



## **Dunnottar Nursery**

### **Admissions and Settling In Policy**

*Children have the right to a good quality education. They should be encouraged to go to school to the highest level they can. (United Nations Conventions on the Rights of the Child - Article 28)*

The following policy has been written based on *Early Learning and Childcare Policy for Admission 2016/17, Aberdeenshire Council; The Scottish Government, National Care Standards Early Education and Childcare up to the age of 16, September 2009* (with specific reference to care standards 1, 8 and 14)

#### **Admissions**

Aberdeenshire Council has a statutory duty, under the terms of the Children and Young People (Scotland) Act 2014 to offer 600 hours of Early Learning and Childcare (EL&CC) to all eligible children. All children are eligible for a place from the school term following their third birthday. To ensure we fulfil this duty we work in accordance with the requirements and guidance identified in local and national documentation and legislation.

We follow the Admission to Pre-school Education procedure as stated by Aberdeenshire Council. Further information can be accessed through <http://www.aberdeenshire.gov.uk/schools/information/early-learning-and-childcare-information/>

#### **Induction**

- On application to Nursery, parents/carers are asked to provide personal details and information about their child and themselves. Confidentiality of information will be respected.
- Parents/carers are made aware where to view our school handbook. This gives details of the aims, policies and procedures.
- Parents/carers are invited to a meeting in May/June when Nursery procedures and curriculum are discussed.
- Parents/carers will be given an induction pack with useful information about Nursery routines and procedures.

## Settling in

- We make arrangements for the child and parents/carers to visit the Nursery so that they can familiarise themselves with the setting.
- The child and parent/carer is introduced to the Nursery team and will have the opportunity to share information about their child.
- We offer a warm and welcoming environment and ensure each child feels included, secure and valued.
- We deal sensitively with the child's readiness to leave the parent/carer and the parent/carer's readiness to leave the child.
- We stagger the intake of the new children to the Nursery.
- We provide feedback to parents/carers about how their child is coping in the Nursery.

**Updated - June 2016**

**Review date - June 2017**

