



**Mission Statement**  
 “A Caring Christian Family Where We Grow Together”

## EYFS SETTLING IN PROCEDURE

**Effective Date:** 01/04/2017

**Review Date:** September 2025 Annual

Review Date	Signed Head Teacher	Signed Director RCSAT
06/10/2018	<i>J. L. J. J. J.</i>	<i>P. B. B. B.</i>
06/10/2019	<i>J. L. J. J. J.</i>	<i>P. B. B. B.</i>
15/10/2020	<i>J. M. Badger</i>	<i>P. B. B. B.</i>
30/09/2021	<i>J. M. Badger</i>	<i>P. B. B. B.</i>
30/09/2022	<i>J. M. Badger</i>	<i>P. B. B. B.</i>
30/09/23	<i>J. M. Badger</i>	<i>P. B. B. B.</i>
30/09/24	<i>J. M. Badger</i>	<i>P. B. B. B.</i>

Persons Responsible for Policy:	Executive Headteacher RCSAT
Approval Date	01/04/2017
Signed:	Director RCSAT
Signed:	Executive Headteacher RCSAT



## 1 Legislation

1.1. No direct legislation related to this procedure, but Safeguarding shall always be at the forefront of actions in relation to this procedure.

## 2. Implementing the Procedure

### 2.1. Responsibilities

2.2. The Executive Headteacher shall have overall responsibility for the implementation of this Procedure and shall ensure that all aspects of the procedure are managed appropriately.

2.3. To facilitate this, the Executive Headteacher has designated named staff and governors to manage aspects of this procedure, including co-ordination with nursery staff, reporting any issues to the Executive Headteacher.

2.4. The named persons are detailed in Appendix 1 of the procedure.

## 3. Principles of this Procedure

This procedure shall represent the agreed principles for Settling-in throughout the EYFS facilities in the School.

3.1. Reception settling in sessions for full time children. Two morning, plus one morning including lunch.

3.2. Nursery children are encouraged to have a 1 hour visit shortly before admission.

3.3. A flexible admissions procedure shall be maintained, a child may attend for short sessions at first gradually building up to full sessions.

3.4. Children shall be made to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the new learning experiences enjoyed in the school.

## 4. Arrangements for the Procedure

4.1. A child's introduction to our setting shall be as stress free as possible.

4.2. Once a place has been offered, the staff shall invite parent/carer and child to visit the setting prior to the child's official start date.

4.3. Nursery children to have gradual admission from the start date.

4.4. Reception children are invited to three settling in session the term before they start. This helps to familiarise the child with the school, the staff and the other children, and provides the opportunity to give the journey to school a trial run.

4.5. A child who is tense or unhappy will not be able to play or learn properly, so staff shall work with parents/carers to help the child feel confident and secure in the group. This takes longer for some children and parents/carers should not feel worried if their child takes a while to settle.

4.6. Parents/carers shall be advised to be prepared to accept that it may take some time for their child to adjust to the setting but very few children fail to settle. Leaving thier for short period's eases the separation process and the more their child comes and experiences the activities on offer and sees the parent/carer interacting with the staff, the more settled s/he will feel.

## 5. Record Keeping

5.1. The following records are kept:

5.1.1. Learning Journey Record of Achievement on Tapestry and SIMS data

## Appendix 1

### RESPONSIBILITIES

Area of Responsibility	Person Responsible
Overall responsibility	Executive Headteacher
Co-ordinator in School - Bunbury	Principal of School
Co-ordinator in School – St Oswald's	Principal of School
Co-ordinator in School – Warmingham	Principal of School
Governor	Achievement Director

