

**Abbey Green Nursery School
&
Children's Centre**

**Admissions Policy
(Including Transitions & Settling In)**

September 2011

We follow Bradford Council's Admission Policy

- The office has responsibility for the upkeep and maintenance of the waiting list 3-5's NE places and Early Education places for 2 year olds.
- Children's names can be placed on the waiting list from birth
- 2 Year places are offered if children and families meet the LA criteria and Nursery education places are offered when a child reaches the age of 3 years if places are available and their name reaches the top of the list
- Pupil numbers will be strictly regulated so that the maximum legally permitted is not exceeded.
- There are times when a place may be given for priority reasons e.g. referral from Social Services or other outside agencies, Looked After Children, children in supported day care or emergency situations.
- When a vacancy arises parents are asked if they would like to accept a place for their child.
- If a child moves into the area and has had previous nursery experience an attempt is made to give the child a place in order to provide continuity and help them settle into the community.
- Prior to a child's attendance at Abbey Green the parents or carers must complete and sign the contract or registration form. This provides the school with the following vital information:
 - Name, home address and date of birth of each child
 - Name, address and telephone numbers of parents or carers

- Emergency telephone numbers
- Details of any allergies
- Arrangements of collection
- Name, address and telephone number of the child's doctor
- Parental consents on emergency procedures
- Parental consent for child to go on visits e.g. to the park, shops etc (see conditions of registration)

Reviewed September 2013, September 2016

Settling New Children

Aims

To work with parents and the child's family - as partners before and during time child is in Abbey Green.

To build on good relationships with home/family formed through home visits and other contact.

- Parents must stay with their child initially only leaving her/him when members of the child's team feel that she/he is ready to be left for a short period. This may be on the second day or it may be at the end of the second week - all children are individuals and cope with separation in different ways
- Birth certificate to be seen, registration and consent forms to be completed and contact details to be taken before parent can leave the child
- Parents or carers will be asked to provide the Centre with any further information which they feel will enable us to take the best care of their children
- Staff will encourage parents to show their children all the areas including the toilets and cloakroom
- Parents must tell their child they are going home and reassure her/him that they will be back later. Child's team must agree to parents leaving her/him
- Parents should be made aware that the settling in process some times takes a long time and they must be patient and trust us. The time that the child is left is increased gradually.
- Parents are encouraged to return at the time they are asked to return by members of the child's team - and take their child home.
- Regular attendance is encouraged
- The same family member is asked to settle in child if possible - explanation given as to why this is important
- The child's key worker will explain daily routines, show Learning Journey's, explain record keeping, documentation and the use of photos, and fill in all relevant paperwork.

Transitions

Aims

To inform and support parents, carers and children to ensure a smooth transition into the Centre, within the Centre and when leaving and moving to Primary School

To work with parents and the child's family - as partners before and during time child is in Abbey Green.

To build on good relationships with home/family formed through home visits and other contact.

For children to transfer confidently and seamlessly.

Children new to the Centre

Families contacted and invited to come and meet with the Parent practitioner to find out about transition procedures and given 'Welcome Pack'

Families invited to attend meetings where they will be introduced to their child's key worker. Key workers to be allocated prior to this meeting.

Home visits to be arranged prior to child starting at the Centre

Start dates to be arranged during home visits

Intake of new children will be staggered

Transferring from 2's to 3-5's

Blue Group children

- Early identification of children moving up from 2's - Blue Group to be told which group their children will be joining - 3 - 5's staff informed which children are from blue group.
- Transition reports written by Teacher supported by child's Key Worker and signed by Headteacher.
- Teacher to discuss report with parents and to pass Learning Journey child's key worker in 3-5's
- Copy of report and child's assessment file to 3 - 5's teaching staff.
- Key worker from Blue Group to liaise with Parents and Key Worker from 3-5's and to meet to discuss transition

Transferring children to Primary School at 4+

Aims:-

For children to transfer confidently to primary school with the skills and concepts learnt in nursery school firmly embedded so they may continue successfully on the learning journey.

For children and their families to be supported to ensure a smooth transition for everyone

We transfer children to many first schools but primarily to those in the Manningham area:-

Dixons Manningham Academy
Green Lane Primary School
Atlas Community Primary School
Westbourne Primary School
Miriam Lord Community Primary School
Iqra Academy

Schools outside the Manningham area which we sometimes transfer children to:-

St Williams Catholic Primary School
St Joseph's Catholic Primary School
Horton Park Primary School
St Cuthbert's Primary School
St Philip's Primary School
Margaret McMillan Primary School
Girlington Primary School
Heaton Primary School
Cottingley Village Primary School
St Walburga's Primary School

Normally children start school in a reception class for children aged four to five. Most children enter reception classes in September or January. However, compulsory (full-time) education does not begin until the term after your child's fifth birthday. This means that, legally, children whose parents would prefer to delay their child's entry to school can wait until the start of any term up to and including the term after their fifth birthday before they start reception. See Primary school admission policy)

Parents are asked to fill in a form for Bradford Education stating which primary school they will prefer and are encouraged to visit the schools available before filling it in.

The Authority let the parents know which primary school their child has been allocated to. Parents can appeal if the school is not the one of their choice. Arrangements are made for children to visit the Primary School that they will be transferring to.

Local schools Reception Class teachers visit the children here first and get to know them.

Parents are invited to attend meetings with the PI team and representatives from Local Primary schools in preparation for transition.

Weekly visits to local schools begin after the half term holiday - in May. These visits take place with a member of our staff who stays with the children initially. After several visits the children may be confident enough to be left for about an hour (or longer if this is convenient to the primary school). Parents are invited to come with us on these visits if they wish.

Some primary schools organise specific visits for parents and children.

Children going to schools out of this area visit the school with a member of staff and parents but usually only have one or two visits. We are working towards improving this situation.

The children's Learning Journey, their baseline assessment and any other information relevant to the child is passed on to their primary school, and the school is asked to return the Learning Journey to parents after they have looked at it.

NB

Staff here need to be aware that behaviour of children due to transfer to a primary school may change in the weeks prior to them leaving Abbey Green Nursery School & Children's Centre. They may need reassurance and extra support.

If parents elect to leave their children at Abbey Green Nursery School & Children's Centre for a longer period of time, visits to school will be arranged in the second half of the term before they leave.

Signed.....reviewed September 2014
Chair of Governors