



FOUNDATION STAGE POLICY ADMISSIONS AND SETTLING IN

This policy needs to be read in conjunction with the SENDA and Equal Opportunities Policy

- Current Policy works on first come first served basis. Assessment is through an observation of the child, which is designed to highlight pupils for whom we are best able to accommodate their needs.
- Clear admissions procedure and timings, communicated effectively to parents and adhered to by staff
- Clear criteria for offering or refusing a place
- Relevant information provided to parents on acceptance of a place
- Settling in sessions – Tea Party
- Involvement of Nurse in the Early Years Tea Party and routines, in order to familiarise her with their medical needs and increase pupil and parent confidence in medical care available
- Provision of additional, appropriate staff during the first few days in order to address settling in needs of individual pupils effectively and immediately
- Provision of rest, space and choice on entry to Early Years, and throughout time in the Early Years in order to promote comfort and happiness within the setting (in addition to being vital part of child's development at this age, and therefore part of the learning process.)
- Close liaison with parents and kitchen over dietary needs, requirements and wishes
- Close liaison with kitchen over appropriate meals for very young children and subsequent eating arrangements
- Whilst all children are required to be toilet trained, there will be a particular awareness and understanding of each individual child's toileting needs – and appropriate assistance will be given in order to assist the settling in process and pupil's confidence and trust in their carers (see First Aid Policy and Care Plan)
- Pupils will always be supervised when moving around the school and areas of the school will be explained and pointed out to the pupils
- Through a variety of means, pupils will be made aware of routines, rules and regulation in order to ensure their safety, comfort and confidence in their environment
- There is a phone in Early Years to contact Nurse or office staff quickly as well as to ensure effective and fast communication between parents and staff and to ensure that relevant assistance can be obtained immediately in the case of an emergency, including the emergency services.