Bishop Sutton Pre-School and Forest Club

Charity Registration Number 1172849

09 Early years practice policy

Alongside associated procedures in 09.1-09.15 Early years practice, this policy was adopted by Bishop Sutton Pre-school and Forest Club on 1st July 2025.

Aim

Children are safe, happy, eager to participate and to learn, and supported to reach their full potential.

Objectives

- Young children need to form a secure attachment to their key person when they join the setting to feel safe, happy and eager to participate and learn. It is their *entitlement* to be settled comfortably into a new environment.
- The needs of part-time children are considered.
- There is a procedure for when children do not settle and for prolonged absences.
- Introductions and induction of the parent/carer is carried out before children start.
- Information is gathered from parents and carers prior to start regarding the child's likes, dislikes, interests, routines, family structure and birth history (see training regarding pre-term births - www.pretermbirth.info)
- *Prime times* of the day make the very best of routine opportunities to promote 'tuning-in' to the child emotionally and create opportunities for learning. We actively promote British values, inclusion, equality of opportunity and the valuing of diversity.
- We operate a positive behaviour management approach. Behaviour management procedures cover how staff should respond to all aspects of behaviour, including children who exhibit challenging behaviour towards other children. These procedures build on the Early Years Alliance's approach to learning based on three key statements.
    1. Learning is a lifelong process, which enables children and adults to contribute to and shape their world.
    2. We want the curriculum we provide to help children to learn to:
        - be confident and independent
        - be aware of and responsive to their feelings
        - make caring and thoughtful relationships with other people
        - become increasingly excited by, interested in, and knowledgeable and questioning about the world around them.

3. We provide a wide range of interesting child-chosen and adult-initiated activities which:
    - give children opportunities to use all their senses
    - help children of different ages and stages to play together
    - help children be the directors of their own learning
    - help children develop an inquiring and questioning attitude to the world around them

Children (2-5 years)

- To feel securely settled and ready to learn, children from two to five years need to form attachments with adults who care for them, primarily to a key person, but with other adults and children too. In this way children feel part of a community of learners; they can contribute to that community and receive from it. The three-stage model referred to in procedure 9.4 is applicable, but with some differences in the procedures for children moving up into the next group and for older children.

Attendance and Absence

If a child is ill, parents and carers are advised that they should contact the setting within one hour that the child would have been expected. If a holiday is booked in term time, please advise prior to the holiday, of the start and end dates. For safeguarding reasons, we need to know the child is safe. If we do not receive contact, attempts to contact the child's parents and carers, and then emergency contacts will be made. If no contact is made and there is no means to verify the reason for absence, relevant services may be contacted ie social workers. Absences are recorded for three years.

Please note that holidays over 4 weeks will impact the Early Years funding and will result in our hourly fees applying for that term/s.

Waiting list and admissions

Our provision is accessible to children and families from all sections of the local and wider community. We aim to ensure that all sections of the community receive accessible information and that our admissions procedures are fair, clear, and open to all parents who apply for places. The availability of a place at the setting considers staff/child ratios, the age of the child and registration requirements.

- We operate in an inclusive manner which enables all children and families to access our services.
- We also have regard for the needs of parents/carers who are:
    - looking to take up work, remain in work or extend their hours of work

- looking to commence training or education

- We work in partnership with the local authority and other agencies to ensure that our provision is accessible to all sections of the community.
- Services are widely advertised, and information is accessible to all sections of the community.
- Where the number of children wanting places exceeds the number of places available a waiting list is operated using clear criteria for allocation of places as detailed in section 09.1 Waiting list and admissions procedure.

Funded places – free entitlement

All 3- and 4-year-olds in England are entitled to 15 hours free childcare and early education each week for 38 weeks of the year. Some eligible two-year-olds are also entitled. Funded places are offered in accordance with national and local codes of practice and adherence to the relevant Provider Agreement/Contract with the local authority.

This policy was adopted by	Bishop Sutton Pre-school & Forest Club
On	1st July 2025
Amended on	21st May 2026
Date to be reviewed	AGM 2026
Signed on behalf of the Management Committee	*Sarah Short*
Name of signatory	Sarah Short
Role of signatory	Chair of the Committee
Signed on behalf of the Staff	*Penny Rowlands*
Name of signatory	Penny Rowlands
Role of signatory	Joint Manager

Legal References

Special Educational Needs and Disability Act 2001

Special Educational Needs and Disability Code of Practice (DfE 2014)

Equality Act 2010

Childcare Act 2006