



Admissions Policy

At Trelawnyd Little Learners, we aim to serve the community by providing care and play opportunities to the children who attend or belong to the local area. We work alongside Trelawnyd VA School to ensure all children receive care, play opportunities and education in line with local government guidelines and curriculums.

Trelawnyd Little Learners accepts children between the ages of 3 and 4 years old, from the term following their 3rd birthday.

Registration forms are available to parents / guardians on request, and include a contract and permissions checklist in order to enroll a child into the setting whilst also gathering all the required information before the child starts their sessions. An information pack is also available on request, which details every aspect of care and play opportunities a parent / guardian can expect from Trelawnyd Little Learners.

In line with our Equality and Inclusion policy, we accept children regardless of ability, race or background, and work closely with children and their families to keep children safe and supported whilst in attendance in our setting.

There is no deadline for enrolling a child into Trelawnyd Little Learners, and families can apply for a wrap-around care place all year round.

Enrollment Process

If a parent / guardian wishes to enroll their child to Trelawnyd Little Learners for wrap-around care (11.30am - 3.00pm), they will receive an information pack, contract and registration form, and a one page profile to fill out for their child.

The contract and registration form is there to provide Trelawnyd Little Learners staff with information on the child that would need to be known in case of emergency. Parents / guardians must declare any illnesses, allergies, requirements or limitations on this form in order for the setting to best accommodate the child. This contract is

also in place so that the expectations from both the setting and the parent / guardian are clearly set out and agreed to prior to the child's start date.

Parents / guardians should also fill in the one page profile, as this allows the setting to be aware of any additional information on the child that can help their transition into the setting and ensures their needs are being met as they settle into a new space and routine.

Additional Learning Needs / Additional Learning Provision

Trelawnyd Little Learners follows the same guidelines and advice as Trelawnyd VA School, and works closely to follow both the school's and the Trelawnyd Little Learners Equality and Inclusion Policy to ensure all children in attendance are having their needs met and being supported in the way that works best for them.

Trelawnyd Little Learners has regard for the Additional Learning Needs Code for Wales and the Equality Act 2010 on the Identification, Assessment and Education of Children with Special Educational Needs. We also follow policies implemented within Trelawnyd VA School, which implement the requirements of the Additional Learning Needs and Educational Tribunal Act (Wales) 2018.

For a very small percentage of children, their ALN may meet the requirements of the ALN Act's exceptional circumstances and may therefore require access to specialist provision. Admission to access specialist provision is determined through the Local Authority Inclusion Panel.

For children who are undergoing an assessment of their ALN by the Local Authority, it is important that parents / guardians still apply for a mainstream placement within the school and TLL childcare setting through the normal admission procedure.

Parents / guardians who wish to obtain further advice and information concerning ALN can access the Children and Young People with Additional Learning Needs page on Flintshire County Councils website: Children & Young People with Additional Learning Needs (flintshire.gov.uk).

Parents / guardians with children who have ALN can access independent advice, guidance and support through contacting the Parent Partnership Service provided by SNAP Cymru through 0808 801 0608 (Monday - Friday, 9.30am - 4.30pm), helpline@snapcymru.org, or www.snapcymru.org/contact.

Waiting List

Trelawnyd Little Learners is registered by CIW (Care Inspectorate Wales) to provide care for 24 children. In the event that we reach capacity, any parents / guardians

wishing for their child to attend the setting will be added onto a waiting list until another space opens up. This waiting list will include parent / guardian names and contacts, as well as the name of the child wishing to attend. Once a space opens up, the manager of the setting will contact them to make them aware of availability, along with the days and times that this includes.

Parental Responsibility

“Parental responsibility” is defined in the Children Act 1989 and means assuming all the rights, duties, powers, responsibilities and authority which by law a parent / guardian of a child has in relation to the child and their property.

