



Admission Policy

Safeguarding and Welfare Requirement: Information and Records.

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

Policy Statement:

This policy outlines the admissions procedure for Mosterton Preschool, ensuring fair and inclusive access to early years education. We are committed to providing high quality, flexible childcare that meets the varying needs of families, including those working or seeking employment.

Eligibility:

- Mosterton preschool is open to all children, regardless of location or background
- There is no catchment area, and proximity to the preschool does not influence admissions
- Attendance at Mosterton preschool does not guarantee a place at any primary or state school. Parents must apply directly to their chosen school through the appropriate admissions process
- We support children and/or parents/carers with disabilities to attend our setting

Waiting List:

- A waiting list is maintained and places are generally offered in order of enquiry
- However, priority is given to:
 - Siblings of children currently attending the nursery.

Admissions Process:

1. Initial show around:
 - Parents are invited to tour the nursery, meet the staff and management and ask questions.
2. Offer of a place:
 - If a place is available and agreed upon, registration paperwork will be provided, including:
 - Childcare Contract
 - Emergency Contact form
 - Consent and permissions form
 - Collection arrangements
 - Dietary requirements
 - "All about me" profile
3. Deposit and Fees:



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- A deposit of £50 is required if you wish to reserve a place more than one term ahead
 - This deposit will then be offset against your invoices once your child starts in the setting.
4. Funding
- Where eligible funding forms will be completed

Building relationships with parents:

We aim to build strong, collaborative relationships with families by:

- Sharing information through the nursery prospectus and welcome pack
- Providing a settling-in policy, class routines and an assessment of new entrant form
- Offering emotional reassurance and practical support for families during the settling-in process
- Giving verbal feedback at pick up to discuss children's progress and daily experiences
- Where appropriate, information provided can be made available in different languages and in other formats upon request.

Settling-In procedures:

We understand that starting preschool is a big transition. Our approach is supportive and responsive to each child's needs:

- Children are introduced gradually and given their own peg and photo to support their sense of belonging
- An optional uniform is available to encourage identification with the nursery community
- Parents are encouraged to stay briefly during the initial settling-in sessions to help children adjust
- Staff will take over gently, providing comfort and distraction
- Parents can call the preschool after 30 minutes for an update
- If needed, parents may:
 - Stay for longer during the transition period
 - Return earlier and gradually extend the time away.
- A transitional object (e.g. favourite toy or blanket) can be bought from home
- Staff will communicate privately with parents if a child is persistently distressed, avoiding conversations in front of the child when possible

Our goal is for every child to feel safe, secure and happy, to view staff as trustworthy adults, and to enjoy sharing their experiences with their parents at home.

Ongoing Support and observation:

- All children will receive a warm welcome and be acknowledged daily by the staff
- A learning journey will track each child's progress through observations
- Children have access to both indoor and outdoor learning environments throughout the day



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- Staff use the early years foundation stage (EYFS) framework to plan, assess, and evaluate learning
- Planning and observations inform next steps for each child
- For children requiring additional support, we work with parents and external professionals

Failure to comply with our terms and conditions may ultimately result in the provision of a place being withdrawn.

Review of policy:

This policy will be reviewed annually to ensure best practice is maintained.

Date: September 2025

Date to be reviewed: September 2026