



Hudson Primary & Children's Centre Policy Documentation

Admissions to Nursery

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HUDSON PRIMARY

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1.0 - Introduction

The purpose of this document is to act as an aid to staff to ensure that they are aware of the correct procedures and processes when dealing with an application for a new child to Hudson nursery. Following these procedures will ensure a fair way of admitting children to Hudson nursery.

2.0 - Aims

Staff are confident to deal with enquiries from parents regarding new nursery places at Hudson.

Parents will feel fully informed about the process of applying for a nursery place for their child at Hudson. Parents will be aware of the documentation required for the child's admission into nursery and it must be received in a timely manner.

Parents are aware of dates for parents meeting, stay & play, home visits & their child's start date as well as receiving confirmation of their child's sessions.

3.0 - Objectives

All staff will be fully aware of the procedures to be followed and the documentation to be given out to parents enquiring about a nursery place for their child.

Roles and responsibilities will be clearly set out and time limits met by staff members.

4.0 - Procedures for dealing with an enquiry regarding a new nursery place

Stage 1 - initial application

When a parent / carer approaches the office requesting information about their child starting Hudson nursery all members of the office staff will be able to help with their enquiry. **The persons name / details and child's details will be taken and entered in the Nursery communication book.**

The person making the enquiry will be given '*nursery pack 1*' (*appendix 1*), this will include

Introduction Letter

Expression of Interest to nursery

Admissions criteria for nursery places and allocation of sessions

School prospectus/leaflet(separate document)

Children's Centre timetable (separate document)

After School & Breakfast Club Information (school leaflet)

Registration form for Hudson Children's Centre

'Nursery pack 1' is available from the Main Office.

The parent / carer will be given the opportunity to have a look around the school and visit the nursery. The staff member that made the arrangement will inform the nursery. The family will be entered onto our database in order to 'keep in touch' with the school and receive all ongoing emails, newsletters and invitations to events.

The applicant will be advised on receipt of '*nursery pack 1*' that they must return the expression of interest form as soon as possible together with the child's birth certificate. A follow up phone call one week later will be made by the main contact staff member if no contact has been initiated by the family.

The closing dates for the receipt of admissions forms are 31st August (for January start), 31st December (for April start), 31st March (for September start). A copy of the birth certificate will be taken by the staff member and attached to the expression of interest form and held on file.

Stage 2 - allocation of nursery places

In the month following the cut-off dates for the nursery admissions forms to be returned, the lead office member of staff will review all the applications and availability of places and use the nursery admissions criteria to allocate places in consultation with the headteacher and EYFS lead teacher. The cut-off dates are as follows:

- 31st August (prior to the child's 3rd Birthday or 2nd birthday for 2 year old nursery) for January intake.
- 31st December (prior to the child's 3rd Birthday or 2nd birthday for 2 year old nursery) for April intake.
- 31st March prior to the child's 3rd Birthday or 2nd birthday for 2 year old nursery) for September intake.

The lead office member of staff will set up a file for the new nursery child including the returned expression of interest form and the copied birth certificate. The lead office member of staff will attach the '*nursery admission checklist*' (*appendix 2*) to the front of the child's nursery file.

By the end of September/ January or March (depending on the intake), the lead office member of staff will send parents an acceptance letter along with request forms for early education and child care sessions (**nursery pack 2 - Appendix 3**). This will include:

- *Early Education Provision Form*
- *Childcare Provision Form*

These must be returned by the end of the half term preceding entry into nursery.

NB. If a parent returns their forms after the initial allocation of places, the lead office member of staff will consult the nursery matrix and allocate places if they are available. Forms would be sent out and returned immediately.

