



Parklands Nursery School **Registration & Admissions Policy**

It is our intention to make our setting accessible to children and families from the local community and surrounding areas. We endeavour to support children and families in accessing our setting and treat each family fairly, equally and provide high quality support to children and their families throughout their time at our setting.

Time of registration - Children may be registered from birth

Waiting List

- Parents may state their preference of session and days on their Application Form, which will be offered on a first come first served basis.
- Children are expected to attend at least 2 sessions per week.
- Payment for 15 hrs (5 sessions) will be met by the child's grant entitlement. Any additional sessions or Lunch Clubs are to be paid by the parents/carers. If your child is eligible for the 30 hrs extended funding then 10 sessions will be covered by the funding and your child can either be taken home for lunch or may attend our Lunch Club. Lunch Club sessions will need to be paid by the parents/carers.
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Acknowledgement of Receipt of Registration

Forms are dated and numbered as they are submitted. Parents will be issued with a receipt to verify the date of their application and the number their child appears on the waiting list.

Admissions

- The majority of places are available in September following the child's third birthday, for one academic year. Parents of these children will be offered places by letter.
- A January and Easter intake may be an option depending on numbers. Therefore if your child's birthday falls between September-December or January-March you may be offered the option of an early place.
- In some cases it may be appropriate for a child to remain in Nursery for a further period. Such cases are discussed and agreed between the parents and Head of your allocated Primary School.

Priority Admissions

Children with special needs may be admitted to Nursery School in preference to children ahead of them on the waiting list. A priority form can be obtained from the Office to be filled in by an official agency involved with the child and family (e.g. doctor, health visitor, social worker etc.) If you feel that your child has special needs or there are particular family circumstances, please give details on your application. Information given this way is treated confidentially.



Induction

- Parents are informed of the place available during May before the September intake. Other places are offered as they become available.
- A time is arranged for parents and children to visit the Nursery to familiarise the family with staff and Nursery routines.
- An appointment is arranged for the member of staff who will be responsible for settling your child to visit the family at home. We consider this to be a very important part of the process as the child is in familiar surroundings, and queries and anxieties can be discussed in privacy. Please see Settling In Procedures.
- Admission is staggered at the beginning of each term. This helps your child to get to know the staff and the Nursery. The parent/carer **must** stay with the child for all of the first session.
- Each child is an individual, and a “settling in programme” will be discussed with you, in order for your child to feel happy and confident in the Nursery environment. Staff then use their discretion when requesting that the parent/carer leaves for short periods of time, gradually building up to the child staying for the full session on his/her own.

Prolonged absence

Places are expected to be utilised fully and if a child is absent the Nursery should be notified. In cases of frequent or prolonged absence the Head Teacher will contact the family. If the place cannot be utilised fully it may be allocated to another child on the waiting list.