

NS20  
**Little Stars Day  
Nursery  
Settling in and  
Admissions Policy**



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Partnership**  
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## Change Control

Policy Name and Reference	LS16 – Settling in /Admission Policy
Version	V1.9
Name of Responsible Committee	FECQS
Job Title of Responsible Author	Nursery Manager
Date First Issued	November 2021
Date Current Version Issued	April 2026
Date of next Planned Review	April 2028

## Revision History

Version	Date	Type of Amendment	Amendment Details
V1	November 2015	New	New
V1.2	July 2016	Reviewed	Reviewed
V1.3	July 2017	Updated	Updated /minor amendments
V1.3	July 2018	Reviewed	Reviewed
V1.4	June 2019	Reviewed	Reviewed
V1.5	October 2020	Updated	Updated
V1.6	October 2021	Reviewed	Reviewed
V1.7	October 2022	Updated	Updated
V1.8	January 2025	Reviewed	Turned from Policy to Procedure.
V1.9	March 2026	Reviewed	Reviewed

## Settling in procedure

At Little Stars we aim to make sure all children settle in as quick and easy as possible, for both the parents/carers and children as we are aware this can be an upsetting time for both. As a nursery we want you to feel confident with leaving your child for the first time and playing an active role in your child's development. This is why close care and consideration is given to each family's individual needs and circumstances.

- Before your child starts, we will provide you with an application pack containing information regarding the nursery and your child's place.
- Before the child's official start date, we offer 2 hours free settling in period. Parents are encouraged to take these over 2 separate days.
- We use the settling-in process to complete any relevant documentation with the parents.
- Parents/carers are asked to stay in the room for at least 30 minutes while filling out relevant learning and development paperwork, and in the building for all the session. On the second session, if parents/carers feel comfortable to do so, they can leave the building.
- If the child is unsettled on their second settling-in session or first few official sessions we will ring parents to inform them as we believe this will unsettle the child more. Staff will work with parents to ensure the child is as settled as possible before their start date. Suggestions of shorter sessions and/or stay and play time may put forward.
- If the parent would like their child to do more settling in sessions, than the 2 free hours, these can be booked in 1-hour slots in accordance with the nursery fee structure.
- We will allocate each child with their key person before their settling in session.
- Within the first four weeks of the child starting at nursery we will work closely with parents so the staff can build the most accurate picture possible of the child's development.
- Practitioners will continue to work closely with parents/carers to enhance the child's development and ensure parents can be as involved as possible with their child's time at nursery.

## **Admissions Procedure**

It is the intention of Little Stars to make our provision accessible to children and families from all sections of the community.

Our admissions procedure operates within an equal opportunities framework and is regularly reviewed.

- We will ensure that the existence of Little Stars is widely known in local communities. Advertising notices will be placed in widely accessible areas, in more than one language if appropriate.
- We will describe practices in terms which make it clear that all sections of the community are welcomed.
- We will ensure that the description of the setting and its practices demonstrates how the setting enables children and/or parents with additional needs to take part in the activity of the setting.
- Children from the age of 12 weeks will be admitted in accordance with our Ofsted Registration.
- We will endeavour to be flexible regarding attendance to accommodate the needs of all families.

The waiting list will be monitored and reviewed regularly.

### **The following factors will be taken into consideration in allocating places:**

- The age of the child, siblings already attending the setting and our availability.

To be placed on the waiting list an application form must be received prior, via our online application form our paper copy which can be collected from nursery, with sessions /days stated.

FFE places will be offered in accordance with the Code of Practice for Local Authorities on Delivery of Free Early Years Provision from 9 months to school age (September 2010) and the local conditions identified within the Early Years Provider Agreement.

# NS20

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