

Admissions & Settling in Policy

The Willow Set - Pre-School, Sun Up Sun Down & Holiday Club

Statement of Intent: It is our intention to make our Pre-School, Sun up Sun down & Holiday Club accessible to children and families from all sections of the local community and wider area. We are registered with Ofsted to provide different amounts of places depending on ages of the children and staff ratios. We accept children from the age of 2 up to 14 years.

We also do not require children to be toilet trained on admission.

Aim: To ensure that **The Willow Set** is accessible to all sections of the community, through open, fair and clearly communicated procedures.

To promote smooth and stress-free transitions to the setting's ensuring both children and parents/carers are happy.

Accessibility: **The Willow Set** aims to ensure its services are accessible to all sections of the community as per the Equal Opportunities Policy. The setting will attempt to communicate its services in locations throughout the community, in more than one language as appropriate.

The Willow Set exists to provide resources, facilities and expertise locally to meet the needs of people in the surrounding area.

The Willow Set advertises through various avenues and places are accessible to the community and towns and villages beyond.

The Willow Set welcomes both fathers and mothers, other relations and carers, including childminders.

We describe **The Willow Set** and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in Spoken English.

The Willow Set team takes responsibility for meeting with new families ensuring they have the correct literature regarding the settings and collating information, including a waiting list.

Offering Places: Where services are over-subscribed, the following priority for admissions has been agreed:

1. Birth Order
2. On a first come first serve basis.

Places will always be confirmed by a member of staff by telephone or email.

Settling in: Once a place has been offered each child is assigned an Early Years Practitioner as a key person. The administrator/manager will take responsibility for contacting families and arranging 2 settling in sessions. These sessions allows for parents to stay with their child if required in order to allow their child an informal introduction to The **Willow Set** and to communicate about specific needs and personalities. These sessions are of a maximum of 3 hours each and will be free of charge to non- EYE funded children.

(There is Early Years Funding available for children of 3 and 4 years old, from the first term following their 3rd birthday - for a specific number of hours per year/week and days this is also offered as stretched funding and includes the 30 hours. The pre-school, Sun Up Sun Down and Moor Fun Club Manager or Administrator can give you more information on this.)

Subsequent settling in sessions will be organised to meet the needs of a specific child when needed.

The settling in process is viewed as an essential part of ensuring children have a positive time at preschool and we will be flexible in extending this period and offering families additional support if needed.

For those children in wrap around care or holiday club who are over 5 and therefore not EYE funded. The following risk has been assessed and documented below.

If any child poses a risk to staff and children and we therefore cannot meet their needs without affecting every child in the setting. This could compromise the ratios as the child may need 1-1 supervision. There is not appropriate funding available to support this which will subsequently impact on the whole setting financially. We would therefore be unable to accept that child. The statutory framework for the early year's states:

Providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks statutory framework for the early years D of E 3/4/17

(Please remember we have clear staff/child ratios to maintain within the setting, which keeps your child safeguarded and running over in numbers at critical points during the day costs us time and money).

This policy was adopted at a meeting of the Pre-school, Sun Up Sun Down and Moor Fun Club committee held on:

Signed on behalf of the Willow SetChairperson

Dated:

The Pre-school, Sun Up Sun Down and Moor Fun Club policy relates to the welfare requirements under EYFS cross-referenced ECM outcomes:

Achieve Economic Wellbeing

Organisation

Please also see the following policies:

- 10. Fees
- 14. Parental Partnership and Involvement
- 25. Trips and Outings