



Admissions & Settling in Policy

Statement of Intent

It is our intention to make our preschool accessible to children and families from all sections of the local community and beyond. We are committed to being inclusive regarding admissions for our preschool. We also strive to provide high quality childcare and experiences using Funded Entitlement, alongside regular fees. This policy outlines our approach to preschool admissions, our admissions criteria, and our plans for offering funded childcare in a sustainable and inclusive manner. It is also our intention to ensure children are effectively safeguarded whilst enrolled at our preschool. Time off is monitored and a culture of good attendance and attendance reporting is fostered from the very beginning of the child's education journey with us.

Legal Framework

This policy relates to Early Years Foundation Stage September 2025.

Aim

- To ensure that Findon Village Woodland Preschool 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, ensuring both children and parents/carers are happy. We care for children between the ages of 2 and four years of age, and the numbers and ages of children admitted to the preschool comply with the legal space requirements set out in the Early Years Foundation Stage (*EYFS*). When considering admissions, we are mindful of staff: child ratios and the facilities available at the preschool. We are registered with Ofsted to provide up to 26.

places at any one time. We do not require children to be toilet trained on admission.

- To ensure absences are effectively monitored so that children are not away from the setting without a valid reason from a parent or carer.

Accessibility

Findon Village Woodland Preschool 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 preschool exists to provide resources, facilities, and expertise locally to meet the needs of people in the surrounding area.

The preschool advertises through the Childcare Information Service, the local school and places accessible to the community.

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

We describe our preschool 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.

Our manager takes responsibility for meeting with new families ensuring they have the correct literature regarding the preschool and collating information, including a waiting list.

Offering Places

Where services are over-subscribed, as is often the case with Findon Village Woodland Preschool, places will be allocated on a first-come-first served basis according to available days and days required by families. This is at the manager's discretion.

Places will always be confirmed by the setting manager.

Government funding for early education can be used for hours within funded sessions, and the additional paid-for hours will be charged at the amount required.

Fully funded sessions may be available for two, three and four-year old's, subject to eligibility and the availability of sessions and staffing arrangements. No additional charges will be made for those sessions, but attendance will be limited to specific hours, and charges will be incurred for any additional attendance. These sessions will have a half termly intake and will be allocated prior to the start of each half term, in line with the admission criteria above.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded place, we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes.

See fees policy.

Prior to a child attending our preschool, parents must complete and sign a contract and registration form. These forms provide the preschool with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees, and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent, and vaccinations etc.

Settling in

Once a place has been offered, each child is assigned an Early Years Educator as a key person. The manager will take responsibility for contacting families and arranging appropriate settling in sessions (stay & play). The first of these sessions encourage parents to stay with their child to allow their child an informal introduction to the preschool and for parents and key persons to have time to communicate about specific needs and personalities. An 'All About Me Form' is also completed during the first Settling Session to ensure that staff are aware of all issues pertaining to the child.

Subsequent settling in sessions will be organised to meet the needs of the specific child, it is important that

child, parent, and preschool are happy before a child attends their full sessions.

The settling 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.

Early Years Education Funding (EYEF)

Findon Village Woodland Preschool are in receipt of EYEF for 3- and 4-year-olds. All 3- and 4-year-olds are entitled to the Universal 15 funded hours during term time, this is available from the term following your child's third birthday.

Some families of 2-year-olds may be entitled to Free Early Education for Two-Year-Olds, you must make the Pre-School aware of this when submitting an "Application Form".

Children over the age of 9 months of working families may be eligible for 30 hours funding, beginning the term after they turn 9 months old. Eligibility codes must be obtained in good time and a Funding Form must be provided to the preschool by the parent.

To access funding, you need to complete a EYEF form and show your child's birth certificate to the setting manager.

30 Hour Funded / Stretched Offer Agreement:

The Preschool is open 38 weeks of the year. The Preschool can offer 30 funded hours or up to 30 hours a week.

You can take up to 1140 hours of Funded Entitlement across the 38 weeks, within the hours of 9:00am and 3:00pm.

Absence and prolonged absence

Absences should be reported to the preschool by the parent by telephone call, text or email. Holiday dates may be given in advance.

Should a child not arrive at their scheduled session, and the preschool does not know of the absence, the following steps will be followed.

- 1) 30 minutes past the session start time, the nursery manager or deputy manager will phone the parent and a voicemail or email will be left if they do not answer.
- 2) Should no contact be made after 1 hour past the session start time, the parent

will be phoned a second time and emergency contacts will also be contacted. If necessary WSCC Integrated Front Door may be contacted.

- 3) Should a child miss a second consecutive session with no contact from parents or emergency contacts, Integrated Front Door will be contacted for advice.

Prolonged, unauthorised absences may lead to further investigation by WSCC Integrated Front Door or police.

Persistent absence may lead to termination of contract.

All sessions should be booked in advance and paid for, any cancellations must be made with plenty of notice; Regular booked sessions require 4 weeks' notice, charges will apply otherwise.

This policy was reviewed August 2025.

To be reviewed annually.

Signed on behalf of the Preschool Management Committee, Chairperson

Yvonne Wilson
Chair of Governors
August 2025