

Admissions and Settling-in Policy

(EYFS Updated - September 2025)

Policy Statement: At WESTACRE MONTESSORI SCHOOL we strive to ensure every child experiences a smooth, supportive transition into our care, in alignment with the revised Early Years Foundation Stage (EYFS, September 2025). Recognising each child's uniqueness, our policy details our admission procedures, required information, settling-in approach, and the methods we use to help children comfortably adjust to their new environment.

Registration Process:

- Parents/guardians receive comprehensive information about our services, fees, availability, and EYFS curriculum upon enquiry.
- Completion of a detailed registration form by parents, capturing child's essential details, emergency contacts, medical information, dietary requirements, allergies, and individual needs or circumstances.
- Collection of necessary documentation including child's birth certificate, immunisation records, and parental permissions in line with EYFS 2025 requirements.

Settling-in Period:

- Emphasis on an individualised and gradual settling-in process that respects each child's emotional and developmental needs.
- Settling-in periods are collaboratively planned and tailored to the child and family's preferences, allowing incremental adjustments to our setting.

Supporting the Settling-in Process:

- Appointment of a designated key person who supports the child's emotional well-being, development, and fosters strong parent partnerships in compliance with EYFS guidelines.

- The key person engages proactively with families, obtaining detailed information about routines, preferences, and comfort strategies specific to the child.
- Provision of familiar items or comfort objects from home to ease transition and enhance the child's sense of security and belonging.

Communication with Parents:

- Maintain consistent, transparent, and proactive communication throughout the settling-in period, respecting parents' preferences on methods (face-to-face, phone, digital updates).
- Regularly update parents on their child's adjustment, emotional state, participation, and development milestones in line with EYFS standards.

Transition Support:

- Offer resources and structured activities to facilitate smooth transitions, providing continuity between home and the childminding setting.
- Ensure availability of designated calm and quiet spaces where children can retreat if feeling overwhelmed, aligning with EYFS 2025 emphasis on emotional well-being.

Inclusion and Diversity:

- Adhere strictly to EYFS 2025 standards promoting equality, inclusion, and diversity, ensuring each child's background, culture, and individuality are respected and celebrated.

Evaluation and Feedback:

- Regular evaluation of settling-in procedures informed by parental feedback, staff observations, and children's emotional responses.
- Adapt practices to ensure continuous improvement, reflecting best practice guidelines set out in EYFS 2025.

Review and Monitoring:

- Annual policy review, or more frequently as necessitated by updates to EYFS regulations or feedback from parents, children, and external agencies.
- Ongoing training for staff to remain knowledgeable about current EYFS standards and practices related to effective admissions and settling-in processes.

Signed: Rosie Reynolds

Date: JULY 2025