



## Admissions Policy

We want your child to feel safe and happy in the absence of their parents, and to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterward their new learning experiences enjoyed in the nursery.

We also want parents to feel welcome and involved from the beginning. So that we may achieve this, our aim is to build constructive relationships with parents in the following ways:

1. By creating opportunities for the exchange of information using (among other resources) a copy of the nursery's prospectus.
2. We will send out a welcome pack that has:
  - Parent declaration form with has information including policies and procedures.
  - A baseline assessment form for the parents/ carers to fill in to let us know where their child is developmentally.
  - All about me form that can be completed with your child.
  - A language map and key words used by your child to support multilingual children.
3. By encouraging parents to visit the nursery with their children during the weeks before an admission is planned for a show around.
4. By reassuring parents whose children seem to be taking a long time settling into the nursery, bringing in new strategies in accordance with our procedures quickly to help with settling in when appropriate.
5. A transitional object can be brought in from home. Pictures of the day spent can be sent home via the Family App
6. By giving parents a daily verbal report at the end of each session covering the child's progress.

## Settling in Procedure

After the initial visit, the parent is encouraged to talk about coming to the setting, having a peg where they can hang their coats and belongings and draw where they can store their artwork will make them feel they have a place at the setting.

- Our normal procedure would be for you to stay for a short period until the child becomes familiar with the surroundings, and then leave as quickly as possible.
- Staff will be ready to take over from you with reassurances that we would phone you if we were unable to settle your child.
- Great efforts would be made to distract or interest the child in what is going on and being close and supportive for as long as is needed.
- We understand that children need to share their feelings, so we need to explain that it is alright to have a cry and it is alright to be sad. Leaving a parent or carer is extremely hard to start with, but they are coming back to pick them up.



- If your child continues to be distressed coming into nursery we will get together and discuss the best way forward. It may be better for us to use the telephone rather than talk in front of your child. alternatively, 15 minutes later when all the children are settled.
- We may invite you to stay with your child for a longer period until they are familiar with the surroundings, and then to leave quickly when all seems well.
- We may suggest you return to nursery earlier to collect your child and extend the settling in period.

Children cannot play or learn successfully if they are anxious and unhappy. Our settling in procedures aim to help parents and children feel comfortable in the nursery and help to ensure that the child has the opportunity to benefit from their time at nursery, confident in the knowledge that their parents will return to collect them at the end of the session.

All staff will greet the children on arrival, so they are acknowledged and valued as part of the team.

Each child will have an online learning journey (FAMILY) and all information on progress will be written in as observation. Children have the freedom of the outside and inside environment all sessions. Children are monitored and observed, and then planning and evaluation are regularly done to inform us of the 'next step' in learning is achieved.

We operate on a wrap-around basis and communication with parents and carers is the most important factor in our practice.

**Policy and Procedure reviewed by Gemma Turner 7 June 2023**  
**Date of next review:**