

# WHITEHEAD PRIMARY SCHOOL NURSERY UNIT

## ADMISSIONS & INDUCTION

### RATIONALE

It is the responsibility of the Nursery Unit to guarantee that all Education Authority (EA) guidelines for admission to a preschool setting are followed. On completion of the Open Enrolment process the staff will commit to ensuring all children make a happy separation from the home/care setting to Nursery, ultimately leading to daily attendance at a full session (morning or afternoon).

### AIMS

In Whitehead Nursery Unit we will ensure that:

- Procedures for admission to Nursery as outlined in the EA Pre-school Open Enrolment guidance documentation will be strictly adhered to.
- Criteria for allocation of morning and afternoon places will be regularly reviewed by the teacher, principal and Board of Governors and applied consistently.
- Opportunities will be provided to raise parents' awareness of the principles and aims of Nursery education and its relevance to the development of their child.
- All children will settle well and be happy participating fully in Nursery life.

### KEY AREAS

#### Admissions

- Children will be allocated a Nursery place by applying the statutory criteria as set out in the EA Open Enrolment documentation. In the event of the Nursery being oversubscribed, the following sub criteria will be applied:
  1. Children whose application form names the nursery as first preference
  2. Children attending Nursery at the date the applications are being considered
  3. Children who have brothers or sisters who currently attend or have attended Whitehead Primary School (not including the nursery unit)  
(Please state name and year of attendance on application form.)
  4. Children who have a parent or guardian employed by the school (please state name of employee.)
  5. Children whose family home is nearest to this school as measured on a straight line using Open Enrolment Digital Measurement resource [www.maps.osni.gov.uk](http://www.maps.osni.gov.uk)
- Morning and afternoon places will be allocated by applying the following criteria:
  1. Children who are currently attending the Nursery Unit at the time of application
  2. Children who will be attending in their final preschool year
  3. Children who have a parent currently employed in the school
  4. Children whose siblings currently attend or attended Whitehead Primary School for the majority of their primary education
  5. Children whose siblings attended or currently attend the Nursery Unit
  6. Children in order of chronological age, beginning with the eldest
  7. Distance from the school as measured by a straight line on an OS map

#### Induction

- When parents are offered places for their children, they will be given information/consent forms to complete and return to the school.
- Towards the end of the summer term each year, a parents' information / welcome meeting will be organised for the following year's intake when:
  - ✓ Induction procedures for the children will be discussed;
  - ✓ Parents/guardians will have the opportunity to ask any questions they may have or speak to the Nursery teacher and assistants about any other matter concerning their child.

At the meeting parents will receive booklets and other relevant hand-outs that will provide a comprehensive overview of all aspects pertaining to Nursery including settling in, day-to-day running and the pre-school curriculum.
- Children will have the opportunity to visit Nursery with their parents or guardians prior to commencing Nursery.
- Nursery induction will be completed by the end of September / beginning of October\*.  
\*in the event of admitting children in their penultimate preschool year (age dependent)
- In September, a curriculum evening will be held, when an overview of the principles of Nursery education will be outlined.
- The Nursery teacher will contact playgroups, crèches and day-care settings children have attended or currently attend to gain relevant information about the children.
- All staff will be familiar with and take into consideration written information provided by parents, particularly any issues that may impact a child settling in.
- All parents will be asked to stay on their child's first day to ease the transition between the home and Nursery environments.
- For the first few weeks, children will attend Nursery in smaller groups of 13, enabling staff to establish sound relationships with them and to gain increasing awareness of their needs, interests and abilities.
- Staff will be available to discuss with parents / carers any anxieties or concerns they may have with regard to their child starting Nursery.
- The children's initial length of stay in Nursery will be short, building up to a full session towards the end of September.
- Children will have opportunities to engage in both indoor and outdoor activities from the beginning of the settling in period. Subsequently, other routines and activities will be introduced e.g. tidying up, story session, circle time, snack routine etc.
- Children experiencing difficulty settling in the absence of parents or carers may benefit from a restricted length of stay each day until they can settle happily. In discussion with the parents and other staff members, the Nursery teacher will use her professional judgement to determine what is appropriate for each individual child.
- Staff will allocate additional time to work in partnership with parents of children who are unsettled and / or may have special educational needs, providing support and reassurance and implementing strategies to assist their child during this period.
- Staff will work with children individually, in small groups and with the whole class to model a range of play skills, show how to access equipment and promote appropriate behaviour. This

