

ADMISSIONS PROCEDURES

Introduction

In the Sue Hedley Nursery School we are committed to offering the best possible induction period to both the child and their family.

Aim

We aim to make the child and parents/carers introduction to the Nursery as smooth as possible and to ensure that all necessary information about the child is recorded and available to appropriate staff.

Admission to Nursery School Placement

Waiting List

- Parents / carers of children from two years of age can obtain application forms and admission criteria information from the Early Years Office.
- Parents / carers return completed application forms to the office together with the child's birth certificate, which is copied and returned to the parent / carer.
- Application form information is input into the schools admin system waiting list.
- Places are allocated the school term before they will commence placement.

Home Visits

- Early Years Teacher will organise home visits to each child and family in the first few weeks of new term.
- Admin staff will send out a letter to parents/carers with home visit information.
- Two members of staff to attend home visit.
- At home visit staff will complete home profile.

Induction

- Parents will be invited to an open day before the end of the summer term prior to their child's attendance at nursery.
- Parents will fill in consent forms and child's personal record forms.
- Staff will discuss how the children will learn and show them around the nursery.
- In consultation with parents/carers staff will arrange to visit the child and their parent/carers at home.
- Staff to organise days and times for visits to the nursery by children and parents/carers.
- When the child is happy to be left in the nursery without their parent/carer their time in the nursery will be gradually lengthened until the child is staying for the full session.
- When the child is fully settled staff will discuss with the parent/carer the fact that their child could stay for lunch if they wish.