

## S. Anselm's School



### Policy Title: EYFS Admissions Policy

Policy Category: EYFS

Policy Number: EY2

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It is our intention to make the Nursery /Foundation Stage at S. Anselm's School accessible to children and families. We aim to ensure our policies are open, fair and clearly communicated.

Little Puddings Nursery is open to all babies and toddlers from the age of 3 months.

S. Anselm's Pre-school is open to all children as soon as they turn three and anytime thereafter up to school age until they enter Reception.

### **EYFS key themes and commitments**

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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### **Aims**

- To ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.

To ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. In addition we will aim to provide translated written materials where language needs of families suggest this is required.

- To arrange our waiting list in birth order.
- The school and Little Puddings welcomes all parents, relations and other carers, including childminders.
- The school and Little Puddings will treat each child and their family, with regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language.
- We will make our Equal Opportunities and Inclusion Policy widely known.
- We will make our Terms and Conditions clear and accessible to current and prospective parents.
- We will do our very best to be flexible about attendance patterns to accommodate the individual needs of children and families, providing this does not disrupt the continuity in the school and Little Puddings that provides stability for all the children.

### **Admissions Criteria**

Places at Little Puddings Nursery are allocated in accordance with the following criteria:

- Availability of places within the appropriate age group
- Date of registration (waiting list order)
- Siblings of children already attending the setting may be given priority
- Children with identified special educational needs and/or disabilities (SEND) will be prioritised where appropriate support can be provided
- Consideration of the balance of ages and gender within the setting to support group dynamics

We are committed to ensuring that no child is discriminated against in line with our Equal Opportunities Policy.

### **Registration & Application Process**

#### **Registration Process**

A place is confirmed once:

S. Anselm's Preparatory School EYFS Admissions Policy

- A completed admission form has been received
- A deposit has been paid
- Consent and registration forms have been completed in full and returned
- Information documentation has been set to parent/ carer

Parents/carers are required to complete an admissions form to join the waiting list. We will offer places in writing and require confirmation of acceptance within a specified timeframe.

### **Settling-In Procedure**

#### **Settling-In Arrangements**

We recognise the importance of a gradual and supportive transition into the setting, particularly for babies and very young children.

We offer a settling-in period tailored to each child's needs, which may include:

- Initial Stay & Play visits with a parent/carers
- Close collaboration with parents/carers
- Allocation of a key person prior to starting

This ensures children feel safe, secure and supported as they begin their time at Little Puddings.

### **Key Person System**

Key Person

Each child is assigned a key person who:

- Builds a secure relationship with the child
- Supports their emotional wellbeing and development
- Acts as the main point of contact for parents/carers
- Helps children settle and feel secure within the setting

### **Special Educational Needs and Disabilities (SEND)**

We welcome children with special educational needs and/or disabilities and will work in partnership with parents/carers and external professionals to ensure appropriate support is in place.

Where necessary, we will:

- Develop individual support plans
- Make reasonable adjustments to the environment
- Liaise with relevant professionals

Admission will not be refused on the grounds of SEND where reasonable adjustments can be made.

### **Safeguarding & Welfare Requirements**

#### **Safeguarding and Welfare**

All admissions are subject to the setting's safeguarding policies and procedures.

We require:

Emergency contact details

Relevant medical information

Information regarding dietary or health needs

Children's safety and wellbeing are our highest priority, and information shared at admission supports us in meeting individual needs effectively.

### **Funding (15/30 Hours / Early Years Funding)**

#### **Early Years Funding**

We offer funded early education places in accordance with government guidelines.

Parents/carers are responsible for:

- Providing valid eligibility codes where applicable
- Understanding how funding is applied
- Paying any additional fees not covered by funding
- Further information is available on request.

### **Monitoring and Review**

This policy will be reviewed annually or in line with changes to legislation and guidance to ensure continued compliance and best practice.

### **Intent, Implementation, Impact**

**Intent:** Inclusive, accessible provision from 3 months

**Implementation:** Clear admissions, flexible settling, key person

**Impact:** Children settle well, families feel supported, strong relationships