



Admissions & Settling In Policy

This policy was adopted at a meeting of:

- Torphins Playgroup Pre-School

.....

On(*date*).....

Signed:.....Designation:.....

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1. Statement of Purpose

1.1

Within our Early Learning and Childcare setting, practitioners and managers aim 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. This Policy ensures that early learning and childcare places are allocated fairly and equitably in accordance with national legislation and policy.

1.2

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 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](#).

1.3

[Supporting Children's Learning: Statutory Guidance on the Education \(Additional Support for Learning\) Act \(Scotland\) 2004 \(as amended\) Code of Practice](#), published in 2017, promotes good practice in relation to communicating with parents. The good practice outlined within the document is also in line with Getting it right for every child ([GIRFEC](#)). We recognise due care and attention must be given to the parents, carers and 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 setting's environment.

1.4

We will comply with the Care Inspectorate's registration requirements for children of a specific age only to be admitted to the setting, 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](#)

1.5

The [Early Learning and Childcare Statutory Guidance](#) published in July 2021 follows the provisions as set out in [Part 6 of the Children and Young People \(Scotland\) Act 2014](#), as it is through these functions that early learning and childcare is defined. We

will link to this guidance to assist our delivery of the funded early learning and childcare entitlement for eligible children.

1.6

[Funded early learning and childcare \(ELC\)](#) is available to all three- and four-year-olds and [eligible](#) two-year-olds. From August 2021. Funding follows the child will help increase 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

1.7

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.

2. Publicity

2.1 We will be accessible to all sections of the community. We will:

- Provide basic information about the setting to potential users (in more than one language where appropriate), as per the [Health and Social Care Standards at point 2.9](#).
- Provide Information on how to apply for a place and the supporting documents (proof of residence) required if applying for a funded place.
- Advertise and display information about the setting widely throughout the community (in more than one language where appropriate).
- Consult with families in order to accommodate their needs to avoid excluding anyone.
- Monitor and review information regularly (as per the [Early Years Framework \(2008\)](#) guidance which allows services to make transformational change whilst reviewing their services).
- 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 fees and charging policy for any hours that are requested out-with the funded early learning and childcare entitlement

3. Waiting Lists

3.1

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.

3.2

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.

3.3

A child can start in nursery when a place becomes available or on a date agreed with nursery, however:

- When a Cross Boundary Funding Placement is *requested*, this funded place will be subject to agreement by the host authority.
- Our admission policy will include clear cross-boundary arrangements. Under [Funding Follows the Child](#) the choice of setting available to families is not restricted to their own local authority boundary. Choice must not be restricted by local authority boundaries, however the overall level of choice available in each local authority may vary depending on local capacity and 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.

Under part 6 of the Children & Young People (Scotland) Act 2014, an entitlement was introduced in August 2014 for some 2-year-olds.

Children aged 2 years are eligible for a funded place if a parent is in receipt of:

- Income Support
- Job Seeker's Allowance
- Any income related element of Employment and Support Allowance
- Incapacity or Severe Disablement Allowance
- State Pension Credit
- Child Tax Credit, but not Working Tax Credit and income is £16,105* or less
- Child tax Credit and Working Tax Credit and income is £7,320* or less
- Support under part VI of the Immigration and Asylum Act 1999
- Universal Credit with household take-home pay, is £610 a month or less

Additionally, children aged 2 are eligible for funded ELC where they are looked after by the Council or are the subject of a kinship care order or the subject of a guardianship order, along with children whose parents have been care experienced in the past. * This applies to children who have turned two on or after 1st March 2019. The income thresholds for Child Tax Credit and Working Tax Credit can vary annually.

These points are only applicable to children receiving funded ELC hours. Children aged 0-2, and non-eligible 2-year olds, may start either when a place becomes available, or on an agreed date. If your child is under 3 years old and you do not meet the criteria for an Eligible 2s funded place, you will be charged for ALL hours your child attends the nursery. Parents will be charged a rate per session, as set by the Committee.

4. Admission

Parents will be issued with a contract which should be signed by both parties detailing the place offered/accepted, and any costs that will be charged for hours/services over and above their funded entitlement.

Visit: [Find a nursery or childcare place - mygov.scot](https://mygov.scot)

Torphins Playgroup Pre-School is a funded provider of early learning and childcare (ELC) with Aberdeenshire Council local authority to provide the funded entitlement of ELC. From August 2021, when a child is aged 3 and 4, they can get up to a maximum of 1140 hours of free early learning and childcare a year. Admissions for this entitlement will dependent on our admissions criteria set out within this policy and Torphins Playgroup Pre-School having a space available. Funded early learning and childcare is also available to eligible children aged 2 if a place is available.

From the age of 2 years old until a child qualifies for funded entitlement, parents will be charged a rate per session as set by the Committee.

On admission parents or carers of a child will be:

- Given a copy of the services handbook (giving detailed information and explanations about the setting, its aims, policies and procedures).
- Invited to visit the setting to familiarise themselves with the setting and staff.
- Invited to discuss the admission of their child with a member of staff.
- Asked to provide personal details and information about their child and themselves. Confidentiality of information will be respected at all times.
- A Personal Plan is required for every child accessing a care service. This is in line with the [Health and Social Care Standards : 1.23, 2.14](#)

4.1 Meals

Children who are eligible for the funded 1140 ELC hours will also receive funded meals whilst attending as part of their statutory entitlement.

All children regardless of age or eligibility for ELC funding will be entitled to free milk and a healthy snack each day.

5. Settling In

Settling in is an important stage in the transition between home and the ELC setting, or between one setting and another. We aim to make this a smooth transition by:

- Giving the child and their carer time to familiarise themselves with the environment.
- Offer a warm and welcoming environment and ensuring each child feels included, secure and valued. This is in line with the [Health and Social Care Standards: 1.9, 1.10, 1.11](#)
- When children and their families first arrive at our setting, we will have induction in place that ensures positive experiences and an understanding of our nursery policy and procedures.
- Recognising each child as an individual and his or her readiness to leave the parent or carer and adapt to the new environment. This is in line with [GIRFEC](#)
- Sensitively dealing with the parent's or carer's readiness to leave their child.
- Parents will be welcome to support their child's transition from home into the new setting by 'phasing in' their child's attendance.
- Providing strategies to help parents or carers to work with staff during the settling in period. 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.
- Information will be shared between carers and staff by way of 'All About Me' books and other activities designed to learn about the child's interests and personalities.
- Staggering intake of new children into the setting.
- Providing familiar play and learning activities and experiences. No child will be taken on an outing or visit until they are settled.
- Providing feedback to parents or carers about how their child is progressing and supporting them in the settling in process.

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](#)

Monitoring of this Policy

It will be the responsibility of the Manager to ensure that all staff, including new or temporary staff, are familiar with this policy and to monitor that it is being implemented. Parents and carers will be made aware of this policy through the parents' handbook and the enrolment procedure.

The policy will be reviewed annually to ensure that all records are relevant and up to date.

Links to national policy:

When reviewing your policy, please reflect on the 'Health & Social Care Standards: My support, My life'.

Further information can also be found at:

www.parentclub.scot/ELC

[West Partnership Cross Boundary Funding Leaflet](#)