Stage 3 - allocation of nursery sessions (early education and child care)

During the half term holiday preceding entry into Hudson nursery, the lead office member of staff will review the session request forms and allocate firstly early education and then additional child care sessions on the basis of the session allocation criteria. Start dates and home visit dates will be confirmed by the EYFS lead teacher at this time. Allocation of sessions will be discussed with the headteacher/ EYFS lead teacher as appropriate and then confirmation letters will be sent to parents by the end of the first week back after half term and be accompanied by nursery pack 3 (**Appendix 4**), which will include:

- *Medical Form*
- *Photo Consent Form*

- *Uniform Order Form*

Prior to the parent information session the lead office member of staff must ensure reply slips have been returned by parents stating whether or not they will be attending.

The lead office member of staff will pass details of new nursery children to the EYFS lead teacher along with the child's file prior to the parent information session.

During the parent information session the EYFS lead teacher must ensure that all the documents sent out in '*nursery pack 3*' are collected in and the details of any parent / carers who have not returned the forms are passed to the lead office member of staff.

Stage 4 - Transition into nursery

At the parent information session, the EYFS lead teacher will give out the parent information letter (**Appendix 5**). Dates for the home visit will be arranged by the EYFS lead and the lead office member of staff and these will be given out to parents at the information session along with the child's start date.

Stage 5 - Starting nursery

The home visits should be carried out by the EYFS lead teacher or key carers in the week prior to the child's start date. During the home visit the EYFS lead teacher should take school uniforms, follow up any medical issues with the parent / carer and collect any outstanding documents required to set the child up as a new admission to Hudson nursery.

The Office Administrator will enter all new starters' details onto the SIMS database prior to the new intake.

After all the procedures are followed and marked off the '*nursery admission checklist*' the new nursery child is ready to start. Their complete file will be put in the main drawer in alphabetical order.

5.0 - Equal Opportunities

In all the procedures all parties must take into account the school's equal opportunities policy and to ensure that there is no discrimination on the grounds of sex, race, disability, sexual orientation, religion and belief, or age.

6.0 - Monitoring and Review

This policy was adopted by the Governors on: March 2012

The last review of this policy was: March 2017

This policy is due for review on: January 2020

Signed Head teacher: N. Craddock

Signed Chair of Governing Body: D. Garside

It is important to bear in mind the requirements of the Disability Discrimination Act when implementing this policy. Special consideration must be given to the special needs of individuals.

Appendix 1 - Hudson Nursery Pack 1 contents list

Introduction Letter

Expression of Interest to nursery

Admissions criteria for nursery places and allocation of sessions

School prospectus (separate document)

Children's Centre timetable (separate document)

After School & Breakfast Club Information (separate document)

Registration form for Hudson Children's Centre

Appendix 2 - Hudson Nursery Admission Checklist

Nursery Admissions - Guidelines & Checklist - 2 and 3 Year Nursery

1. Office lead staff	Put the name/details in the Admissions register on the shared drive when expression has been made.
2. Office lead staff	<p>Give a Nursery Information Pack 1 (Including cover letter, expression of interest form, school Leaflet & CC timetable) Offer to visit the Nursery made (preferably 9.15 to 10.30am). Recorded in Nursery diary as well as school diary</p> <p>This information to be added to the shared drive record - initialled and dated when completed.</p>
3. Office lead staff	<p>Expression of Interest form along with birth certificates should be returned by parents prior to the cut off dates</p> <ul style="list-style-type: none"> • 31st August (prior to the child's 3rd Birthday) for January intake. • 31st December (prior to the child's 3rd Birthday) for April intake. • 31st March prior to the child's 3rd Birthday) for September intake. <p>This information to be added to the shared drive record - initialled and dated when completed.</p>
4. Office lead staff	<p>Pack 2 now needs to be sent out to families - this will include an acceptance letter and also a request form detailing the sessions required.</p> <ul style="list-style-type: none"> • 31st September (prior to the child's 3rd /2nd Birthday) for January intake. • 31st January (prior to the child's 3rd /2nd Birthday) for April intake. • 30th April prior to the child's 3rd /2nd Birthday) for September intake. <p>This information to be added to the shared drive record - initialled and dated when completed.</p>
5. Office lead staff	<p>In the month following the pack 2 cut-off dates for the nursery admissions forms pack 2 to be returned, the office manager will review all the applications and availability of places and use the nursery admissions criteria to allocate places in consultation with the Foundation Stage Coordinator.</p> <ul style="list-style-type: none"> • 31st October (prior to the child's 3rd /2nd Birthday) for January intake. • 28th February (prior to the child's 3rd /2nd Birthday) for April intake. • 31st May prior to the child's 3rd /2nd Birthday) for September intake. <p>The matrix is now formed for these intakes.</p> <p>This information to be added to the shared drive record - initialled and dated when completed.</p>

