

# **Admissions and Settling-in Policy (EYFS Updated - September 2025)**

**Policy Statement:** At Butterflies Nursery, 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 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 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: Chrissie Day

Date: 2<sup>nd</sup> July, 2025