



## Admissions and Settling In Policy

*UNCRC in Article 28: Children have the right to a good quality education. They should be encouraged to go to school to the highest level they can.*

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/>

### **Childcare and Early Years Education Extended Service**

Laurencekirk nursery operates an extended service for children who meet a specific criteria. The application is then considered by a panel. If successful your child will be offered full day sessions. From the start of the morning nursery session until the end of the afternoon session - i.e. 8:50am until 3.30pm. Lunch will be provided for the children in the nursery at no extra cost to the parent/carer.

Examples of when a place may be offered:

- Periods of family stress such as bereavement, long term illness, family breakdown
- Families looking for support with parenting skills
- Lone parents or young parents, under 24
- Children with or affected by disability

## Laurencekirk Nursery

- Families affected by unemployment or requiring extra support to remain in employment

*All applications for a place will be considered by the individual circumstances and reviewed regularly.*

Please ask a member of staff for more information or further information can be accessed through <http://www.aberdeenshire.gov.uk/schools/additional-support-needs/childcare-and-early-years-education-extended-service/>

### **Partnerships**

We value the knowledge and relationships that your child has made with previous early learning and childcare providers. As part of our partnership working we approach these providers to invite them to visit our nursery with your child as part of the transition process into Laurencekirk nursery.

We feel that by providing opportunities for your child to visit with their previous key worker allows your child to feel more comfortable in our setting as they have the support of that known person to them. Your child's key worker will also visit your child in their previous setting to continue to establish positive relationships.

We ensure that we have the permission of the parent/carer before any information is shared between different early education and childcare providers. As a staff we are all aware and follow confidentially and data protection 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 their keyworker 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.

June 2016

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