6. Office lead staff	Set up a paper file for this child to store all paper documents so far: Birth certificate, expression of interest and session requests.
7. Nursery staff	<p>Start dates and home visit dates will be arranged by the Foundation Stage Coordinator and passed back to the office manager to be added to pack 3 details. All dates will be recorded in the Nursery and school diaries and on the electronic register for nursery.</p> <p>This information to be added to the shared drive record - initialled and dated when completed.</p>
8. Office lead staff	<p>Confirmation letters will be sent to parents by the end of the first week back after half term along with nursery pack 3.</p> <p>This information to be added to the shared drive record - initialled and dated when completed.</p>
9. Office lead staff	<p>Prior to the parent information session the Office Manager should ensure pack 3 documents (3 of) have been returned by parents and placed in the paper file and uniform orders have taken place. Record of returned forms needs to be added to the electronic register initialled and dated.</p> <ul style="list-style-type: none"> • 31st November (prior to the child's 3rd Birthday) for January intake. • 31st March (prior to the child's 3rd Birthday) for April intake. • 30th June prior to the child's 3rd Birthday) for September intake. <p>The Office Manager should pass details of new nursery children to the Foundation Stage Coordinator along with the child's file prior to the parent information session.</p>
10. Nursery staff	<p>During the parent information session the Foundation Stage Coordinator should ensure that all the documents sent out in '<i>nursery pack 3</i>' are collected in and the details of any parent / carers who have not returned the forms are passed to the Office Manager.</p> <p>If the parent is not able to attend this meeting then a further date will be arranged or the missing documents will be chased.</p> <p>This information to be added to the shared drive record - initialled and dated when completed.</p>
11. Nursery staff	The home visits should be carried out by the Foundation Stage Coordinator in the week prior to the child's start date. During the home visit the Foundation Stage Manager should follow up any medical issues with the parent / carer and collect any outstanding documents required to set the child up as a new admission to the nursery. Documents are filed in the paper store and updated to the electronic register, initialled and dated.
13. Office Admin	Ensure details entered onto SIMs computer

Appendix 3 - Nursery Pack 2 contents list

Acceptance to nursery letter

Early Education Provision Form

Childcare Provision Form

Appendix 4 - Nursery Pack 3 contents list

Confirmation of sessions and start date letter

Medical Form

Photo Consent Form

Uniform Order Form

Appendix 5 - Parent Information Letter



Hudson Primary School and Children's Centre

Everyone Experiences Excellence

Moorhey Road

Maghull, L31 5LE



Tel: 0151 526 1568 (school) 0151 531 0117 (centre)

Website: www.hudsonprimary.co.uk

Email: head.hudson@schools.sefton.gov.uk

PARENTS INFORMATION LETTER – STARTING NURSERY

Dear Parent/Carer,

Information for children beginning starting their Early Education at Hudson's Outstanding provision.

Home Visits

Home visits are carried out at the beginning of the term just before your child starts in the Nursery. These visits are invaluable in that they provide the staff with an opportunity to get to know your child in their own environment. During the visit the staff will talk to you about your child and will carry out a very informal assessment by observing your child and making notes about what they can do. Any special needs, health problems, etc. will be noted at this time.

