

Admissions and Settling In Policy

Health and Social Care Standards:

1.1 I am accepted and valued whatever my needs, ability, gender, age, faith, mental health status, race, background or sexual orientation.

1.2 My human rights are protected and promoted and I experience no discrimination

2.10 I can access translation services and communication tools where necessary and I am supported to use these.

3.13 I am treated as an individual by people who respect my needs, choices and wishes, and anyone making a decision about my future care and support knows me.

Admissions

Within all Stramash settings, the practitioners and Team Leaders aim to ensure that the admission of children is fair, equitable and responsive to the needs and preferences of individual children and their parents or carers.

Following Guidance from the **Equality Act 2010**¹ Stramash, as an organisation, insists that no child should be excluded or disadvantaged because of ethnicity, culture, religious beliefs, language, family background, special educational needs, disability, gender or ability.

In all of Stramash's publicity - including but not limited to posters, leaflets and marketing campaigns online - Stramash aims to be accessible to all members of the public in terms that make it clear that fathers and mothers, other relations and carers, ethnic, religious and social groups with or without disabilities are all welcome. Stramash ensures that all information about Stramash's service, settings and approach is unbiased, easily accessible and able to be translated/adapted where needed. Stramash monitors and reviews the information it publicises regularly to make necessary adjustments.

Stramash complies with the Care Inspectorate's registration requirements for children of a specific age only to be admitted to the setting, ensuring that the service provided is age and stage appropriate. This allows the principles of the Health and Social Care Standards to be put into practice and each individual child to be safe, be appropriately cared for and have appropriate learning and playing opportunities.

Prior to a child's attendance at the nursery the parents or carers must complete and sign a Stramash **registration form**. Wherever necessary, the registration form can be adapted to accommodate language barriers, disabilities or learning difficulties.

The registration form provides the nursery with the following vital information:

- Name, address and date of birth;
- Starting date and pattern of sessions required;
- Name, address and contact numbers for the parents/carers;
- Emergency contact details;
- Any allergies or special dietary requirements;
- Details of the child's doctor;

¹ [The Equality Act \(2010\): UK Legislation](#)

- Illness and inoculation details;
- Parental consent for emergency procedures.

Parents/carers will also be asked to provide the nursery with any further information which they feel will enable us to take the best care of and get to know their child(ren) through the Marvellous Me form. This will make up the start of a Care Plan for the child.

If the nursery is full, or if a child is not yet of age to attend Stramash, the application will be placed on a **waiting list**. The list is arranged in priority of application dates/age, however the list is reviewed regularly to ensure that no bias or discrimination is being observed - priority of admission may be given to children with additional needs or support required, and this evaluation will be done on a case by case basis by the Team Leader.

In accordance with ***Getting It Right For Every Child*** (2007)² guidance, upon admission, all parents/carers are invited to the nursery to discuss the care and needs of their child with a member of staff, typically the Team Leader or Senior Practitioner, to ensure support is in place where required for the child and their family. This information will be used to build a Care Plan for the child, of which all children attending Stramash should have.

Settling In

In line with the ***Getting it Right for Every Child*** (2007) guidance, Stramash recognises due care and attention must be given to the parents, carers and child's need for time to settle into the setting and aims to work in partnership with parents or carers to settle the child into the setting's environment.

Stramash staff will aim to settle children into the setting by:

- Welcoming parents and carers into the nursery and encouraging them to stay with their child during the first nursery sessions until the child feels settled or the parent/carer feels comfortable about leaving their child;
- Offering advice and reassurance to parents and carers whose children seem to find it difficult to settle into the nursery and looking at various ways to support the child during this time;
- Providing familiar play and learning activities and experiences;
- Allocating a member of staff to each child before they start at the nursery. The designated staff member will make sure the child and their family are made welcome during the settling in sessions and ensure there is a smooth transition for the child. The designated staff member will also ensure good communication and information sharing takes place during these sessions.

Stramash recognises that there is no "one size fits all" approach to settling children into nursery and this process will be done on a case by case basis with support from the Team Leader.

² [Getting it right for every child \(2007\) Scottish Government](#)