

Admission, Induction and Transition Policy

Policy Statement:

Crossroads Nursery is very much a part of Durris Primary School. We follow Aberdeenshire Council guidelines for admission to the nursery. There are four admission periods (August, October, January and April) over the academic year depending on a child's age.

Information for parents regarding admission is displayed in the nursery, and in the local press, in January each year.

National Policy/Guidance:

Space to Grow

<http://hub.careinspectorate.com/media/549001/space-to-grow.pdf> -

Building the Ambition

<https://education.gov.scot/improvement/pages/elc1buildingtheambition.aspx>

Health and Social Care Standards

<https://hub.careinspectorate.com/media/2544/sg-health-and-social-care-standards.pdf>

The Scottish Government. *A Guide to Getting it Right for Every Child*

<http://www.scotland.gov.uk/Resource/Doc/238985/0065813.pdf>

The Scottish Government. *Curriculum for Excellence - Building the Curriculum 3: a framework for learning and teaching* www.scotland.gov.uk/Publications/2008/06/06104407/0

How Good Is Our Early Learning and Childcare?

www.educationscotland.gov.uk/earlyyears

Realising the Ambition

<https://education.gov.scot/media/3bjpr3wa/realisingtheambition.pdf>

Getting it Right for Every Child

www.girfec-aberdeenshire.org

Aberdeenshire Policy/ Guidance:

Admissions Policy

<http://publications.aberdeenshire.gov.uk/dataset/early-learning-and-childcare/resource/bb190a05-50e8-483c-b9a6-9ef69a7c76d3>

Admissions Procedure

<http://publications.aberdeenshire.gov.uk/dataset/early-learning-and-childcare/resource/22db14ba-1596-4597-8afe-e82187e5399c>

Health and Social Care Standards:

- 1.11 I am accepted and valued whatever my needs, ability, gender, age, faith, mental health status, race, background or sexual orientation.

- 1.11 I can be with my peers, including other people who use my service, unless this is unsafe and I have been involved in reaching this decision.
- 1.17 I can choose from as wide a range of services and providers as possible, which have been planned, commissioned and procured to meet my needs.
- 1.19 My care and support meets my needs and is right for me.
- 1.20 I am in the right place to experience the care and support I need and want.

United National Convention on the Rights of the Child (UNCRC)

Crossroads Nursery adheres to the articles stated in the UNCRCs. We aim to ensure the admission of children is fair, equitable and responsive to the needs and preferences of individual children and their parents or carers. No child will be excluded because of ethnicity, culture, religious beliefs, language, family background, additional support needs, disability, gender or ability.

Article 2

1. States Parties shall respect and ensure the rights set forth in the present Convention to each child within their jurisdiction without discrimination of any kind, irrespective of the child's or his or her parent's or legal guardian's race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
2. States Parties shall take all appropriate measures to ensure that the child is protected against all forms of discrimination or punishment on the basis of the status, activities, expressed opinions, or beliefs of the child's parents, legal guardians, or family members.

Article 3 (best interests of the child)

- The best interests of the child must be a top priority in all decisions and actions that affect children.

Article 5 (parental guidance and a child's evolving capacities)

- Governments must respect the rights and responsibilities of parents and carers to provide guidance and direction to their child as they grow up, so that they fully enjoy their rights. This must be done in a way that recognises the child's increasing capacity to make their own choices.

Article 15 (freedom of association)

- Every child has the right to meet with other children and to join groups and organisations, as long as this does not stop other people from enjoying their rights.

Article 28

1. States Parties recognize the right of the child to education, and with a view to achieving this right progressively and on the basis of equal opportunity, they shall, in particular:
 - (a) Make primary education compulsory and available free to all;

Procedure: How we do it.

Crossroads Nursery follows the Aberdeenshire Council Admission Policy and Procedures.

