All parent/carer policies and procedures should be available to share with families so that they can make an informed decision about their childcare arrangements.

It is good practice to ensure these documents are available in a typed format and include a version date/number and review date.

An Admissions Policy must be submitted with other documentation for a provider to become an Approved Provider to offer Early Education. A provider may choose to combine policies for Early Education to reduce the admin burden, and therefore we expect the requirements to be stated in at least one policy which is written for and shared with families.



**Your Admissions Policy**

Your setting is unique, your Admissions Policy should describe your childcare offer and how families can register their interest. It would also provide clear and fair guidelines on how a wait list is managed and steps a family must follow to secure their child’s place.

For your Funding Agreement Documentation, your Admissions Policy must clearly articulate compliance to the Statutory Guidance and Funding Agreement in relation to the funded entitlements.

It must describe how the funding entitlements are offered to families and how a funded place can be accessed as part of a childcare arrangement.

All policies will be compliance checked prior to a provider being Approved.

The Funding Agreement requires providers to make information about their Early Education offer and admissions criteria available to parents/carers at the point of registration so that families can make an informed decision about their childcare arrangement as a minimum.

Unless exempt, providers must also publish on their website and/or the Council’s local directory clear and up-to-date information about their fees including chargeable extras and when the entitlements can be claimed.

It is recommended that your Admissions Policy would include the following information as a minimum:

* Childcare Provision
* Early Education Offer
	+ Funding Entitlement Type
	+ When funded hours can be claimed
* Waiting Lists
* Allocation of a Place (Criteria Used)
* Fees (Deposit, Registration Fee and Retainer)
* Registration Process
	+ Documentation to register interest
	+ Documentation to confirm place
	+ Home visits (if applicable)
	+ Settling in Sessions (if applicable)
	+ Documentation required to confirm eligibility to Early Education
		- Verify date of birth
		- Evidence to validate national criteria has been met
		- Process to claim funding
* Contractual Arrangements
* Inclusion

**Compliance Check**

When submitting your Policies for a compliance check, the Early Years Finance team will review the content of each policy to ensure that it meets the requirements of the Funding Agreement and Statutory Guidance for Early Education and Childcare.

Please refer to the [Compliance Check Guidance](https://www.schools.norfolk.gov.uk/media/41860/Compliance-Checks-Guidance/doc/t7GUIDANCE_-_Compliance_Checks.docx?m=1750856370783) for suggested wording to add to your Admissions policy.