



# **EYFS**

# **Admission and**

# **Attendance**

# **Policy**

Date of last review: July 2024

Date of next review: July 2025

## **Admissions Policy**

When a parent enquires in Darul Madinah about available places, full details of the child are taken on an Initial Enquiry Form. The parent is invited for a show around where they can discuss Darul Madinah admission further. An appointment will be booked with the Darul Madinah Manager. This appointment lasts 30 - 60 minutes and a thorough tour is given and an explanation as to the Islamic curriculum, Darul Madinah curriculum, information about online journals and materials are shown. If the parent/carer is interested in enrolling their child, then a registration form is given which can be filled in and returned on the day or it can be emailed with Darul Madinah prospectus.

On the day of registering the child the parent/carer is asked to fill in the child's registration form and a copy of the birth certificate is taken. Depending on the type of registration funded or private the admission is discussed further. For funded children the parents will fill the parent consent form. For the extended offer of 30 hours the parents will fill the short consent form 30 hours extended entitlement. If the child is a funded child, their eligibility is checked on the system and a start date is provided. If the child is not eligible for any funding, then the fees will be discussed (this can be seen in our fees policy). Parents have an option to pay by cash or bank transfer. Fees for each half term are required in advance. An invoice will be provided and details of the methods of payments will be given.

The child's name and preferred start date is then placed on a waiting list if applicable. A welcome letter or an email depending on the preference of the parents will be sent before the start date with all the information about starting Darul Madinah, what is required and the settling in process is explained.

We operate a first come, first serve basis providing we have places available for the specific age range 2- 4 years old. Children will only be admitted if their age does confirm to our availability and registration requirements.

### **Admissions Procedure:**

- The Manager will ensure that the parents or carers booking in the child have been shown around Darul Madinah as well as been provided with a prospectus and application form.
- Information about the Early Years Foundations Stage is explained (Information is provided in the prospectus).
- It will be explained to the parents/carers the terms in which children care is provided and that the agreement to care for their children is subject to the parent/carer's agreement of these terms in the case of a sick child, holiday procedure and notice period details.
- A Parent's welcome pack will then be given, containing a copy of said terms and conditions.
- The registration forms will be completed, and information will be placed in the children's personal details folder which is kept securely in the manager's office and always locked when not in use. Information about allergies etc. will be given to the staff. Parents can request a copy if they wish, and the original will be kept in accordance with our confidentiality policy and in line with the all information & record keeping guidelines.
- A copy of the child's birth certificate will be requested for government funding headcounts.
- Once the child has enrolled the parents will complete the online journal all about me and consent and they will be added to the online journal where observations can be viewed.

## **Two Year Olds**

Children may be eligible for a funded 2yr old place, which provides 15hrs of free early education from the term after they turn two. For more information go to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) and follow the appropriate Gov.uk link. Applications are kept on file, as vacancies arise, places are allocated.

## **Three Year Olds**

All children aged 3 or 4 are eligible for 15hrs of free early education from the term after they turn three. We would suggest making your application around the time of your child's second birthday for a 3 & 4yr old place. Applications are kept on file, as vacancies arise, places are allocated in accordance with our admissions policy.

Working parents may qualify for a 30hr place for 3 & 4 yr olds. There are certain criteria that must be met and you will require an eligibility code. To find out more, please go to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or call 0300 123 4097.

- All our 15hr and 30hr places are spread evenly across the week (i.e., for 15hr places; 5 x 3hr sessions either all morning or all afternoon. Alternatively, for 30hr places; 5 x 6hr sessions each day).
- Flexible provision is available. We have 3 options, if these options are not suitable for you, we will consider alternative provision upon your request.
- Children attending all day must bring in their own cold packed lunch.
- Children are expected to attend every day.

## **ATTENDANCE POLICY**

At Darul Madinah we believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them at Darul Madinah. At a young age, continuity and consistency are important contributors to a child's well-being and progress.

### **Aims**

- To create a culture where good attendance is 'normality' and valued
- To value the individual and be socially and educationally inclusive
- To be consistent in the implementation of our policy and procedures

Regular and punctual attendance is paramount so that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late.

### **Procedure**

Children should be at Darul Madinah, on time, every day that Darul Madinah is open, unless the reason for the absence is unavoidable.

Parents are expected to inform Darul Madinah of an absence. The register closes at 8.45am and 12.30pm. Messages of absence from parents are passed to the key worker. If a child is absent without an explanation, office staff will contact parents to ascertain the reason for the absence. If the child is known to Social Care, this service will be informed of the unauthorised absence.

If this does not produce a satisfactory explanation, the Manager will make contact, initially by telephone. If there is no contact after one week, a letter will be sent to the family. If necessary, an appointment will be made to discuss the matter. If after one month there has been no contact, the child's name will be removed from the register and the place allocated to another child on the waiting list. The Local Authority will be informed that the child has left Darul Madinah.

Any problems with regular attendance are best sorted out between Darul Madinah, the parents and the child. Children could sometimes be reluctant to attend Darul Madinah. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Cooperation between home and Darul Madinah is the best way to support children's well-being needs. Parents are expected to contact Darul Madinah at an early stage and to work with the staff in resolving any problems together.

Parents of children whose attendance is inconsistent and generally poor will be contacted by the Manager and their future attendance monitored. If there is cause for concern, the health visiting service and/or Multi-agency Team may be contacted in order to ascertain if family support may be needed. In more urgent cases, social care may be contacted. Although attendance at Darul Madinah is not statutory, authorised absence is only normally granted for emergency situations and medical appointments. All planned absences in term-time must be requested using the Holiday Request Form.