Unless otherwise determined by a court order:

- Mothers automatically have parental responsibility
- Fathers also have parental responsibility for a child if the father is married to the mother at the time of the child's birth. This continues after any divorce/separation/remarriage even if the child lives apart from them
- Unmarried fathers have parental responsibility where the mother and father register the birth of the child together (this is an amendment to the Children Act 1989, which came into force on 1st December 2003 and is not retrospective)
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically. In such cases parental responsibility can be granted through;
 - a residency order;
 - being appointed a guardian;
 - being named in an emergency protection order (limited to taking reasonable steps to safeguard or promote the child or young person's welfare);
 - or by adoption.
- Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies.

Trelawnyd Little Learners need to know who has ‘parental responsibility’ for each child. This is to ensure that proper authority is given when the school needs parental permission. It will also make sure that persons with parental responsibility but with whom the child does not live, can be provided with information passed on through SeeSaw and be involved in any parent / guardian events held by the setting. This information is obtained as part of the contract and registration form.

Definition of a Parent

Parents include all those people who have a parental responsibility for a child as set out in the Children's Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the person responsible for completing application forms and whose address will be used for admission purposes.

Care of a Child

A person has "care" of a child if that person lives with and looks after the child, irrespective of their relationship to the child. Such a person is considered to be a "parent" for the purposes of the Education Act 1996, even though that person may not necessarily have parental responsibility for the child.

Parents are asked to co-operate with TLL staff by providing the setting with details of the persons with parental responsibility for a pupil, or who have care of the pupil. Any changes in the arrangements for parental responsibility or in the day-to-day care of the child should be notified to the manager or person in charge. Any reference to parents within this policy relating to education matters also extends to include any individual who has care of the child(ren).

Looked After Children & Previously Looked After Children

A 'Looked After Child' is deemed to be one who is 'Looked After' by a Local Authority in accordance with Section 22 of the Children Act. The relevant guardian of the child should apply to the setting using the same contract and registration forms, and any protective measures in place for the child must be written down in order to best keep this child safe. This will include things like photograph permissions being restrictive, outside authorities that may be involved in collecting the child, and any contact / visitation the child may have outside of the wrap-around session.

Looked after children who ceased to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after should follow a similar process to the above. If permissions are restrictive or there are measures in place to keep these children safe or provide anonymity, this should be specified on the contract and registration form.

Home Address / Residing Address

The address provided on the contract and registration form must be the child's current place of residence. By permanent we mean where your child physically resides and sleeps for the majority of the week, not for a limited time and not somewhere where the child is temporarily staying for a short time.

This will usually be the parents' address. If the parents don't reside together, the address must be of the parent with whom the child spends most time – usually the parent receiving child benefit (where applicable). If there is equal, shared custody of the child, it is left to the parents to decide which address to use but we may ask to see a Court Order or other evidence to confirm this arrangement exists. You should not use a business, relative or carer/childminder's address. If for any reason you are not the parent or a child's living arrangements are unusual please explain on the form and supply evidence.

Address Warning

Use of false, misleading, incomplete or inaccurate information may lead us to withdraw an offer of a place, even after a child has started at a school.

A school place(s) may be withdrawn if parents provide the incorrect address on their initial application form, or at any point thereafter during the allocation period. We will not accept a temporary address if you still have a property that was previously used as a home address, unless there are exceptional circumstances that clearly demonstrate that it can no longer be your permanent address.

Nor will we accept a temporary address we reasonably believe is being used solely or mainly to obtain a school place. You may be asked to supply additional information to explain why you are not able to use your permanent address. We will investigate all allegations of false addresses. The burden of evidence lies with the parents to provide sufficient documentation to support permanent residence at the address used.

Twins, Triplets & Multiple Births

Twins, triplets, quadruplets etc residing at the same address will still need individual contract and registration forms. This is to ensure we have the correct information regarding requirements, allergies etc without risk of confusing one child with another by having it more clearly laid out and filed away.

In the event that there are not enough places within the setting for all children, parents / guardians will have the option to waitlist ALL children or allow one to attend whilst finding arrangements for the other child / children. Unfortunately once our 24 child places are filled we cannot allow a twin, triplets etc to be considered for enrollment as an exception.