will involve initially limiting equipment and gradually building up the amount, variety and challenge of equipment. Staff planning for groups and individuals will be informed by daily observations of the children's play, interactions and behaviour.

## ROLES AND RESPONSIBILITIES

### **Principal / Board of Governors**

- Review annually the criteria as set out in the EA pre-school Open Enrolment guidance documentation
- Meet during the Open Enrolment process to ensure that the procedures have been followed
- On completion of the Open Enrolment process, confirm to the Nursery teacher that procedures have been followed correctly, including allocation of morning and afternoon places

### **Nursery Teacher**

- Undertake all administrative duties pertaining to open enrolment and induction throughout the process e.g. completion of administration for EA, notifying parents of offer of place, reviewing Nursery Information Booklet, consent forms etc
- Gather and retain relevant information about children from parents, previous preschool settings\* and other agencies\* who may be involved with children/families.  
\*Parental consent will be given prior to doing so
- Retain all records of applications for the following year's intake
- Pass on to the school secretary any administration to be forwarded to EA and parents
- In consultation with the principal, arrange and facilitate:
  - ✓ A welcome / information evening for new parents and;
  - ✓ A visit day for new parents and children.
- Establish and maintain a good working relationship with parents, liaising closely with them during the induction period and beyond.
- Oversee the settling in of all children, ensuring they are happy and secure within the Nursery.

### **Nursery Assistants**

- Assist the teacher in welcoming new parents to the Nursery and school.
- Assist the teacher in settling of children during the induction process.
- Under the direction of the Nursery teacher, implement strategies for individual children who may have additional or special needs.
- Observe and discuss with the teacher aspects of children's progress and development across all areas of the curriculum.

### **Parents**

- Be responsible for providing the school with:

- ✓ Consent for various aspects of Nursery e.g. taking photographs, intimate care.
  - ✓ Contact details and notifying the school of any changes
  - ✓ Relevant background information about their children to assist staff in establishing baselines.
- Support staff's roles through ongoing effective communication regarding all aspects of their children's well-being, education and development.

Date: April 2016  
Review Date: April 2018

The following schedule is flexible, being ultimately dependent on how the children settle in from year to year.

WEEKS 1 & 2	AM	9:00 – 10:00am	13	PM	12:30 – 1:30pm	13
		10:30 – 11:30am	13		2:00 – 3:00pm	13
WEEK 3		9:00 – 11:00am	26		12:30 – 2:30pm	26
WEEK 4		9:00 – 11:30am	26		12:30 – 3:00pm	26

DAY		ROUTINE
Week 1 (1 hour)	1	Free play/activities indoors then outdoors – all parents to stay
	2	Free play/activities indoors then outdoors – <b>parents free to go if child settled</b>
	3	Free play/activities indoors then outdoors – <b>parents encouraged to leave if child settled</b>
	4	As above - Tidying up encouraged and story (“tidy up” music introduced in quiet room)
	5	As above – free activities, tidying up with music, story and outdoor activities
Week 2 (1 hour)	1	Break routine introduced – talk through with children in preparation for Tuesday
	2	Staggered break – staff to alternate each day with group of 4 or 5 children
	3	Free play/activities indoors (inc. break), tidy up, story, outdoor activities
	4	As above
	5	As above
Week 3 (2 hours)	Days 1 -5	As above
Week 4 (2.5 hrs)	Day 1 onwards	All routines as above Introduce Welcome Time (if appropriate), Golden Time/Rules, Circle Time
Week 5		Introduce Show & Tell

PE to be introduced after Half Term (Hallowe’en)

