



## **Admissions and Settling In Policy**

## Version History

Version	Date	Author	Changes
Initial			Initial Version
2018/12	Dec 2018	JMB	Reference added to All about Me leaflet, Playgroup Handbook and Woodland Play Sessions Handbook and Settling In Bag
2019/08	Aug 2019	JMB	Rebrand as CVN and adapt for 1140
2020/08	Aug 2020	JMB	COVID-19
2021/05	May 2021	JMB	Include references to legislation and documentation per EYS update

# Admissions and Settling In Policy

Cambusbarron Village Nursery is a funded provider of early learning and childcare (ELC) and provides 1140 hours of free ELC to eligible children.

Cambusbarron Village Nursery aims to ensure that the admission of children is fair, equitable and responsive to the needs and preferences of individual children and their parents or carers.

The [Equality Act 2010](#) contains provisions to ensure that any act of discrimination is an unlawful offence and ensures that protection is in place for individuals being discriminated against for any of reason. We believe that no child should be excluded or disadvantaged because of ethnicity, culture, religious beliefs, language, family background, special educational needs, disability, gender or ability. This is in line with the [Health and Social Care Standards: 1.1 - 1.5](#).

We recognise due care and attention must be given to the parents, carers and a child's need for time to settle into the setting and aim to work in partnership with parents or carers to settle the child into the our environment. This reflects good practice in line with [Supporting Children's Learning: Statutory Guidance on the Education \(Additional Support for Learning\) Act \(Scotland\) 2004 \(as amended\) Code of Practice](#), published in 2017 and is also in line with Getting it right for every child ([GIRFEC](#)).

Cambusbarron Village Nursery complies with the Care Inspectorate's registration requirements for children of a specific age only to be admitted to the group ensuring that the service provided is age and stage appropriate. This allows the principles of the standards to be put into practice and each individual child to be safe and have appropriate learning and playing opportunities, in line with the [Health and Social Care Standards](#), at points 1.17, 1.19, 1.20, 1.23

## Publicity

Cambusbarron Village Nursery aims to be accessible to all sections of the community. It:

- provides basic information about the group to potential users
- advertises and displays information about the group widely throughout the community
- consults with families in order to accommodate their needs and to avoid excluding anyone
- monitors and reviews the information regularly as per the [Early Years Framework \(2008\)](#) guidance which allows services to make transformational change whilst reviewing their services).
- will develop information in more than one language where appropriate per the [Health and Social Care Standards](#) (2.9)

## Waiting Lists

Names can be placed on the waiting list at any time by completing the setting's application form.

Names are arranged in order of date of birth and the date the application for admission was received.

The majority of admissions are made according to birth date and date application received. Priority will always be given to children in their pre-school year. Children identified and referred to the setting as having a particular need may also be given priority over strict adherence to the waiting list. When finance allows, a place will be kept free for emergency admissions.

The waiting list will be monitored to ensure that all sections of the community are being reached and to ensure no discrimination is taking place. Proof of the child's identity and home address will be required for enrolment.

A child who is eligible for a funded place can start in nursery when a place becomes available or on a date agreed with nursery and local authority.

Non eligible 2-year olds, may start either when a place becomes available, or on an agreed date.

## Admission

On admission parents or carers of a child will be:

- Issued with a Cambusbarron Village Nursery Handbook and a Woodland Play Sessions Handbook
- made aware that the group's policies and guidelines are available on the Cambusbarron Village Nursery website.
- asked to complete an enrolment form with personal details and information about their child and themselves. Confidentiality of information will be respected
- Asked to complete an All About Me form for their child
- Offered a Settling In bag to take home
- encouraged to become involved in the management and day to day running of the group.

This forms a contract between parents and the nursery.

Please also see Stirling Council's [Admissions and Charging Policy](#) (2020-2023)

## Settling In

Settling in is an important stage in the transition between home and the group, or between one group and another. Infection control measures introduced as a result of the COVID-19 pandemic limit the ability of early years services to offer home visits or to welcome parents inside their settings. CVN strives to work closely with parents and to provide robust transitions into nursery despite these limitations.

The group aims to pay due care and attention to transitioning children by:

- making arrangements for the child and parents or carers to visit the group so that they familiarise themselves with the group. These visits may be restricted to outdoor visits only to reduce the risk of spreading infection
- offering a warm and welcoming environment and ensuring each child feels included, secure and valued in line with the [Health and Social Care Standards](#) (1.9, 1.10, 1.11)
- recognising each child as an individual and his or her readiness to leave the parent or carer and adapt to the new environment in line with [GIRFEC](#)
- sensitively dealing with the parent's or carer's readiness to leave the child
- encouraging parents or carers to stay with the child for a sufficient time so that the child feels settled and the parent or carer feels comfortable about leaving him or her. There will be no time limit on how long this might take
- providing strategies to help parents or carers to work with staff during the settling in phase, e.g. never leaving without saying goodbye, collecting a child early, returning on time. The [Scottish Schools \(Parental Involvement\) Act \(2006\)](#) identifies the key role parents and carers play in a child's life and highlights the importance of parents and carers and staff working together.
- staggering intake of new children into the group where possible
- providing familiar play activities and experiences for the children.
- providing feedback to parents or carers about how their child is coping in the group.

If a child does not settle and is unhappy and distressed at being in the setting, the child's key worker will discuss with the parents or carers the best way forward for the child and the family. This is in line with the [Health and Social Care Standards](#), at points 3.1 and 3.4, - 3.13