

## **Admissions and Settling-in Policy**

### **The World Outside Kindergarten**

#### **Policy Statement**

At The World Outside Kindergarten, we are committed to ensuring that every child experiences a positive, secure and developmentally appropriate transition into our woodland setting.

In line with the Early Years Foundation Stage (EYFS) statutory framework (effective September 2025), we recognise that:

- Every child is unique
- Emotional wellbeing is foundational to learning
- Strong partnerships with parents are essential
- Transitions must be carefully supported

This policy outlines our admissions procedures, funding arrangements, registration requirements and settling-in approach.

#### **1. Admissions**

The World Outside Kindergarten cares for children aged 2 to 5 years.

All admissions comply with statutory requirements of the EYFS, including:

- Legal space requirements
- Staff-to-child ratios
- Health and safety regulations
- Safeguarding and welfare requirements

When considering admissions, we take into account:

- Session availability
- Age group capacity
- Safe woodland capacity
- Staffing ratios

- The ability to meet a child's individual needs
- Operational sustainability

We operate a waiting list. Places are offered subject to availability.

## **2. Admissions Allocation**

Places at The World Outside Kindergarten are allocated on a first come, first served basis, subject to:

- Session availability
- Age group capacity
- Staffing ratios
- The setting being able to meet the child's needs safely

To support continuity of learning, secure attachments and sustainable staffing, we operate a minimum attendance requirement of two sessions per week, which may be:

- Two full days, or
- Two half-day sessions
- Or a combination of a full day and half day

This minimum applies to all children accessing a place at the setting, whether funded or non-funded.

Availability is determined by operational capacity within each session (morning, afternoon or full day).

Where a requested session is full, families will be offered:

- An alternative available session, or
- Placement on a waiting list

Being on a waiting list does not guarantee a place.

We reserve the right to prioritise full-day attendance where this supports sustainable staffing and occupancy balance across the setting.

### **3. Equality, Inclusion and SEND**

We operate in accordance with our Inclusion and Equality Policy and the Equality Act 2010.

We ensure that all children have access to nursery places irrespective of:

- Gender
- Race
- Disability
- Religion or belief
- Sexual orientation of parents

Admission is subject to the setting being able to safely meet the child's needs within available staffing and ratios.

### **4. Government Funded Early Education Entitlement**

The World Outside Kindergarten is registered to offer Government Funded Early Education Entitlement (15 and 30 hours where eligible), subject to Local Authority guidance and availability.

Funded places:

- Are allocated on a first-come, first-served basis
- May be booked termly in advance
- Begin the term following eligibility
- Are subject to session availability

Funded hours:

- Are free at the point of delivery
- Do not guarantee access to specific days or times
- Are offered within our operational session structure

We reserve the right to limit and/or allocate specific funded sessions in line with business requirements, staffing ratios and occupancy levels.

Parents are able to access their full funded entitlement within the sessions offered by the setting, subject to availability.

## **5. Allocation of Funded Sessions**

**(Effective for new families from 1st March 2026 and for existing families who amend their sessions)**

Due to sustained high demand for morning sessions and lower utilisation of afternoon sessions, the following structure applies:

### **For New Families Joining From 1st March 2026:**

- Children attending full days may use funded hours across the full day (subject to availability).
- Children attending half-day sessions only may access funded hours in afternoon sessions only.
- Funded morning-only sessions are not available to new starters or existing parents wishing to add additional sessions or change days.

This structure ensures:

- Balanced occupancy across the day
- Sustainable staffing levels
- Continued high-quality outdoor provision
- Long-term viability of the setting

### **Transitional Arrangement for Existing Families**

Families currently accessing funded morning-only sessions may continue this arrangement until 1st September 2026.

From this date, the above funded session structure will apply to all families.

Reasonable notice will be provided to support transition. The Kindergarten reserves the right to implement operational changes where required to maintain sustainable staffing and occupancy levels.

## **6. Charges, Supplements and Deposits**

Government funding covers early education and care only.

Additional charges may apply for:

- Hours outside funded entitlement
- Meals and snacks
- Woodland enhancement supplement (to support additional staffing, specialist training and outdoor equipment)
- Consumables

All additional charges, including the Woodland Enhancement Supplement, are detailed separately within the Fees Policy.

No child will be denied a funded place due to inability to pay optional charges.

Where appropriate, parents may provide their own equivalent items instead of purchasing setting-provided items.

### **Deposits**

To secure a place, parents/carers are required to pay a £50 deposit.

- The deposit confirms acceptance of the offered place and enables the setting to reserve the agreed sessions.
- The deposit will be deducted from the first month's fees once the child starts.
- If a family withdraws after accepting a place but before the agreed start date, the deposit is non-refundable, as it covers administrative costs and the holding of the reserved place.
- If the setting is unable to offer the place, the deposit will be refunded in full.

The deposit does not constitute a charge for funded early education hours.

Full details are outlined in the Fees Policy and Parent Contract.

## **7. Registration Process**

Prior to attendance, parents must complete and sign:

- Registration form
- Contract
- Funding declaration (if applicable)

- Consent forms

We collect:

- Child's full legal details
- Emergency contacts
- Medical information
- Allergies and dietary needs
- Parental responsibility
- Collection arrangements
- GP and health visitor details
- Immunisation information

Documentation may include:

- Birth certificate
- Proof of eligibility for funding

## **8. Settling-in Process**

We recognise that transition into a woodland kindergarten is a significant milestone.

Settling-in is:

- Individualised
- Gradual
- Emotionally responsive
- Planned in partnership with parents

Settling sessions are tailored to each child's needs and may include shorter initial visits where appropriate.

## **Key Person Approach**

In line with EYFS requirements:

- Each child is assigned a Key Person
- The Key Person supports emotional wellbeing and development

- Strong parent partnerships are prioritised
- Information about routines, preferences and comfort strategies is gathered

Children may bring familiar comfort objects from home to support transition.

### **Emotional Wellbeing**

We provide:

- Calm and quiet spaces within our woodland setting
- Predictable routines
- Secure attachments with staff
- Support for emotional regulation and expression

### **9. Communication with Parents**

We maintain:

- Transparent communication
- Regular updates
- Respect for preferred communication methods
- Ongoing discussion during settling-in

Feedback is actively encouraged to ensure continuous improvement.

### **10. Monitoring and Review**

This policy is reviewed:

- Annually
- Following updates to the EYFS
- Following Local Authority funding guidance changes
- In response to feedback

Staff receive ongoing training to ensure compliance with current statutory requirements.