

ADMISSIONS POLICY

This document is produced for staff working with the children at Pixies, and is a point of reference for families and others visiting the setting. Within this document 'staff' refers to all persons directly involved in the care of children at this setting, irrespective of their employment status, and includes students, trainees and volunteers. It outlines the procedures for the admission of children to the setting.

Aims and intentions

It is our intention to make our setting accessible and welcoming to all sections of the community where practicable. We aim to ensure that Pixies operates fair and easily understandable procedures for admission to the setting.

We aim to make the setting a welcoming and happy environment where children can feel secure and comfortable with the staff. We want parents/carers and their families to feel confident in leaving their child/ren in our care. We intend to achieve this through effective information sharing and working practices as outlined below.

Age of admittance

Children will only be admitted to the nursery once they have reached the age of 12 months. Parents will be asked to provide evidence of a child's date of birth to verify this.

No child will be admitted after they have reached the age of 5 years.

Inclusion

Pixies bases its values on the premise that all children are equal individuals and no child will be refused admission on the grounds of race, gender, class, cultural, linguistic or religious background. No child will be refused admission on the grounds of disability or special needs, however, if having regard to the individual child their needs may be better met elsewhere, this will be recommended to the parent/carer. Where a child has a special need, due consideration will be given on admission. Please see our policy with regard to Special educational needs.

Implementation

The Registered Provider and her managers have overall responsibility for ensuring that this policy is implemented. All other staff should co-operate with their employer and senior staff in carrying out this policy.

Admission procedures

- Parents/carers should express their interest for admission to Pixies for their child using the form provided by the setting. They should indicate their requirements as to times and days of attendance.
- Admission to the setting will only be agreed once a suitable vacancy arises. Where there is no suitable vacancy at the time of application, a waiting list will be produced.
- When a suitable vacancy is available the parent/ carer will be contacted to arrange a date for the child to be admitted. All relevant forms will be issued, to include confirmation of place, a full detailed contract which will include medical information and parental consents for specific purposes. It is the responsibility of the Manager to ensure that these forms are returned to the setting and completed fully.
- Induction for new children and their parents/carers will be arranged immediately prior to starting.

Induction procedures

The induction process will consist of three main features; an 'initial session', a settling-in period, and provision of a parents' pack.

On admission each child will be allocated a 'key person', who will be responsible for the general welfare of the child and undertaking the induction process.

The initial session

On admission, the key person will spend an initial session with the parent/carer and their child;

- The purpose of this session is to exchange information with the parent/ carer, to start to build a working relationship and to ensure that the needs of the child are being met appropriately. It is an opportunity to address any concerns of the parents /carers and answer questions they may have about the running of the setting.
- Where the child is aged less than 24 months, additional information may need to be given with regard to the child's feeding and sleeping routines. Where a younger child will be drinking formula milk parents should be advised that they will need to provide this as a measured amount of powder or readymade in a suitable feeding cup or bottle.
- During the initial session, the key person will give the parent/carer important information about the day to day running of the setting, routines and activities, and details of what they are required to supply for their child.
- During the session the Manager will ensure that all appropriate forms are fully completed, having regard to needs of the child and specific requests of the parent.

Settling-in

- A period of 'settling-in' for the child will be arranged prior to starting, this will be decided jointly between the key person and the parent/carers.
- We have an expectation that the parent, carer or close relative will leave the child for a short period of time during the settling-in period, gradually increasing this as and when the child is able to cope.
- Younger children may take longer to settle in, as may children who have not previously spent time away from home. Children who have had an extended period of absence may also need time to re-settle.
- We recognise that some children will settle more readily than others, the period of settling in will therefore be determined on an individual basis.
- We judge a child to be settled when they have formed a relationship with their key person, and/or other members of staff, is familiar with the environment, pleased to see other children and participate in activities.

Parents' pack

The 'parents' pack should contain the following;

- 'Celebrating me' document – information sharing about the child,
- Parents' policies information and procedures document and all contract documents,
- Pixies bag with 'What do I need?' note.

We encourage all parents to view Pixies Policies and Procedures; these can be found located near the front entrance. If a parent/carer cannot find them or require assistance they should ask a member of staff.

Last updated: February 2015

THIS IS A WORKING DOCUMENT. ALL STAFF ARE REQUIRED TO SIGN AND DATE IT WHEN THEY HAVE REFERRED TO IT

Read by:

Date: