Easebourne Nursery

Admissions and Settling In Policy and Procedures

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ADMISSIONS and SETTLING IN POLICY and PROCEDURES

Easebourne Nursery wants children and families to enjoy being involved. Children need to know that other adults care about them and will support them in their play and with activities offered and challenges they may face. Parents/guardians need to feel confident in the ability of the adults in our setting to look after and encourage their children to benefit from time spent with us.

We welcome all families from the local area and in order for them to know this we:

- publicise our services in school and other places where families with young children are likely to attend including online (website, social media and linked to the school website).
- ensure our information makes it clear that all families are welcome.
- provide information verbally and written for new families.
- issue a monthly newsletter for existing parents.

The Nursery is term time only & closes on school inset days. A Nursery Holiday Club runs, during most school holidays, over 3 days/week. This is booked prior to each school holiday so places cannot be guaranteed in advance and places are allocated on a first come/first serve basis.

Parents/guardians are welcome and encouraged to visit the Nursery before making a decision regarding their childcare and we can inform them of options within the locality.

To register for a place at Easebourne Nursery, parents/guardians must complete an Application Form and return it with a Registration Fee of £30.00. This is a non-refundable fee which covers administration costs to place a child on our waiting list, but it does not guarantee a place for that child. **If you are intending to only use Free Entitlement hours, with no additional hours or chargeable extras, a Registration Fee is not required.** Funded Entitlement may be claimed during the Nursery day, 8.00am to 5.30pm. Any additional hours attended will be charged at the current rate (age/room fees do vary).

Parents/guardians will be advised of available sessions, times and dates the term before their child is due to start. It is not feasible for sessions to be held too far in advance, so even if you have applied a considerable time in advance of your childcare requirements, places cannot be guaranteed until the admission offer is accepted.

Priority for place allocations will be given to existing Nursery children, followed by siblings and then new child applications. For existing children, requests for amendments or additions to sessions should be made in writing to the Nursery Manager. **Siblings of existing children will not need to pay a Registration Fee on application.**

Please note that attending Easebourne Nursery does not influence a child's chance of obtaining a place in the Reception Class of Easebourne Primary School.

When children are ready to start, we will:

- encourage parents/guardians and their child to visit before the child is due to start attending.
- agree how we will introduce and settle a new child into our setting with the parents to ensure the individual needs of the child and family are met.
- welcome parents/guardians to stay during the sessions until they feel confident their child has settled and no longer needs them to stay.
- increase the attendance time at each session gradually if requested by parents.
- reassure parents/guardians who are anxious about their child by giving them information about their child's activities and welfare during their time with us.

October 2026