**Admissions and Settling-in Policy (2025)**

**Policy Statement:** At Little Acorns preschool, 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 information about our services, fees, availability, setting information 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 and parental permissions in line with EYFS 2025 requirements.

**Settling-in Period:**

* Emphasis on an individualized 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: Chairperson  
Date: September 2025