child, for example, a packed lunch and appropriate clothing. We will also provide information on the EYFS framework.

If the parent decides they would like their child to attend the setting, then they must complete a Child Registration Form giving information including full name, address, date of birth of the child, name and address of any carers who will be known to us, dietary information, medical information, allergies, doctor's name and surgery address, emergency contact details of at least two other adults permitted to collect the child.

Parents will also fill in the form "My Story" about the child. This provides the setting with personal information about the child such as their preferred name, favourite toys and activities, daily routines, any other settings they may attend etc.

Parents are also encouraged to give consent for emergency medical treatment, outings, photographs and use of sun cream.

If the place is to be funded then the appropriate forms will be completed. Little Explorers accepts 15 hours and 30 hours funding and also funding for 2 year olds if eligible. As stated earlier, although the government allows the funding to be split over two settings, Highway Farm gives priority to families who choose to use Little Explorers as their sole placement.

We will monitor the gender and ethnic background of children joining the setting to ensure that no accidental discrimination is taking place and we will make our Equality and Diversity Policy widely known.

We will endeavour to be flexible about attendance so as to accommodate the needs of individual children and families, holidays and other special occasions.

If a parent wishes to remove their child from the setting before the end of the academic year notice of at least half a term must be given in writing. Usual funded hours must be paid for during this period of notice even if the child does not attend the sessions.

We believe strongly, and from many years of experience, that if a child attends one setting for two or more sessions per week it nurtures more positive outcomes for children. Children:

- Make stronger bonds with staff and become settled more quickly and easily.
- Make stronger bonds with peers and friendships and progress much quicker in personal, social and emotional development.

- Find it easier to adopt one set of routines and ethos which enables them to learn and develop much quicker.
- Who have in the past attended for two or more sessions a week have made more rapid and significant progress, while those who attended once a week or more than one setting have sometimes struggled with two, very different settings.

### **Holiday Club**

HWF run a holiday club for our existing families, including siblings. Places are offered to these families first. Bookings are taken for one holiday at a time, we do not book months ahead.

Children currently attending the pre-school, including their siblings, are given priority as we offer year-round places to funded children.

If we have any spaces left after pre-school children have booked, this will be posted on our Facebook page with our email address. Applications must be made only by this email address. Verbal enquiries and Facebook messages will be signposted to our email address. The waiting list will be in order of emails arriving and priority will always be given to HWF families. This ensures continuity for the children and they can play with their friends and others in their cohort. A non-refundable 50% deposit will be required at the time of booking to secure any holiday club place for non-funded children.

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Policy title	Late Collection
Policy date written/author (please see bottom of policy for review dates)	15/11/2023 Jane Neill (Last reviewed Nov 2024)

### Statement of intent

In the event of a child not being collect by an authorised adult at the end of a session, the setting puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

### Aim

Staff will ensure that the child receives a high standard of care to minimise distress. Staff will inform parents/carers of our procedures so that if they are unavoidably delayed, they will be reassured that their child will receive a high standard of care.

### Method

Parents/carers of children starting at the setting are asked to provide specific information which is recorded in the registration form. If a child is not collected at the end of the session, we follow the following procedures:

- Records are checked for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or at work.
- In the event of late arrivals of a designated responsible person, members of staff will remain at the premises with the child.
- After 30 minutes if the child is still not collected, we will adhere to our '**Uncollected Child**' policy.

THE STAFF RESERVE THE RIGHT TO KEEP A CHILD IN THE PRESCHOOL IF FOR ANY REASON THEY HAVE CONCERNS ABOUT THE COLLECTION ARRANGEMENTS.

### Late Collection Charge

It is the parent's responsibility to inform us if they are going to be late or if they have made arrangements for someone else to pick their child up because

they know they will be late (this person should be already listed on their child's registration form). We do appreciate that emergencies happen and we will do our best to support Parents/Carers, however, in all but extreme circumstances a late charge will still apply as we still need to pay staff to stay and care for the child. - the charge will be £5.00 per child for every 5 minutes (or part thereof) that the Parent/Carer is late, starting 5 minutes after due collection time. It is the policy of Pre-school to reserve the right to charge Parents/Carers for late collection. These charges are to cover staff overtime as 2 members of staff have to remain on the premises until the child/children are collected and also to ensure that the staff:child ratio remains adequate at all times

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<b>Policy title</b>	<b>Privacy Notice For Parents</b>
<b>Policy date written/author (please see bottom of policy for review dates)</b>	29/06/2018 Jane Neill (last reviewed June 2025)

At Highway Farm we are a data controller for the purposes of the General Data Protection Regulations (GDPR). This means that we are responsible for deciding how we hold and use personal information about you and your children. We are required under data protection legislation to tell you what information we hold about you, why we hold it, how we use it and to tell you about your rights.

### Data Protection Principles

We will comply with data protection laws. This says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as is necessary for the purposes we have told you about
- Kept securely

### The categories of child information that we collect, hold and share include:

- Personal information (such as name, address, medical information, special educational needs, behavioural information)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Attendance information (such as sessions attended, reasons for absence)
- Assessment information
- Relevant medical information

### Why we collect and use this information

We use this information to:

- To support the child's learning
- To monitor and report on progress
- To provide appropriate care
- To assess the quality of our services
- To comply with the law regarding data sharing
- To protect health and safety

### **The lawful basis on which we use this information**

We collect and use information:

- To perform the contract we have entered into with children/parents relating to the provision at the setting.
- To deliver education in accordance with public interest
- Where we need to comply with a legal obligation
- Where it is necessary for our legitimate interests (or those of a third party) and the child's interests and their fundamental rights do not override those interests.

We may also use the child's information in a situation where we need to protect their interests (or someone else's interests).

### **Collecting information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

### **Storing children's data**

We will only retain children's data for as long as is necessary. Generally, this is the period in which the child is a member of the pre-school (or holiday club) plus a further 2 months to allow data to be transferred to their new school. Certain other categories of data for example, safeguarding or in relation to special educational needs will be kept for longer in accordance with guidance from the Local Authority.

### **Who we share children's information with**

We routinely share child information with:

- Other pre-schools that a child may attend
- The school in to which they feed in to
- The Department of Education

- The Nursery Funding Team
- NHS

### **Why we share children's information**

We may share your personal information with third parties (other organisations) where required by law, where it is necessary for the provision of education, where it is in your interests for us to do so or where we have another legitimate interest in doing so.

We share children's data with the Department of Education on a statutory basis. This data sharing underpins the educational policy and monitoring.

### **Requesting access to your personal data**

Under data protection laws, parents have the right to request access to information about them that we hold. To make a request for your personal information, please contact either Martin Besford or Jane Brown.

Parents also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- Claim compensation for damages caused by a breach of the Data Protection Regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Data Security**

We have put in place measures to protect the security of your information. Details of these measures are available on request.

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your

personal information to those staff and third parties who have a genuine need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We will notify you and any applicable regulator of a suspected breach where we are legally required to do so.