



DEAN CLOSE
LITTLE TREES
NURSERIES

DEAN CLOSE NURSERIES LIMITED

Independent Day Nursery

**Child Admission and Settling In Policy
(NL044)**

Little Trees, Dean Close Nurseries Ltd is wholly owned by The Dean Close Foundation, registered Charity No: 1086829

LITTLE TREES DAY NURSERY

CHILD ADMISSION AND SETTLING IN POLICY

At Little Trees, we provide care for children up to the age of four. The number of children attending the nursery at any one time is strictly in accordance with legal space requirements set by the relevant regulators.

When considering enrolments, we take into account staff-to-child ratios and the facilities available within the nursery. Our admissions criteria are applied in the following order of priority:

1. Looked-after children.
2. Children known to the local authority to have Special Educational Needs (SEN) / Additional Learning Needs (ALN) whose needs can best be met at the preferred nursery.
3. Vulnerable children with a Child Protection Plan, Child in Need Plan, or a Local Authority/Common Assessment Framework record.
4. Children who have siblings already attending the nursery.
5. Children whose parents reside within the local area.

Children requiring full-time places may be prioritised over part-time placements, depending on parental work commitments, room availability, and nursery occupancy.

We are committed to inclusion and equality, ensuring all children have access to nursery places and services regardless of gender, race, disability, religion or belief, or parental sexual orientation.

Prior to attending, parents must complete and sign a contract and enrolment form via the Enrolment Hub on our website. These forms collect essential information including:

- Child's personal details (name, date of birth, address)
- Emergency contacts and parental responsibilities
- Dietary requirements, allergies (BASCI form required by the GP), and health information
- Collection arrangements, vaccination records, and consent
- Details of parents, doctor, and health visitor

Settling-In

We aim to help children settle quickly and comfortably, taking into account the individual needs of each child and their family. Our goal is for children to feel safe, happy, and stimulated, while parents have confidence in their child's well-being and feel supported as active partners.

All staff understand the importance of strong attachment relationships and are trained to recognise different stages of attachment to support children and families during the settling-in process.

Date of Issue: September 2025
Review Date: September 2027
Owner: Group Operations Manager

Our settling-in approach includes:

- A Team Leader providing a familiar contact for parents and children throughout the settling-in period.
- Allocation of a key person to each child, tailored to their individual needs.
- Reviewing key person assignments if a child bonds more strongly with another member of staff.
- Providing parents with clear information about nursery policies and procedures.
- Encouraging pre-admission visits and phased settling-in sessions.
- Allowing parents to stay with their child during the first hour to help them feel comfortable.
- Developing a settling plan for children who take longer to adjust, with guidance and reassurance for parents.
- Gradually encouraging short separations to build independence and confidence.
- Assigning a buddy/back-up key person for times when the primary key person is unavailable.
- Respecting family circumstances, including those unable to spend extended time in the nursery, and keeping parents updated on progress.
- The enrolment fee is intended to cover the cost of settling in sessions up to 7 hours (one 1 hour session with parents, and three 2 hour sessions in the lead up to start date)
- Children will not participate in outings until they are fully settled.