



## Dunnottar Nursery

### Admissions and Settling In Policy

#### Policy Statement

We understand that the process of choosing an Early Learning and Childcare setting that meets the needs of your child as well as accommodating your work/home circumstances can be challenging. We acknowledge that this is an important decision, and we are here to support you to make an informed choice about what our nursery can provide for your child. To allow you to make an informed choice we have various procedures in place that will help you to get to know our nursery, this will provide you with the detail that you need to make a decision that is right for your child.

*Health and Social Care Standards My support, My life 2017, Scottish Government. As part of being registered with the Care Inspectorate, we must comply with this document and illustrate the standards within our nursery.*

1.8 If I experience care and support in a group, the overall size and composition of that group is right for me.

1.15 My personal plan (sometimes referred to as a care plan) is right for me because it sets out how my needs will be met, as well as my wishes and choices.

1.19 My care and support meets my needs and is right for me.

4.5 If possible, I can visit services and meet the people who would provide my care and support before deciding if it is right for me.

#### Aims

To support our prospective families with the application process if required.

To provide information and to answer any queries that will help our families make an informed decision about applying for or accepting a place at Dunnottar Nursery.

Provide opportunities to visit and meet our staff.

*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)*

## **Admissions**

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/>

Dunnottar Nursery will be open term time only (38 weeks) and children can attend up to 5 sessions a week. As of November 2020, we are operating from 8:40am-2:40pm.

## **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, and our recording and storage of information is GDPR compliant.
- Parents/carers are made aware where to view our school handbook, aims, policies and procedures.
- Parents/carers are invited to a meeting in May (August intakes) where Nursery procedures and curriculum are discussed. If children join Dunnottar Nursery at other points during the school year, then they are invited as well.
- 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 before they start their sessions with us.
- The child and parent/carer are introduced to the Nursery team and will have the opportunity to share information about their child through discussions and individual written Personal Plans.
- Parents/carers are asked to share if any other providers care for their children so Dunnottar Nursery can make links with these providers and share information throughout the year to ensure a consistent approach to supporting children's learning and development (i.e. Childminders, Private Providers etc).
- 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.
- Parents/carers are given a QR code and information on how to sign up to Seesaw (the app we use to share children's learning and development) so they can receive photographs/videos on how their children are settling in.

## **Settling in Covid –19 measures**

Please be aware that we have had to change how we approach our settling in processes to comply with Covid-19 safety measures.

It is no longer possible for us to invite you to visit the nursery with your child to allow them to become familiar with the environment and the staff team. Before your child attends nursery, we will share videos of our inside/outside space to create a virtual tour. We will also share photographs/videos to introduce our staff team.

Once we have confirmed a place is available for your child then we will send you some forms to complete to help us gather information on supporting your child. We will then arrange a time to phone you to discuss your child's individual personal plans and any information you would like to share with us. This will allow our nursery team to find out crucial information which will help us support your child when they are with us.

## **Split Placements**

*“For children who attend multiple settings, either ELC settings or Childminders, consideration should be given to how they are supported to ensure good hygiene practices (washing hands, not sharing resources etc .with other groups of children other than their own)when moving between settings, and how their contacts with other groups of children are managed, based on an appropriate risk assessment in each setting. Where a child attends more than one setting, consideration should be given to record keeping of the other setting(s) to assist with any test and Protect process. Any records should be GDPR compliant.”*

Guidance on preparing to start ELC settings in August 2020 Scottish Government  
July 2020

To comply with the above statement from Scottish Government we create a risk assessment in consultation with the parent/carer and maintain a record of information for every child that attends another care service. We require to have regular communication with the other care service and for them to follow the same Government advice guidance e.g. risk assessment and record of information to share between settings.

## **Training**

Management are supported with the administration process of admissions by our Development Worker.

All staff are aware of the content of our risk assessment and comply with it regarding how we proceed with meeting with parents/carers as part of the admissions/settling in process as appropriate to the individual needs of each family and child.

## **Policy Review**

This policy will be reviewed regularly and in response to accident, incident or change in National or Local policy or guidance.

Date of Issue: August 2020

Date of Review: June 2021

Policy Author: Caroline Duncan (DHT)

## **References**

*Early Learning and Childcare Policy for Admission, 2020/21, Aberdeenshire Council*

*Guidance on preparing to start ELC settings in August 2020, Scottish Government, July 2020*

