



Settling in/Admissions Policy Little Stars Day Nursery

Change Control

Version:	V1
New or Replacement:	New
Approved by:	Senior Management Team
Date approved:	November 2014
Name of author:	Nursery Manager
Name of responsible committee:	Senior Management Team
Name of Corporation committee:	N/A until further notice
Date issued:	October 2022
Review date:	October 2024
Document Reference:	

Revision History

Version	Type	Date	History
V1	New	November 2015	New
V2	Updated	July 2016	Reviewed
V3	Updated	July 2017	Updated /minor amendments
	Reviewed	July 2018	Reviewed
		June 2019	Reviewed
		October 2020	Reviewed
		October 2021	Reviewed
		October 2022	Reviewed

Settling in policy

At Little Stars we aim to make sure all children settle in as quick and easy as possible, for both the parents/carers and children as we are aware this can be an upsetting time for both. As a nursery we want you to feel confident with leaving your child for the first time and also playing an active role in your child's development. This is why close care and consideration is given to each family's individual needs and circumstances.

- Before your child starts we will provide you with an application pack containing information regarding the nursery and your child's place.
- Before the child's official start date we offer 2 hours free settling in period. Parents are encouraged to take these over 2 separate days.
- We use the settling-in process to complete any relevant documentation with the parents.
- Parents/carers are asked to stay in the room for at least 30 minutes while filling out relevant learning and development paperwork, and in the building for all of the session. On the second session, if parents/carers feel comfortable to do so, they are able to leave the building.
- If the child is unsettled on their second settling-in session or first few official sessions we will ring parents to inform them as we believe this will unsettle the child more. Staff will work with parents to ensure the child is as settled as possible before their start date. Suggestions of shorter sessions and/or stay and play time may put forward.
- If the parent would like their child to do more settling in sessions, than the 2 free hours, these can be booked in 1 hour slots in accordance with the nursery fee structure.
- We will allocate each child with their key person before their settling in session.
- Within the first four weeks of the child starting at nursery we will work closely with parents so the staff can build the most accurate picture possible of the child's development.
- Practitioners will continue to work closely with parents/carers to enhance the child's development and ensure parents can be as involved as possible with their child's time at nursery.

Admissions Policy

It is the intention of Little Stars to make our provision accessible to children and families from all sections of the community.

Our admissions policy operates within an equal opportunities framework and is regularly reviewed.

- We will ensure that the existence of Little Stars is widely known in local communities. Advertising notices will be placed in widely accessible areas, in more than one language if appropriate.
- We will describe practices in terms which make it clear that all sections of the community are welcomed.
- We will ensure that the description of the setting and its practices demonstrates how the setting enables children and/or parents with additional needs to take part in the activity of the setting.
- We will ensure that information about our setting is accessible in written form to all. Where necessary we will try to provide information in spoken form, Braille, in more than one language, through signing or an interpreter.
- Children from the age of 12 weeks will be admitted in accordance with our Ofsted Registration.
- We will endeavour to be flexible regarding attendance to accommodate the needs of all families.
- We will keep a place vacant, if this is financially viable, to accommodate an emergency admission such as looked after children.

The waiting list will be monitored and reviewed regularly.

The following factors will be taken into consideration in allocating places:

- The age of the child.
- Length of time on waiting list.
- Siblings already attending the setting.

FFE places will be offered in accordance with the Code of Practice for Local Authorities on Delivery of Free Early Years Provision for 3 & 4 year olds (September 2010) and the local conditions identified within the Early Years Provider Agreement.