



Alford Playgroup

Admissions and Settling in Policy

This policy was adopted from an Early Years Scotland sample policy and adapted to meet the requirements of Alford Playgroup.

This policy was adopted at a meeting of Alford Playgroup on;

Signed Date..... Manager

Signed Date..... Chairman

To be reviewed;

Signed Date..... Manager

Signed Date..... Chairman

To be reviewed

Signed Date..... Manager

Signed Date..... Chairman

Updated: 17.10.21

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.

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 of 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](#)

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](#).
- 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).

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 commence in setting when a place becomes available or on a date agreed with setting, however:

- When a Cross Boundary Funding Placement is *requested*, this funded place will be subject to agreement by the host authority.
- When a Cross Boundary Funding Placement is *granted*, funding will start the term after a child's third birthday regardless of your residing authority funding dates.

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.

4. Admission

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

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

Alford Playgroup is a funded provider of early learning and childcare (ELC) with Aberdeenshire Council local authority to provide the funded entitlement of ELC. When a child is aged 3 and 4, they can get 600 hours of free early learning and childcare a year. Admissions for this entitlement will depend on our admissions criteria set out within this policy and setting having a space available. Children younger than age 3 may also be able to get funding if they are eligible and a place is available.

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 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](#)

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.
- Offering 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](#)
- 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.
- 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.
- 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](#)

See attached Addendum for COVID Clause

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

COVID Clause

Alford Playgroup will at all time adhere to guidance, policies, procedures and guidance advised by

Scottish Government
Health Protection Scotland

In order to ensure the health and well-being of our service users and staff are supported.

In accordance with restriction levels set Alford Playgroup shall monitor admission and settling in policy. This shall the form of

- Parent and children, where possible, be given the opportunity to visit setting without other children in attendance.
- Where this is not possible parents and children visiting to be set at no more than four parents and their child (to be advised to parent – one parent and one child to visit) to visit during session.
- In accordance with guidelines;
Parents shall be asked to sanitise their hands as they enter the building
Wear a mask (unless exempt)
Adhere to social distancing stipulations – as set out in up to date guidance
Children attending to wash their hands as they enter the hall before the commence play
- Parents and children to visit for reduced time;
Initial visit; 30 minutes
Second visit; 1 hour

Children commencing sessions shall be dropped off at the door by (one) parent where a member of staff shall meet and support the child and parent.

- Parent to adhere to 1 metre social distancing
- Wear a face covering (unless exempt)
- Advise staff who shall be collecting their child
- Pick up time – parents shall remain behind the outside gate* where a member of staff shall escort their child to them
- Parents to adhere to 1 metre social distancing
- Wear a face covering (unless exempt)

Parents will be offered to escort their child and visit setting at least once per term.

October 2021

