



## **Admissions & Settling In Policy**

# Version History

Version	Responsible	Changes
2018/12	JMB	Reference added to All about Me leaflet, Playgroup Handbook and Woodland Play Sessions Handbook and Settling In Bag
2019/08	JMB	Rebrand and adapt for 1140
2020/08	JMB	COVID-19
2021/05	JMB	Include references to legislation and documentation per EYS update
2022/01	JMB	Link to new Stirling Council admission's policy
2023/01	JMB	Review and link to new Stirling Council admission's policy

# Admissions and Settling In Policy

Cambusbarron Village Nursery is a funded provider of early learning and childcare (ELC) and provides 1140 hours of funded (free) ELC to eligible children. As a funded provider we comply with the [National Standard](#) which ensures that we provide children with high quality ELC experiences.

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.

Any act of discrimination is an unlawful offence<sup>1</sup> and 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<sup>2</sup>.

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<sup>3</sup>.

Cambusbarron Village Nursery is registered with the Care Inspectorate to provide age and stage appropriate play and learning experiences for children aged 2½ to 5.<sup>4</sup> We use guidance from The [Early Learning and Childcare Statutory Guidance](#) published in July 2021 and [Part 6 of the Children and Young People \(Scotland\) Act 2014](#) to assist our delivery of the funded early learning and childcare entitlement for eligible children.

[Funded early learning and childcare \(ELC\)](#) is available to three- and four-year-olds and [eligible](#) two-year-olds in line with [Stirling Council's Nursery Admissions and Charging Policy 2020-2023](#). Funding follows the child increases choice and flexibility for parents and carers whilst ensuring children benefit from high quality provision. It means that parents and carers – including those of eligible two years olds – will be able to choose to use their child's entitlement at any ELC provider that:

- meets the National Standard
- has a place available and
- is willing to enter into a contract with the local authority

The [National Standard](#) sets out what children and families should expect from their early learning experience regardless of where they access their child's funded hours.

## Publicity

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

- provide information about the group to potential users<sup>5</sup>
- provide information on how to apply for a place and what supporting documents will be required for a funded place
- advertise and display information about the group widely throughout the community
- consult with families in order to accommodate their needs and to avoid excluding anyone
- monitor and review the information regularly<sup>6</sup>
- promote the funded entitlement of early learning and childcare to families, staff and our community and have clear application processes in place for making administrative processes as simple and streamlined as possible
- be clear and transparent on our fees policy for any hours that do not come under a funded entitlement
- will develop information in more than one language where appropriate<sup>7</sup>

## Waiting Lists

Names can be placed on the waiting list at any time by completing our 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

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<sup>1</sup> See the [Equality Act 2010](#)

<sup>2</sup> In line with the [Health and Social Care Standards](#): 1.1 - 1.5.

<sup>3</sup> 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 \(GIRFEC\)](#)

<sup>4</sup> Health and Social Care Standards, at points 1.17, 1.19, 1.20, 1.23

<sup>5</sup> per the [Health and Social Care Standards](#): 2.9

<sup>6</sup> per the Early Years Framework (2008) guidance which allows services to make transformational change whilst reviewing their services

<sup>7</sup> per the [Health and Social Care Standards](#) (2.9)

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. The child's birth certificate and proof of home address is required for enrolment.

### **Cross Boundary Placements**

Under Funding Follows the Child the choice of setting available to families is not restricted to their own local authority area. Although choice must not be restricted by local authority boundaries the overall level of choice available in each local authority may vary depending on local capacity and, potentially, prevailing public health guidance. Therefore, we will work in line with our local authority's admission policies and guidelines in relation to offering the statutory entitlement of funded early learning and childcare to cross boundary children.

### **Start Dates**

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:

- Given a copy of the Cambusbarron Village Nursery Handbook and the 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 and/or home visit
- encouraged to become involved in the management and day to day running of the group. This forms a contract between parents and the nursery.

### **Meals**

Children who are eligible for funded ELC also receive free lunches which are provided by Cambusbarron Primary School. Non funded children can order lunches at a cost of £2.20. All children are entitled to free milk and a healthy snack each day.

### **Settling In**

Settling in is an important stage in the transition between home and the group, or between one group and another. CVN strives to work closely with parents and to provide smooth transitions into nursery.

We will :

- Make sure each child and their carer has time to familiarise themselves with our environment
- Offer a warm and welcoming environment and ensuring each child feels included, secure and valued<sup>8</sup>
- Ensure that families are aware of our nursery [policies and procedures](#) and where to find them.
- Recognise each child as an individual and understand their different states of readiness to adapt to the new environment and leave their parent/carer.
- Provide strategies and support for parents to work with staff during the settling in period.
- Stagger the intake of new children
- Provide familiar play and learning activities and experiences.
- Be sure a child feels secure and settled in the nursery environment before taking them on a trip or visit away from nursery.
- Support and reassure parents/carers by providing feedback about how their child is settling.

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.<sup>9</sup>

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<sup>8</sup> in line with the Health and Social Care Standards 1.9, 1.10, 1.11

<sup>9</sup> in line with the Health and Social Care Standards 3.1, 3.4, 3.13