Crossroads Nursery is open to children in their pre-school year and ante-pre-school year. Priority is set in the Local Authority's Admission Procedures on a scale of 1 - 6. The application period is open to parents in January, where they can apply for a place online. A meeting of all pre-school providers (Local Authority, Private and Voluntary

Sectors) is held to ensure procedures are followed. There are four intakes a year in August, October, January and April. Children may start nursery in the term after they have reached their third birthday.

Nursery places are funded by the Scottish Executive via the Local Authority. Nursery is open during term time only from 8.45am – 2.45pm. Sessions offered are 3hrs 10mins or 6hrs per day. Nursery staff are happy to discuss reduced sessions or particular needs with parents to ensure a positive start to nursery. The uptake of the sessions is parental/ carers choice.

Induction and Transition into Nursery

- On application to the nursery, parents/carers are asked to provide personal details and information about their child and themselves. Confidentiality of information will be adhered to as per GDPR guidelines.
- The nursery handbook is available which gives details of the aims, policies and procedures.
- All parents /carers are invited to a parent/ child induction session prior to the term that their child starts nursery.
- Staff are always willing to set up an extra meeting if the parents wish.
- If a child requires a Multi-Agency Child Plan meeting to be held, this will be done prior to starting to ensure the appropriate transition into nursery is addressed and the appropriate support is available for the child and the family when they start nursery.
- Links are made with any previous pre-school providers (e.g. playgroups or private nurseries).
- Parents /carers and their child are invited to attend an open session during the holiday period prior to starting nursery.

Settling in

- We make arrangements for the child and parents or carers to visit the nursery so that they can familiarise themselves with the group, as above.
- We offer a warm and welcoming environment and ensure each child and their family feels included, secure and valued.
- We deal sensitively with the child's readiness to leave the parent/carer and the parent/carers' readiness to leave the child. The first day is a short visit of an hour to 1 ½ hours to allow the child time to get used to the new environment. The length of time the child stays will be extended when the child is ready and through parental/ carers discussions with the child's Keyworker. If the child is attending the morning session, they would normally have lunch, we advise that the children do not stay for lunch during their first week. This is to allow the child time to settle into the new routines and become familiar with the new environment.
- Parents/ Carers are welcome to stay in the nursery/ garden with their child to aid in the settling in process.
- Children are able to have their comforters to aid transitions.
- We provide positive feedback to parents/carers about how their child is settling in the nursery.
- Settling in records are provided after the first few weeks to share feedback to parents and gives parents the opportunity to share their views.
- Individual Care Plans are completed prior to starting and are updated throughout the year by the key worker, including changes to the child's Care Plan and conversations held with the parent/ carer or other professional.

Transition from Nursery to School

Crossroads nursery is very much part of the school community. The Head Teacher visits Crossroads Nursery termly and the early stages teacher visits Crossroads for several weeks in term 4.

Other links with the main school are made through events and, on occasions older children are invited to visit and help in the nursery.

Children at Crossroads Nursery transition to either Durris or Crathes School. School staff are invited to Crossroads in term 3 and 4 to start developing relationships with the children. EYLP and EYSP work closely with the Head Teachers and Durris and Crathes school to provide handover information for new Primary 1 children. School staff attend Child's Plan meetings. Each school provide parents with a transition calendar which is fully supported by nursery staff.

An individual transition programme is made for children who require an extra transition.

Communication with parents/carers

Crossroads Nursery welcomes all children and their families. Communication is particularly important. Newsletters, weekly school emails, learning Apps (new replacement for Seesaw is being sourced currently), focus weeks and notices on the whiteboard are frequent and we are always prepared to discuss concerns or provide reassurance if needed.

Parents are invited to telephone or face to face interviews to discuss their child's progress and wellbeing twice a year depending on the date of intake.

Online Profiling is used to allow Parents/Carers access photos/ videos of their children in the Nursery environment. They show the child's progress throughout the nursery. Parents and carers can leave feedback and post links from home for staff to view.