

Documentation Policy

We will record the following information for each child in our care:

- Full name;
- date of birth;
- the name and address of every parent and carer who is known to the provider;
- which of these parents or carers the child normally lives with; and
- emergency contact details of the parents and carers.

We will record and submit the following information to their local authority about individual children receiving the free entitlement to early years provision as part of the Early Years Census:

- Full name;
- Date of birth;
- Address;
- Gender;
- Ethnicity;
- Special educational needs status;
- The number of funded hours taken up during the census week; and
- Total number of hours (funded and unfunded) taken up at the setting during the census week.

Ethnicity, where collected, should be recorded according to the following categories;

White – British

- Irish
- Traveller or Irish Heritage
- Gypsy/Roma
- Any other white background
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Mixed – White and Black Caribbean

- White and Black African
- White and Asian
- Any other mixed background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Black or Black British

- Caribbean
- African
- Any other Black background

Chinese

Any other ethnic background

A child's learning difficulties and disabilities status should be recorded according to the following categories:

- No special educational need;
- Early Years Action/School Action;
- Early Years Action Plus/School Action Plus; and
- Statement.