

## **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.