What your child will need in order to start Nursery

Uniform - Nursery children can wear the school uniform (although it is not compulsory). It consists of:-

- A navy sweatshirt or cardigan embroidered with the Hudson school logo.
- A red polo shirt
- Navy or grey jogging pants, grey school trousers or a grey school skirt.

Order forms are in your information pack and are also available from the school office.

Please note - Activities in the Nursery are often practical and messy. It is therefore unwise to send the children in their smartest clothes - glue or paint can easily ruin them. We encourage the children to become independent when using the toilet, therefore please avoid tight jeans and dungarees. Elasticated waistbands are much easier for the children to cope with. Coats, hats, boots, scarves, gloves etc must be clearly labelled with your child's name to avoid confusion.

Footwear - Children must be provided with a pair of indoor shoes, ideally shoes with elastic or velcro fastening or slippers. This is to prevent accidents when using the climbing frame and from slipping when the floor is wet and sandy. Children in the Nursery will have access to outdoor activities in all weathers. We would be grateful if you could provide the children with weather-proof clothing which can be left in the class e.g. a hooded jacket and trousers and a pair of Wellington boots. Again all items must be clearly labelled with your child's name.

School Fund

Parents are invited to make a voluntary contribution of £1 a week or £6 every half term towards the school fund. The money or cheque must be put in an envelope with your child's name on it. This money will be used for your child's benefit. For instance the children will be given a healthy snack of fruit, cheese, crackers, drink etc each day. Baking ingredients will be provided and additional "special" materials for craft activities will be bought.

Key Carer

Children will be admitted into the Nursery in small groups two or three at a time over a two week period. When your child arrives they will be allocated to a key carer. This person will be responsible for helping your child to settle in and for helping them to develop throughout their time. The key carer will also be your key point of contact if you have any queries or concerns.

Organisation of nursery sessions

Each session follows a basic routine to provide stability and security.

A typical morning might include:-

- 8.50-9.30 - Registration and self initiated activities.
- 9.30-10.00 - Key Carer Time.
- 10.00-11.30 - Focused activity and self initiated activities both indoors and out.
- 11.30-11.50 - Circle Time (phonics/numeric focus).

A typical afternoon might include:-

- 12.15-1.00 - Registration and self indicated activities
- 1.00-1.20 - Key Carer time.
- 1.20-2.30 - Focused activity and self initiated activities both indoors and out.
- 2.30-3.00 - Focused activity and self initiated activities both indoors and out
- 3.00-3.15 - Story and rhyme time

Depending on your child's session you may be required to use a different entrance.

Drop off at 9.00am - use Nursery Entrance

Drop off / collect at 12.00pm - use Nursery Entrance

Drop off / collect at 12.30pm - use Main School Entrance

Collect at 3.15pm - use Nursery Entrance

The Curriculum

The Early Years Foundation Stage will be delivered through observation based assessment and planning. When your child starts in the Nursery their key carer will be observing them very closely. The information they gather plus information from you and from other colleagues will be used to make an assessment of your child's development and learning and will be used to plan the best way to support your child's progress. There will be a balance of adult led and child initiated activities delivered through indoor and outdoor play.

Reporting Progress

All children progress at different rates and we plan the Early Years Foundation Stage Curriculum in order to take account of this. Some children may need extra support in certain areas and others may need to be provided with opportunities to extend their knowledge, skills and understanding. As a Nursery it is our intention to meet the individual needs of each child. Parents are kept fully informed of their child's progress through informal chats, open mornings and parents' meetings.

Parent Partnership

Here at Hudson we seek to develop an effective partnership with parents. We believe that working together has a positive impact on your child's learning and development. Parents are always welcome to spend time in the Nursery. They may participate in specific activities such as changing library books, baking, sewing, working on the computer, reading stories etc - whatever your talents, you will always be welcome!

We look forward to welcoming you and your child to our Hudson family.

Yours truly