

## **BRISTOL REFUGEE RIGHTS**

### **EARLY YEARS PROJECT (COMMUNITY CRECHE) ADMISSION POLICY**

#### **THE POLICY**

##### **1. PURPOSE**

1.1 To ensure that there is a fair procedure in place for offering places.

1.2 To ensure families have clear and accessible information regarding the admissions process.

##### **2. GENERAL PRINCIPLES**

**2.1** No child shall receive less favourable treatment on grounds of any of the following 'protected characteristics' (in line with the Equality Act 2010):

- age
- disability
- gender reassignment
- marriage and civil partnership
- sex
- pregnancy and maternity
- race or ethnicity
- sexual orientation
- religion and belief

BRR will also not discriminate on grounds not covered by the Act such as immigration status, socio-economic disadvantage and trades union activity, and will encourage compliance with the Human Rights Act 1998.

**2.2** Places in the Early Years Project (crèche) will be provided to any pre-school child attending the Bristol Refugee Rights Welcome Centre and the Refugee Woman of Bristol sessions.

**2.3** Where places exist they will be allocated on a first come first served basis. Crèche places will be available based on activities on offer within the Welcome Centre, which could include adult learning, volunteering opportunities, advice appointments or family support sessions. Due to needing to minimise mixing to prevent the spread of the coronavirus,

children will be allocated to fixed groups, with one session per week provided to each child. The allocation process will be based on the parent/carer's choice of activity and the number of spaces available in the crèche. Every effort will be made to accommodate the parent/carer's request for a specific session for their child. Where there is insufficient space for all those who require crèche spaces, a waiting list will be kept. . Parents will be contacted when a space has become available. Places will be prioritised for those using services such as classes, family support or advice, or because they are volunteering.. Where possible places will also be prioritised for those with additional needs.

### **3. ROLES AND RESPONSIBILITIES**

**3.1** All Early Years Project staff and volunteers should be familiar with and seek to implement this policy.

**3.2**The Early Years Project Manager (and Early Years Project Deputy Manager in their absence) is responsible for ensuring this policy is complied with and that all Early Years Project staff and volunteers are familiar with its contents.

### **4. RELEVANT LEGISLATION AND POLICIES**

**4.1**This Policy complements, and should be considered along with other BRR Policies:

- *Equality, Diversity and Inclusion Policy*

**4.2**This Policy is informed by the following legislative requirements:

- *Equality Act 2010*

### **5. SCOPE**

**5.1** This Policy only applies to the Early Years Project operated by Bristol Refugee Rights.

### **THE PROCEDURES**

## **6. REGISTRATION REQUIREMENTS**

**6.1** For a child to attend the setting, they must be aged between 0 and 4 years, up to when they start school..

**6.2** Parents/carers must have completed and signed an up to date registration form. These must be updated annually in line with our registration procedure.

**6.3** If additional support is required for a child to attend the setting, e.g. a support worker or if a child has medication needs, Early Years Project staff will work with the parents/carers and other relevant professionals prior to admission and will aim to accommodate individual needs.

Date Agreed: November 2020

Date for Review/Who to Review: 1 year

This policy will be reviewed annually by The Early Years and Families Sub-Committee.